

VERA AMI AYITEY

Ph.D.

Lecturer of Human Resource Management

University of Education, Winneba

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ORCID: <https://orcid.org/0000-0002-5592-1523>||

Research Gate: <https://www.researchgate.net/profile/Vera-Akafo>

1. Title: Dr.

2. Personal Data:

Surname: Ayitey

Other Name(s): Vera Ami Akafo

Gender: Male [] Female []

Date of Birth: February 28, 1981

Marital Status: Married

Address(es): Department of Management Sciences, School of Business, University of Education, Winneba.

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Email Address(es): vaayitey@uew.edu.gh; verocitar@yahoo.com; veraakafo@gmail.com

Languages Spoken and/or Written: English, Eve, and Ga.

3*. Personal Profile: *A summary of experiences and expertise:* I am a results-oriented Human

Resource Management instructor with broad experience in human resource management, including human resource management policy development, performance management, compensation, benefits administration, change management, and industrial relations. I have 13 years of teaching experience with a passion for cultivating enjoyable and productive teaching and learning environment.

4. **Education (beginning with newest to oldest):**

<i>Start and End Dates</i>	<i>Name of Institution Attended</i>	<i>Qualification/Certificate</i>
2016-2021	Adventist University of the Philippines	Doctor of Philosophy

2010-2012	University of Ghana	Master of Philosophy
2001-2005	University of Ghana	Bachelor of Arts
1996-1998	Achimota Senior High School	S.S.S.C.E.

5. Career History (*beginning with newest to oldest*):

<i>Start and End Dates</i>	<i>Name of Institution</i>	<i>Position/Title</i>
May 25, 2021	University of Education	Lecturer
March 19, 2021	University of Education	Assistant Lecturer

Duties

- Teaching undergraduate and graduate students.
- Supervising long essays of undergraduate students and dissertation of graduate students.

<i>Start and End Dates</i>	<i>Name of Institution</i>	<i>Position/Title</i>
March 2021	Valley View University	Senior Lecturer (Department of Management Studies)
January 2014	Valley View University	Lecturer (Department of Management Studies)

Duties

- Taught at the undergraduate and graduate levels.
- Maintained regular office hours to help students with questions and providing educational support.
- Evaluated papers, projects, and assignments of students, at the undergraduate and graduate levels impartially.

<i>Start and End Dates</i>	<i>Name of Institution</i>	<i>Position/Title</i>
2012-2014	Valley View University	Assistant Lecturer (Department of Management Studies)

- Worked with graduate students and teaching assistants on the development of classroom material and teaching practicum.
- Taught the regular, distance, and sandwich modes at the undergraduate level.

- Courses taught include organizational behavior, human resource management, principles of management, compensation and benefits administration, labor relations and collective bargaining, business/management and society, conflict management procedures, mass media and communication, seminar in human resource management, introduction to business, and production and operations management.

2008-2010

Valley View University

Graduate Assistant

(Department of Management Studies)

- Supported instructors with test administration, curriculum development, and assignment grading.
- Worked with individual students to provide personalized educational, behavioral, and emotional support.
- Created lesson materials, visuals, and digital presentations to supplement lesson plans.
- Prepared teaching materials and set up audio-visual equipment for the lead instructor.

Start and End Dates

Name of Institution

Position/Title

2006-2008

Valley View University

Administrative Assistant

Duties

- Distributed institutional-wide announcements, booked conference rooms, and coordinated catering for the annual staff development forum.
- Promoted team productivity by keeping supplies organized and well-stocked.
- Managed external contacts for the President and kept track of periodic communication needed for priority contacts.
- Managed administrative functions, including complex calendar management, focusing on the proper allocation of executive availability.

6. Professional Development

a. Training Sessions

Start and End Dates

Course Title

Location

July 2021

PGDTLHE

University of Education,
Winneba

b. Seminars and Workshops

<i>Start and End Dates</i>	<i>Title</i>	<i>Location</i>
November 2, 2022	Building Research Capacity and Grant Capture Opportunities in University of Education.	University of Education
July 23, 2022	Graduate Student Career Development and Mentorship Learning, Researching, and Academic Dishonesty Using Library Resources to Support Learning and Research	Central Campus, University of Education, Winneba
May 19, 2022	Journey to leadership in the 21 st Century: Overcoming Biases and Stereotypes	University of Education, Winneba
November 11-13, 2021	Plagiarism/Academic Dishonesty Program Accreditation Development of academic programs Grant proposal writing	Royal Lee Hotel, Eastern Region
August 19, 2021	Building an excellent university through funded research and innovation	Directorate of Research, Innovation and Development, University of Education, Winneba.
August 11, 2021	Early Career Seminar Crafting an Academic Career	University Teachers Association of Ghana, University of Education, Winneba

September 11-14, 2017	Orientation to Biblical Foundation Course Design Model	Valley View University
August 21-25, 2017	Christ-Centered Student Leadership for Today's Cyber-Complex World	Valley View University
October 16, 2016.	Faculty Professional Development in online teaching and learning	Valley View University
September 9-10, 2015	File Management with Mendeley, Research Design and execution, E-publication ethics and guidelines	Valley View University
September 2-4, 2015	Facilitator, Student Leadership Seminar	Valley View University
June 9-11, 2015	Distance Modules Writing Workshop	Centre for Adult and Distance Education, Valley View University
January 29 and July 30, 2015	Research and Data Analysis	Faculty of Arts and Social Sciences, Valley View University

c. Conferences

<i>Start and End Date(s)</i>	<i>Name of Conference</i>	<i>Location</i>	<i>Presentations (if any)</i>
October 13-15, 2022	5th International Research Conference Perspectives on Inequalities: Challenges and Prospects	College of Humanities, University of Ghana	Organizational Politics and Organizational Citizenship Behaviour: The Mediating Effect of Compensation

	Sustainable Development Before, During and After Covid-19		
March 9, 2022	Making Sense of Life Beyond the New Normal	Africa Academy of Management (AFAM)	
February 10, 2022	Best practices in conducting credible research	Adventist Human-Subjects Researchers Association-Africa	
January 13, 2022	Why do research ethics matter?	Adventist Human-Subjects Researchers Association-Africa	
April 22, 2021	3rd International Research Forum	Adventist University of the Philippines, Philippines	The Mediating Effect of Compensation on Organizational Politics, Human Resource Management Practices, and Organizational Citizenship Behavior
October 29, 2020	1st Virtual International Research Conference	Adventist University of the Philippines, Philippines	The Effect of Organizational Politics on Organizational Citizenship Behavior.
January 13, 2015	Second International School of Business Conference	Valley View University, Ghana	An Assessment of Compensation Determinants and its Impact on Employee Commitment in Private Tertiary Institutions in Ghana
January 26-28, 2010	Accounting Education in the 21st Century	Marina Hotel, Dodowa	

7. Publications:

a. Article(s)

<i>Author(s)</i>	<i>Year of publication</i>	<i>Title of article</i>	<i>Journal</i>
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- Ayitey, V.**, Narbarte, 2022
M. P., & Balila, J. S.
- The Mediating Effect of Compensation on Organizational Politics, Human Resource Management Practices, and Organizational Citizenship Behavior. *Pan-African Journal of Education and Social Sciences*, 3(1).
- Ayitey, V.** 2019
- Emotional Intelligence and Leadership Effectiveness: A Theoretical Review. Valley View University Journal of Multidisciplinary Studies, 1 (1), pp. 56-69
- Ami, A. V.**, Boateng, 2015
P. A., & Yamoah, P.
- An assessment of compensation determinants and its impact on employee commitment in private tertiary institutions in Ghana. Global Advanced Research Journal of Arts and Humanities (GARJAH), 4(2), 015-025.
- Boateng, P.A., 2015
Amponsah, E.B.,
Akafo, V.A. & Yamoah, P.
- Strategic planning: A model. *European Journal of Business and Management* 7 (26).
- Boateng, P. A., 2015
Yamoah, P., **Akaffo, V.**, & Amponsah, E. B.
- Sexual harassment and human resource development. *European Journal of Business and Management* 7 (33).
- Boateng, P. A., 2015
Karikari, A. F., & **Akafo, V.**
- Managerial Characteristics and the Strategic Planning. *Journal of Higher Education Theory and Practice*, 15(6), 102.

Process-Performance
Link.

Akafo, V., & Boateng, P. A. 2015	Impact of reward and recognition on job satisfaction and motivation.	<i>European Journal of Business and Management</i> , 7(24), 112-124.
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Author(s) Year of composition Title

10*.Membership of Professional Association:

<i>Date</i>	<i>Name of Association</i>
June 2022	Africa Academy of Management
May 2022	Chartered Institute of Human Resource Management
September 2021	Adventist Human-Subjects Researchers Association-Africa

11*.Student and/or Faculty Development: Number of Students Developed (Thesis, long essays, project work) and/or faculty one has supervised or mentored as well as the areas of development

Year	Number of Undergraduate Students Supervised	Number of graduate Students Supervised
2012-2020	48	8
2021/2022	14	2

12*.Institutional and Community Service

a. Committee(s) and/or Boards Served (Valley View University):

<i>Start and End dates</i>	<i>Name of Committee(s) and/or Board(s)</i>
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|------------------|--|
| September 2019 | Member, Strategic Planning Sub-Committee on Human Resource and Performance Audit |
| April-July, 2015 | Member of the Graduation Planning Committee |
| October 2016 | Member of the Performance Management System Committee |
| February 2017 | Member of the Quality Assurance Committee |
- b. Committee Served (University of Education, Winneba)
- | | |
|--------------|---|
| January 2023 | Member, Committee to Draw Modalities for a School of Business Savings and Loans Scheme. |
| August 2021 | Member, Committee to Develop MSc. Events and Hospitality Management. |
| August 2022 | Reviewer, Africa Academy of Management (AFAM) |

13*.Grants, Honours and Awards:

<i>Year/Date</i>	<i>Name /Type of Award</i>	<i>Awarding Institution or Organisation</i>
May 2021	Cum Laude	Adventist University of the Philippines

Achievements:

- Graduated with ‘**Cum Laude**’ for outstanding academic performance during the school years 2016-2021, Adventist University of the Philippines.
- Recognized and interviewed by ‘**Teacher Mmo**’ television program on May 4, 2021.
- Featured on Hope Channel’s program captioned ‘**Superwoman**’.

14*.Key Skills: (*Special Abilities and Capabilities Acquired*)

- Teaching, research, analysis, and presentation skills
- Critical thinking skills and the ability to interpret information, formulate questions and solve problems
- Leadership, organization, and time management skills
- Team-working and communication skills
- Writing skills, including accurate referencing and the ability to construct a reasoned argument
- Information technology skills
- Pastoral care, empathy, and the ability to understand people and take on board others’ views

- The ability to work methodically and accurately
- Counseling

15. Referees:

Name of Referee: Professor Imurana Braimah Awaisu (Ph.D.)

Postal Address(es): Dean, School of Business
University of Education, Winneba

Telephone Number(s): +233 20 890 9651

Name of Referee: Professor Daniel Dei (Ph.D. Ethics; Ph.D. G. & C. Psych.)

Postal Address(es): Andrews University
4150 Administration Drive
Berrien Springs, Michigan
49104-0740

Telephone Number(s): 024 404 7879

Name of Referee: Dr. B.B. Bingab (Ph.D.)

Postal Address(es): Ag. Deputy Director, DRID
University of Education, Winneba

Telephone Number(s): +233 (0) 50 423 0425

Email Address(es): bbingab@gmail.com

Signed:

Mrs. Vera Ami Ayitey (Ph.D.)

Date: March 9, 2023