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**KINGSLEY**

**KINGSLEY.350711@2freemail.com**

**OBJECTIVE**

**Hardworking, conscientious and caring graduate holding a Master’s Degree in International Cooperation and Humanitarian Aid with extensive experience in customer service, administration, social work, teaching, and project management. I am keen to pursue a care in this area helping organizations achieve their set targets**

**Key Skills**

***Leadership and Teamwork***

I led a team of 10 staff.

***Computing***

I developed skills in using Microsoft Word to create, format and save documents, prepare reports and letters. Used Microsoft Excel to create, modify and format LEAP documents. Developed spreadsheets for recording information and used standard formulas and functions to create graphs and charts.

***Communication***

I have gained strong communication skills during my degree course from giving presentations at seminars to participation in group work. At the Department of Social Welfare, I helped clients identify and understand their needs and in helping them with their problems. All my roles in the public sector have required strong interpersonal and communication skills to work successfully with a wide range of people with different support needs. Additionally, I developed strong written and verbal communication skills through undertaking assignments on my degree course, facilitating during service training for Junior Staff, and in delivering on assigned duties.

**KINGSLEY**

***Problem Solving***

I resolved challenges of clients.

***Organisation***

In my current role as a Social Worker at the Department of Social Development, it is crucial that I am able to follow the necessary daily routines as required, whilst having the flexibility and understanding to respond to the needs of individual clients. In my voluntary role as Secretary of the VisionTech Foundation Ghana, I organised committee meetings and do associated paperwork.

***Advocacy***

In my current role as a Social Worker, I am involved in raising awareness about the rights of children and the need to avoid child labour.

**Facilitation/Presentation**

I facilitated during a one day training program for a group of university students. The purpose of the training was to share experiences and how they could prepare for competitive job market by drafting a professional Curriculum Vitae and covering letters. The students were exposed to the realities on ground and most expressed how helpful the training program was.

**Fund Raising**

I led the fund raising efforts of Justina Mobenda Foundation in Ofankor, Accra Ghana. The purpose of the fund raising was to raise funds to rehabilitate Justina Mobenda Preparatory school building.

**Teaching**

I taught English and Math during my National Service in Ghana for one year. I also taught English for five years as Part Time English Teacher.

**Work Experience**

* ***Department of Social Development, Ga West Municipal Assembly, Amasaman Accra – Social Development Officer, January 2011 – Present (Full- Time)***

***Description of tasks and responsibilities:***

***Context/Challenge***

* Assisted in the coordination and implementation of Social Development Programmes
* Excelled in performing general administrative duties .i.e. Writing of Reports, Memos, Filing etc.
* Conducted social investigation and wrote social enquiry reports for the courts
* Assisted in the transference of Livelihood Empowerment against Poverty cash (Social Protection) to beneficiaries, Assisted in the Disbursement of the Disability Fund, and Protected
* Promoted and protected the Rights of Children( Child Protection)
* Monitored and evaluated the operation of Day Care Centre’s and NGO’s
* Registered, monitored and evaluated the operations of Non-Governmental Organizations and facilitated sensitization programmes on Child Labour Issues
* Assessed the annual reports of NGO’s and insisted on compliance with best NGO’s practices
* Prepared and submitted annual plans & budgets for the Department.
* Provided support in the organisation of sensitization programmes on teenage pregnancy and child labour
* Prepared and implemented work plan and budget for the Department

***Results***

* Created employment opportunities for over 200 disabled persons
* The Early Childhood Development Centres have conformed to the provisions provided in the Children’s Act
* Rights of children have also been protected
* The implementation of the Livelihood Empowerment against Poverty has helped to reduce poverty in the Municipality.
* The well-being of the disadvantaged, poor, vulnerable and the excluded have been improved

***Learning***

* Learnt effective coordination of social welfare services
* Provision of effective support in the preparation and implementation of sensitization programmes
* Preparation and implementation of work plan and budgets
* Monitoring and evaluation and writing evaluation reports
* Writing of quarterly and annual progress reports
* Learnt resource mobilization.
* ***VisionTech Foundation Ghana, Amasaman Accra - Board Member and Secretary, Jan. 2012 till date (Voluntary Commitment)***

Voluntary work for two hours per month

* International Donor Funded Project
* Scheduling and co-ordinating meetings
* Compiling minutes and reports for Board meetings
* Co-ordinating committee meetings
* Assisted in setting up the Foundation
* Scheduled and co-ordinated meetings
* Compiled minutes and reports for Board meetings

**Education and Qualifications**

* ***Kālu Institute-Master’s Degree in International Cooperation and Humanitarian Aid, Almeria-Spain, 2013 - 2015***

Course covers a broad range of subjects including project management, Logical framework, Missions and Offices in the Field, Sectors in Humanitarian intervention, The Sphere Project and the UNHCR Emergency Manuel, The International Legal Framework, Gender and cross cutting approaches, Ethics in Humanitarian Work and Development Cooperation, Solidarity and Cooperation, The Millennium Development Goals in Development Projects and Disasters and Risk Management, Cooperation and Development Projects and Monitoring and Evaluation of Development Projects, Administration, Human Resources and Logistics.

* ***University of Ghana-Legon – BA Social Work and Psychology, 2006 – 2010***

***Graduated with First Class Honours***

* ***Customer Care Training-Ga West Municipal Assembly- June, 2016***
* ***TEFL Professional Development Institute - Certificate in Teaching English as a Foreign Language, 2016***

***TrainingPRO-Certificate in Project Management Professional (PMP) ,* Preparing for the PMP certification, *2017***