

<b>Position Title and No.:</b>	<b>Human Resource Specialist</b>
<b>Name of Expert:</b>	<b>Samuel J. A. Allotey</b>
<b>Date of Birth:</b>	<b>22<sup>nd</sup> July 1960</b>
<b>Country of Citizenship / Residence</b>	<b>Ghana</b>

## Education

<b>Educational Institutions</b>	<b>Dates Attended</b>	<b>Degree (s) / Diploma (s) obtained</b>
<b>Ghana School of Law</b>	2016	Barrister at Law
<b>University of London International Programmes</b>	2010-2012	Bachelor's degree in Law
<b>University of Ghana Business School</b>	2008 – 2010	EMBA (Finance)
<b>Troy State University in Montgomery</b>	1994–1995	MSc in Human Resource Management (MSHRM)
<b>Air Command and Staff College</b>	1994 – 1995	PG Diploma, Military Studies
<b>Kwame Nkrumah University of Science and Technology (KNUST)</b>	1989-1991	BSc (Hons) Electrical/Electronic Engineering
<b>COFIDA/ Aermacchi s.p.a Varese,</b>	1987 –1988	Postgraduate Certificate in Aeronautical Engineering
<b>Kwame Nkrumah University of Science and Technology (KNUST)</b>	1979-1982	BSc (Hons) Mathematics
<b>Ghana Secondary Technical School</b>	1972-1979	GCE “O” and “A” Levels

## Employment Record

Period	Employing Organization / Title/ Contact information for references	Country	Summary of Activities performed relevant to human capital management
<b>Jul 21 - Date</b>	Human Capital Consultant and Legal Counsel	Ghana	Human Capital Consultant for Jospong Group of Companies, Legal Counsel with Integri Solicitors and Advocates Chambers
<b>Sep 11- Jul 21</b>	GRIDCo, Director for Human Resource & Services	Ghana	Responsible for the human resource strategy, organizational transformation and the formulation of policies and management frameworks to ensure staff engagement, workforce capacity enhancement and competence building. Has effectively sustained harmonious industrial relations while driving change and aligning human resource management to the corporate strategy. Has significantly contributed in positioning GRIDCo as an employer of choice in the power sector.
<b>Jan 07 - Sep 11</b>	Stanbic Bank Ghana Ltd, Head of Human Resource,	<b>Ghana</b>	Contributed to the rapid growth of the bank from 3 to 22 branches between 2007 – 2009 by deploying strategic talent acquisition techniques, robust training and development programmes, and a competitive reward and recognition scheme. Attracted the best talent in industry, adopted HR best practices, and an investment in people philosophy to drive the corporate results. Stanbic bank was voted Best Financial Institution (Ghana Club 100) for two consecutive years (2008, 2009).
<b>Jul-Dec 06</b>	Talent Pool Ghana Limited, Principal Consultant	<b>Ghana</b>	Human Capital Development and Training Consultants. Consultancy and advisory services in change management, leadership and organizational development. Clients included AngloGold Ashanti (Iduapriem), Shell Ghana Limited, and Irokko Limited. Adapted change management and practical consultancy experience in the delivery and harmonization of industrial relations; workforce planning, perceptions surveys and field research. Customized

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			human resource development interventions to organizational needs; Conducted executive search/ strategic resourcing; and business advisory services.
<b>Jan 06 – July 31, 2006</b>	Africa Online Holdings, Group Head of Human Resource	Nairobi, KENYA	Member of the Executive Management team providing strategic human resource direction, policy formulation and execution of the Group HR strategy across multiple jurisdictions (Eight (8) countries across Africa, with corporate offices in Nairobi and London). Worked closely with the Chief Executive Officer in leading the organizational change process and aligning the operations of the organization with the purpose, values and vision of the Group. Advocated HR policies, procedures and work processes that increased the levels of engagement and built internal capacity and competence. Company experienced a step-change in operational effectiveness and revenue growth.
<b>Apr 05 – Jan 06</b>	Africa Online Uganda, General Manager	Uganda	Returned the company to profitability after a business downturn by leveraging his telecommunications expertise. Organized the 5th Anniversary of the company's inception in Uganda as a high-impact brand visibility event. Improved Corporate visibility through an active engagement with regulators, industry associations and stakeholders. Reviewed business / workflow processes to ensure a shorter turnaround time on client queries, lead-time to service delivery and client acquisition processes. Prudent cost-management, service re-packaging, development of a company-owned network and skills-enhancement training saw a significant growth in the client-base. Personally facilitated in-house training sessions as a first step to establishing a

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			culture of learning and offered financial assistance to staff for work-related studies.
<b>Oct 04 – Mar 05</b>	Africa Online Ghana, Client Service Manager	Ghana	Provided leadership, guidance, coordination and supervision for the customer relationship management and billing units to ensure effective and timely response to clients. Carried out profitability analysis, query management, service utilization and client database mining to maximize revenue per client. Achieved high client retention through customer loyalty schemes.
<b>Aug 02 – Sep 04</b>	Africa Online Ghana, Corporate Sales Manager	Ghana	Formulated a forward-looking market analysis with action plans to sharpen the competitive edge of the company in a highly competitive and price-sensitive market through aggressive targeting of high net worth clients. Negotiated service agreements and pricing with both customers and bandwidth providers. Exceeded F/Y 2003 budgeted revenue by 30% and extended the network coverage. Held additional responsibility as HR Manager.
<b>Jan 01 – August 02</b>	Africa Online Ghana, Human Resource and Administration Manager	Ghana	Provided HR services to functional managers in the areas of workforce planning, organizational development, performance management and appraisal, recruitment and selection, employee relations, compensation administration, staff training and career development. Advocated equity and efficiency in the administration of Company policies that promoted strong commitment and teamwork. Successfully right-sized the company and resolved employment relations disputes together with the Company Lawyer.
<b>Oct 83 –June 01</b>	Military Service with the Ghana Air Force	Ghana	Served as an Avionics Engineer for 18 years working on flight management systems,

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			onboard navigation/electronic equipment, including weather radar and communications equipment. Trained on airfield facilities maintenance with the Ghana Civil Aviation Authority. Retired with the rank of Wing Commander.

#### **Membership in Professional Associations and Publications:**

Member, Society for Human Resource Management, Ghana

#### **Board Membership and social engagements:**

Board Chairman, Environment & Sanitation Group of the Jospong Group of Companies

Management Committee Member, School for Continuous and Distant Education, University of Ghana

#### **Language Skills:**

Language	Reading	Speaking	Writing
<b>English</b>	Excellent	Excellent	Excellent
References	Name	Email	Phone
	Dr. J.S Agyepong	jsagyepoing@jospongroun.com	0202013874
	Mr. Alhassan Andani	andania@lvsafrika.com	0244333150
	Prof. Samuel Adams	sadamss2000@yahoo.com	0243384833