



CURRICULUM VITAE

Personal Data:

Name : Bondzie, George
Postal Address(es) : AE 27, Community 8, Tema
Directorate of Research, Innovation and Development
(DRID) University of Education, Winneba, Box 25, Winneba
Cell Phone : 0244933264/0201886236
Email Address(es) : gbondzie@uew.edu.gh or bondzieba@gmail.com
Date of Birth : 22nd January, 1976
Nationality : Ghanaian

Areas of Expertise or Professional Skills:

- With good understanding and appreciation of proposal development and grantsmanship related matters, have been able to form very good working relationship with proposal development team as well as project implementors;
- With good planning, coordination, teamwork, collaboration, communication, administrative leadership, interpersonal and organisational skills have been able to work closely with colleagues, superiors, course coordinators, Study Centre Coordinators and Administrators for successful conduct of Mid-Semester and End-of-Semester Examinations at all the forty-four (44) Study Centres of the Institute for Distance and e-Learning (IDeL), now College for Distance and e-Learning (CODEL) of UEW. These same skills have enabled me to organise and supervise eight (8) Conference Markings for CODEL;
- Have developed deep understanding and appreciation of distance education programme thereby being able to offer advice and suggestions to colleagues and superiors where necessary;
- Have developed understanding and appreciation of both academic and administrative procedures of the University, and been able to offer academic counselling to distance education students whenever they call on me;
- Conversant with accreditation issues, and this has earned me additional responsibility as an officer in charge of accreditation, CODEL; and been able to complete Ghana Tertiary Education Commission (GTEC) instrument for accreditation of the CODEL's programmes;

- Very familiar and resourceful with the general administration and management practice of the University of Education, Winneba thereby performing other administrative functions of the CODEL;
- Very skilful in writing, and has been able to;
 - develop Quality Assurance Policy Guidelines, and reports for the CODEL;
 - write articles for publications and other reports listed in this document;
 - contribute to the writing of the *Proposal to Elevate IDeL to a College Status* which was approved by the Academic Board of the University;
 - draft speeches for –
 - the Vice Chancellor’s meeting with the CODEL Heads of host Institutions;
 - the Vice Chancellor’s speech for the 2nd Session of the 28th Congregation
 - the Vice Chancellor’s speech for the 2nd Session of the 27th Congregation; and
 - the Council Chairman’s speech for the 1st Session of the 27th Congregation.

Education

Qualification	Name of Institution Attended	Period
M. Phil in Applied Linguistics	Status: Fulltime Research Student School: Department of Applied Linguistics, University of Education, Winneba,	2010 – 2012
B. A. Linguistics with Theatre Arts, Second Class (Upper Division)	Status: Fulltime Student School: University of Ghana, Legon, Accra	1998 – 2001
G. C. E “A” Level	Status: Fulltime Student School: Swedru Secondary, Agona Swedru	1994 – 1996
G.C.E “O” Level (Division One)	Status: Fulltime Student School: Aburaman Secondary School, Abura Dunkwa.	1989 – 1994

Career History

Senior Assistant Registrar, Directorate of Research, Innovation and Development (DRID), University of Education, Winneba, October, 2023 to date;

- *Assisting the Director, Directorate of Research, Innovation and Development to manage the interface between project implementers and Faculty Coordinators;*
- *Liaising between the Directorate of Research, Innovation and Development, and the faculties;*

- *Assisting in facilitating capacity building training for staff in the University;*
- *Facilitating the constitution of research teams in the faculties;*
- *Facilitating the development of research proposals in the faculties;*
- *Providing support for the faculties on grantsmanship;*
- *Coordinate the implementation of all funded projects in the University;*
- *Reporting on implementation of funded projects to the DRID Board and Funders;*
- *Supervising subordinate staff at the Directorate; and*
- *Serving the DRID Board and carry out other roles assigned by the Director.*

Assistant Registrar, Examinations, Institute for Distance and e-Learning (IDeL)/College for Distance and e-Learning (CODEL), University of Education, Winneba (UEW), November, 2017 to September, 2023;

- *Seeing to the planning and coordination of conduct of examination at all the Study Centres including printing of questions, collation and distribution of questions to Study Centres and implementation of UEW policy on conduct of examinations;*
- *Preparation of timetable for conduct of quizzes and end-of-examinations;*
- *Coordinate and organize conference marking;*
- *See to the processing of students' result for publication;*
- *Assist in congregation matters;*
- *Liaise with Quality Assurance Department at the College level on Quality Assurance issues;*
- *Liaise with Students Records Unit at the College to publish students' results;*
- *Responsible for tutorial, examination, quiz and monitoring;*
- *Liaise with Planning Unit of the University on accreditation issues;*
- *Advise Deputy Registrar on examination matters;*
- *Performing general administrative duties, and serving Committees;*
- *Supervising subordinate staff; and*
- *Any other duties assigned by College Registrar.*

Chief Administrative Assistant, Institute for Educational Development and Extension (IEDE) - Centre for Distance Education (CDE), University of Education, Winneba (UEW), July, 2016 – January 2017;

- *Following administrative procedures, and carrying out administrative duties with minimum supervision;*
- *Identifying problems, offering suggestions and resolving some work-related problems;*
- *Supervising subordinate staff, keeping adequate and proper records and maintaining records and files;*
- *Providing secretarial services including drafting and typing of letters and memos;*

- *Writing of minutes and reports;*
- *Requisitioning and distribution of items including updating of asset register;*
- *Ensure effective organization of receiving and dispatching of mails; and*
- *Any other duties assigned by Head of Department*

Senior Administrative Assistant, Office of the Internal Auditor, University of Education, Winneba, May, 2010 - July, 2016;

- *Keeping adequate and proper records and maintaining records and files;*
- *Supervising subordinate staff;*
- *Providing secretarial services;*
- *Drafting and typing letters and memos;*
- *Requisition and distribute items;*
- *Ensuring effective organization of receiving and dispatching of mails;*
- *Maintaining records and files;*
- *Updating asset register;*
- *Writing of minutes and reports; and*
- *Any other duties assigned by the Internal Auditor.*

Senior Administrative Assistant, Office of the University Librarian, University of Education, Winneba, January 2004 – May, 2010;

- *Keeping adequate and proper records and maintaining records and files;*
- *Supervising subordinate staff;*
- *Providing secretarial services;*
- *Drafting and typing letters and memos;*
- *Requisition and distribute items;*
- *Ensuring effective organization of receiving and dispatching of mails;*
- *Maintaining records and files;*
- *Updating asset register; and*
- *Writing of minutes and reports; and*
- *Any other duties assigned by the University Librarian*

- Tutor, Ghana Education Service, Breman Asikuma Senior High School, November, 2002 – December, 2003; and
- Teaching Assistant, Department of Linguistics, University of Ghana, Legon – Accra, September, 2001 - August, 2002.

Publications, Research Conducted or Project(s) Undertaken:

Publication(s)

- **Bondzie, G. & Pajibo, D. E. (2020).** Quality control in the conduct of examinations: The case of the Institute for Distance and e-Learning (IDeL) of the University of Education, Winneba. *The Social Educator, a Peer-reviewed Journal of the Department of Social Studies Education, University of Education, Winneba*, 6(1), 74-86.
- **Vida, J. V. & Bondzie, G. (2020).** Assessment of face-to-face tutorial sessions of the University of Education, Winneba distance education learners of Ghana, *West African Journal of Open and Flexible Learning (WAJOFEL)*, Vol. 9 No. 1.
- **Bondzie, G. (2022).** Students' perception of conditions for self-efficacy during their internship programme. A case study of the University of Education, Winneba College for Distance And e-Learning. *African Journal of Teacher Education, ISSN 1916-7822. A Journal of Spread Corporation. Vol. 11. No. 2. (122-139).*

List of Professional Areas & Professional Presentations etc.

Examinations; Distance Education; Office Administration & Management; and Communication:

- Presented on “Students’ perception of conditions for self-efficacy during their internship programme. A case study of the University of Education, Winneba College for Distance And e-Learning” during Registrar’s Department Monthly Seminar at Seminar Room 3, Student Centre, University of Education, Winneba, Winneba 29th November, 2023;
- Presented on “Quality Controls in the Conduct of Examinations: the case of the Institute for Distance and e-Learning (IDeL) of the University of Education, Winneba”, Annual Review Workshop, Wadoma Royale Hotel, Abuakwa, Kumasi, 17th – 20th December, 2020;
- Presented on “Issues Affecting the Conduct of Examinations in the Institute for Distance and e-Learning (IDeL) of the University of Education, Winneba” Institute for Distance and e-Learning (IDeL) Annual Review Workshop, Wadoma Royale Hotel, Abuakwa, Kumasi, 13th – 16th December, 2019; and
- Presented on “Communication and Interpersonal Communication” UEW Internal Audit Retreat, Winneba 12th December, 2013.

Monographs or Memoranda/Reports

- Report on Capacity Building Workshop for the Study Centre Coordinators, Administrators and Tutors, Wadoma Royale Hotel, Abuakwa-Manhyia, Kumasi 3rd -16th December, 2017;
- Policy Guidelines for Quality Assurance for the College for Distance and e-Learning (CODEL) of the University of Education, Winneba, March, 2018;

- Institute for Distance and e-Learning (IDeL), (2021). Proposal to Elevate Institute for Distance and e-Learning (IDeL) to a College Status, Proposal Submitted to University Management (Member of the Development Team);
- Evaluation Report on Conduct of Examinations and Conference Marking: Observations, Interventions and Suggestions; September, 2022; and
- Examinations Manual, College for Distance and e-Learning, University of Education, Winneba, September, 2022.

Professional Development:

Training Sessions:

- **Participant** - Three-Day Capacity Building Workshop on the theme University of Governance in the 21st Century: What is expected of Registrars, Elimina Beach Resort, 17th-20th January, 2018; and
- **Participant cum Rapporteur:** Annual Review Meeting for Senior Members of the Registry, University of Education, Winneba, Elmina Beach Resort, Elmina 9th-11th February, 2019.

Seminars and Workshops:

- **Participant** – Chartered Institute of Administrators and Management Consultants (CIAMC) Mandatory Continuing Professional Education (MCPE) & Branch Lunch, Topic Discussed – Building Strategic Working Relationships, North Campus Assembly Hall, 11th May, 2024, University of Education, Winneba;
- **Presenter** – Registrar’s Department Monthly Seminar, *Students’ perception of conditions for self-efficacy during their internship programme. A case study of the University of Education, Winneba College for Distance and e-Learning*, Seminar Room 3, Student Centre, University of Education, Winneba, Winneba 29th November, 2023;
- **Participant** - One Day Seminar on Ghana Tertiary Education Commission New Standards and Norms on Quality Assurance Issues, Jophus Anamua-Mensah Conference Centre, University of Education, Winneba, Winneba, 9th May, 2023;
- **Participant** – Public Lecture on the Topic “Beyond the Call of Duty: A Paradigm Shift for Productivity in Higher Education in West Africa”, Jophus Anamuah-Mensah Conference Centre, North Campus, Winneba 5th March, 2020;
- **Participant cum Rapporteur:** One-Day Workshop on the theme “Internationalisation of Universities in Ghana, Jophus Anamua-Mensah Conference Centre, University of Education, Winneba, Winneba, 7th February, 2018;

- **Participant:** One-Day GAUA Professional Development Workshop on the theme Modern Trends in University Administration and Management, August, 2017, University of Ghana, Legon;
- **Workshop Administrator, Participant as well as Rapporteur:** Three-Day Capacity Building Workshop for Study Centre Coordinators, Administrator and Tutors, Wadoma Royale Hotel, Abuakwa Manhyia-Kumasi, 3rd -16th December, 2017;
- **Workshop Administrator and Participant:** Two-Day Workshop on Postgraduate Dissertation Supervision, Wadoma Royale Hotel, Manhyia-Kumasi 12th – 14th June, 2016;
- **Participant:** One-Week Workshop on Mentoring, Windy Lodge, Winneba, November, 2015;
- **Participant:** 10th Annual Internal Audit Forum, Ghana, Accra 21st -22nd October, 2015;
- **Participant:** Global Entrepreneurship Training in West Africa, Ghana, Wenchi 16th – 22nd February, 2014;
- **Participant:** One- Day Workshop on Environmental Audit, Health and Safety, & Wellness, 18th December 2012;
- **Participant:** One Day Workshop on Gender Budgeting, Pecku Block, University of Education, Winneba 9th – 11th June 2009; and
- **Secretary/Member of Planning Organising Committee:** Committee of University Librarians and their Deputies (CULD) Seminar, University of Education, Winneba, April 2008;

Membership of Professional Association(s):

<i>Name of Association</i>	<i>Position held (if applicable)</i>	<i>Period</i>
Ghana Association of University Administrators,	Member	2017 to date
Chartered Institute of Administrator and Management Consultant	Associate Member	2022

Institutional Service:

<i>Name of Committee(s) and/or Board(s)</i>	<i>Position or role</i>	<i>Period</i>
School Management Committee, University of Education, Winneba;	Secretary,	2018/2019 – 2020/2021 Academic Years
Investigative Committee, an Adhoc Committee Set-up by Registrar to Investigate Discovery of Negligence and Ineffective Work Output at the University Farm, University of Education, Winneba	Secretary,	April – March, 2020,

One-Day Workshop on the theme “Internationalisation of Universities in Ghana, Jophus Anamua-Mensah Conference Centre, University of Education, Winneba, Winneba	Rapporteur	7 th February, 2018
Registrar’s Meeting; University of Education, Winneba	Secretary	June – August, 2017,
Farm Management Committee, University of Education, Winneba	Secretary	2017/2018 Academic Year,
Planning Committee, Committee of University Librarians and their Deputies (CULD) Seminar	Secretary	March, 2008;

Community Service:

- Treasurer, UEW Library Welfare Association, 2008 – 2010;
- Reviewed UEW Library Senior Administrator’s Manual, 2008;

Grants, Honours, Awards, Prizes/Professional Recognition and another Key Accomplishments:

- Granted Ghana Government Scholarship throughout Ordinary Level Education, 1989 – 1994;

Referees:

Name of Referee: Mr. William Agyei-Bieni
Address School of Graduate Studies
University of Education, Winneba
P. O. Box 25
Winneba, Ghana
Tel: 0208180469
wabieni@uew.edu.gh

Name of Referee: Ekua Asemanyi
Address Division of Human Resource
University of Education, Winneba
P. O. Box 25
Winneba, Ghana
Tel: 0244792029

Name of Referee: Ms. Sena Dake
Address P. O. Box LG1018
Legon, Ghana
Tel: 0244816190
sdake2@yahoo.co.uk

Signature:.....

Date:.....