



**Hubert
Obour**

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Accra, Ghana 233

SUMMARY

Knowledgeable and enthusiastic Chartered Professional Administrator with a solid background in managing HR functions, administrative tasks, budgeting, financial administration, and project management. Accomplished in formulating and executing policies and procedures to warrant compliance with labour laws and regulations. Proven expertise in resolving staff issues and supporting the Director of Human Resources in strategic decision-making. I am seeking a challenging role in a fast-paced organization where I can utilize my skills to contribute to the success of the organization.

SKILLS

- Recruitment and selection
- Compliance and Legal Knowledge
- Performance management
- Budgeting / financial administration
- Project management
- Employee Relations
- Policy dev. and implementation
- HR Information Systems
- Conflict resolution
- Training & Development

EXPERIENCE

1. Organization: Ghana Highway Authority, Accra, Ghana

Current Position: Deputy Director of Human Resources (January 2019 to present)

Year of Joining the Organization: 1st October, 2007

Functions:

- Support the Director of Human Resources in developing and implementing HR strategies and initiatives.
- Develop and monitor the HR department's budget, and ensure effective allocation of resources and adherence to financial policies and procedures.
- Collaborate with cross-functional teams to ensure project integration and alignment with organizational goals.
- Oversee and manage the recruitment and selection process, including sourcing candidates, conducting interviews, and making hiring decisions.
- Ensure compliance with labour laws, regulations, and company policies regarding employee benefits, compensation, and leave management.
- Develop and implement performance management systems, including performance appraisals, goal-setting, and employee development plans.
- Handle employee relations issues, including conflict resolution, disciplinary actions, and grievance procedures.
- Support the development and implementation of training and development programs to enhance employee skills and knowledge.
- Manage HR metrics and analytics to assess HR programs' effectiveness and efficiency and identify improvement areas.

2. Organization: University College of Management Studies: Kumasi Campus

Date: June 2002 - September 2007

Position: Programme/ Business Development Officer

Functions:

- Drove business growth within the organization
- Developed a network of contracts to attract prospective students
- Researched new market opportunities and oversaw growth projects
- Made sales projections and forecasted revenue in line with projected income etc

EDUCATION AND TRAINING

- **Ph.D. in Sustainable Development and Diplomacy**
EUCLID University: (From July 2023 up to date, distance learning)
- **MBA: Human Resource Management**
Guglielmo Marconi University: December 2021, Rome, Italy
- **MSc in Oil and Gas Resources Management**
University of Cape Coast: September 2017, Cape Coast, Ghana
- **Bachelor of Science: Public Administration**
University of Ghana: January 2014, Accra, Ghana

PROFESSIONAL QUALIFICATIONS AND TRAINING

- Chartered Professional Administrator - Chartered Institute of Administrators and Management Consultants, Ghana – November 2022
- Certificate in Manpower Information Systems - National Institute of Labour and Economic Research Development, Delhi, India - March 2019.
- Certificate in Project Management Professional (PMP) - Knowledge Tree International Institute, Ghana – October 2022

PROFESSIONAL MEMBERSHIPS

- Member of Chartered Institute of Administrators and Management Consultants – Ghana – June 2019

REFERENCES

1. Mrs. Ophelia Ayiku
Deputy Director of HR
Ghana Highway Authority
Head Office, Accra
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2. Mrs. Gloria Odjidja
Deputy Director of HR
Ghana Highway Authority
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