**Paul Asare**

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**PROFESSIONAL SUMMARY**

A committed and monitoring and evaluation professional who has the experience, skills and qualifications to support monitoring and evaluation across a variety of processes for different industries. Can skilfully implement monitoring and evaluation strategies for the organisation to include developing and refining processes. Has extensive knowledge of data collection and analysis techniques to identify the potential impacts and outcomes from different strategies. Can make recommendations for relevant training and learning opportunities to improve the process.

**Career Objective:**

To build a self-career with honesty, loyalty, good relationship and best performance, and translate my experience, knowledge, skills and abilities into value for an organization.

**Professional Strengths:**

* Thorough knowledge of advanced statistics and research methods for monitoring, including sampling techniques and the use of software for analysis
* Excellent critical thinker, assessor and analyser
* Able to make strategic recommendations as part of the evaluation process
* Excellent communication and team building skills, can establish and maintain strong working relationships inside and outside an organisation
* Advanced knowledge of quality management systems and their applications.
* Report Writing and Presentation Skills

**Technical Proficiencies:**

* Microsoft (Office, Excel, Publisher, PowerPoint, Access,) and Corel Draw, SPSS, Epi Info. and Stata Basic

**CAREER HISTORY**

**Food and Drugs Authority 1st Sept. 2016 - Current**

**Head of Unit, Monitoring and Evaluation Unit**

Job Purpose

* To assist the Ag. Divisional Head of Monitoring and Evaluation Division in the performance of his duties
* To plan, manage and provide technical support to the leadership of the Division.

Duties and Responsibilities entails:

* Support Divisional Head and M&E Officers in providing hands-on technical assistance in all aspects of Design, Monitoring and Evaluation, including development and implementation of M&E systems;
* Build institutional capacity in monitoring and evaluation by guiding, supporting and leading design and implementation of M&E systems and procedures that are appropriate, effective and cost-efficient;
* Design, lead and manage participatory data collection, analysis and reporting for FDA M&E systems (Evaluation of FDA structure, other FDA monitoring and evaluation tools and systems);
* Participate in program design and proposal development;
* Design, lead and manage participatory data collection, analysis and reporting for FDA M&E Systems (Evaluation of FDA Structure, other FDA monitoring and evaluation tools and systems);
* Develop and/or participate in development of guidance and frameworks for institutional procedures, policies and processes that will institutionalise and support high quality Design, Monitoring, Evaluation and Reporting in FDA;
* Help establish M&E guidance and tools for FDA’s strategic programming sectors;
1. Supervise all M&E Officers
2. Develop and oversee integrated work plan for FDA M&E Unit and;
3. Coordinate technical assistance and related initiatives;
* Design programs and projects to pursue funding for strategic programming areas through direct involvement;
* Lead and support further development and implementation of FDA knowledge and management Leaning Strategy Assisting in Budget preparation for the Food and Drugs Authority and;
* Any other duties assigned to me by the Head of Division

**Regulatory Officer 1, Project Research and Management System Department (PRMIS)**

**Food and Drugs Authority**

**14th Dec. 2009 - 31st Aug. 2016**

* Assisted in the preparation of institutional budget.
* Collated and prepared twenty-eight (28) quarterly reports and six (6) annual reports.
* Modified and improved on the reporting format for the FDA
* Collated and analysed eighty-four (84) monthly Management Information System (MIS) reports
* Served as repertoire for four (4) Institutional Performance Reviews.

**Sekyere East District Assembly Oct. 2008 – Aug. 2009**

**National Service Personnel (Budget Officer)**

* Prepared Internally Generated Fund (IGF), Composite, Personnel Emolument and Supplementary Budget.
* Disbursed Common Fund.

**Ministry of Health (Policy, Planning, Monitoring and Evaluation Directorate-PPME) 2007**

**Intern**

* Collated and compiled Quarterly and Annual Report for the Health Ministry.
* Analysed five (5) Monitoring and Evaluation Reports.
* Executed daily operations assigned to me by the Head of Monitoring and Evaluation Unit.
* Facilitation of activities for meetings and workshops.
* Embarked three (3) Monitoring Visit.

**Planned Parenthood Association of Ghana Jan. 2001 –Dec. 2003**

**PPAG-Helpline Counsellor**

* Counselled about 50 young people (Youth) weekly via telephone, Internet on health related and General Issues.
* Prepared all the quarterly and annual reports for the department.
* Served as Resource Person and Facilitator on HIV/AIDS, Family Planning etc. for various schools, churches and organizations.

**EDUCATION**

* Diploma in Monitoring and Evaluation-National Institute of Labour Economics Research and Development-Narela, India-2015
* BSc. Business Administration (Accounting and Finance Option) -Presbyterian University College-Okwahu campus-Abetifi-2004-2008
* Certificate in Youth Work-Ramsyere Training Centre (Abetifi) 2004
* Senior Secondary School Certificate Examination-St. Johns Grammar School-1999

**Professional Seminars, Courses & Trainings Attended**

* Procurement and Contract Management: Effective tendering, award of contract, managing your provider and procurement audit -24th October to 4th November 2016 organised by Public Administrative International (PAI) London.
* Trainer of Trainers (ToT) training programme on performance contracting organised by Public Sector Reform Secretariat from 12th to 13th July 2016
* ISO 9001:2015 implementation training programme organised by the Food and Drugs Authority under the TRAQUE project from 18th to 20th July 2016.
* Monitoring and Evaluation course organised by National Development Planning Commission under the Government of Ghana Capacity Development Mechanism project, which was sponsored by Department of Foreign Affairs, Trade and Development of Canada. - December 2015
* Educational and Field Visit of International Training Programme in Monitoring and Evaluation-HCM Rajasthan State Institute of Public Administration Jaipur, India- October 2015
* Monitoring and Evaluation-RIPA International, London, September 2015
* Monitoring and Evaluation Programme (customised)-GIMPA 2014
* Research Methodology and Report Writing-ISSER-University of Ghana-2011

**Leadership Positions Held**

* General Secretary- Students Representative Council (SRC) of the Presbyterian University College-Okwahu Campus-2007-2008.
* General Secretary-National Union of Presbyterian Students-Ghana of the Presbyterian University College-Okwahu Campus- 2006-2007.

**Membership**

* Project Management Institute (PMI)-Ghana Chapter
	+ Secretary to the Board
* Rotary club of Accra Ridge
1. Assistant District Secretary (Rotary International District 9102)-July 2016-June 2017
2. Club Membership Committee Chair- July 2016-June 2017
3. President- July 2014-June 2015
4. Club Treasurer 2010/2011, 2011/2012
* Evaluation Community of India
* Ghana Monitoring and Evaluation Forum
* Rotary International Cadre Group Member

**Voluntary Experience**

* Rotary Cadre Member-Audited projects in Kenya and Nigeria 2012-2013
* World Vision Ghana Sekyere East Area Development Programme-Participated in the Transformational Development Indicator Survey and other projects (2009).
* World Vision Ghana Sekyere East Area Development Programme-Assisted in collating final report on Transformational Development Indicator Survey and other projects (July 2009).
* Volunteer-Planned Parenthood Association of Ghana (2003-date)

**PERSONAL INFORMATION**

**Age:** 37 years **Nationality:** Ghanaian **Gender:** Male

**Interests:** Reading of novels, motivational books and religious books, surfing, organizing events, dancing, acting and writing.

**REFERENCES**

**Mr. Hudu Mogtari**

Former Chief Executive Officer

Food and Drugs Authority

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**Patrick Mang**

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