**Akeem Oluwafemi TIJANI**

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* Senior Professional, leveraging a **M. Sc Development Economics** (in view) **B.Tech in Agricultural Economics and Extension** with extensive technical acumen in fields such as **Administration**, **Education**, **Youth Development**, **Agriculture & Livelihoods**, **Sustainable Development Goals (SDG)** and **Project Management**;
* With **over 10 years** of demonstrated professional experience in **both** **private and public sectors**, I have managed and implemented diverse programmes and projects for **government bodies** (Osun State Government, Federal Ministry of Agriculture and Rural Development, Planning and Policy Coordination Department) **education centres** (Muslim Community Centre, Oyo State College of Education) and **private entities** (Festus Akanni Nigeria Enterprise);
* Vast experience in **lecturing** **and delivering knowledge** to students on Agricultural Economics, in organizing and facilitating training sessions, as well as in **coaching and** **mentoring** students for an improved educational process;
* Good knowledge of **Programme Management Cycle**, being trained as a Chartered Project Management Professional, also knowledgeable of Sustainable Development Goals;
* Wide experience in **monitoring and supervision of infrastructures and rural development projects**, as proven in my capacity as Personal Assistant to the Executive Assistant to the Governor on Project Monitoring;
* Excellent people management skills, having managed teams as large as *70 staff*, with a strong commitment to promoting gender and diversity;
* Good interpersonal, organizational, communication and writing skills, and outstanding ability to work with diverse groups of people.

WORK EXPERIENCE

**Muslim Community Centre/Fou’ad Lababidi Academy –** Abuja, Nigeria **10/2005 – On-going**

**Ass*istant Chief Education Officer cum* Examinations Officer**

The Centre's mission is to provide and achieve excellence in the provision of Islamic and Western Education in its existing Institutions, as well as to deliver excellent social services anchored on moral rectitude to the Muslim Ummah and other Nigerians as part of its contributions to nation building.

**Key responsibilities and main accomplishments:**

* Support the design, development and production of learning and teaching materials and deliver lectures across a range of subjects as per approved curriculum;
* Ensure the efficient delivery of teaching programmes in accordance with the Muslim Community Centre and Western Education’s strategy, policy and procedures;
* Teach as a member of a teaching team within an established programme of study in a variety of settings from small group tutorials to large lectures; ensure content, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions;
* Develop own teaching materials, methods and approaches taking into account established or agreed practices where necessary;
* Supervise students work and projects, and provide guidance and advice on study skills, helping them with learning problems;
* Coordinate the logistical chain and prepare internal and external examinations for each examination session;
* Set and mark assignments and set examination questions as well as assessing the work and progress of students by reference to defined criteria and provide constructive feedback to students; seek ways to improve students’ performance by reflecting on teaching design and delivery, and feedback analysis;
* Draft and submit reports on examination activities and students’ performance to the Management Team and Governing Council;
* Serve as Liaison Officer to the External Examination Bodies, such as West African Examinations Council (WAEC), National Examinations Council (NECO) and Joint Admissions and Matriculations Board (JAMB) to facilitate the administration activities.

**Oyo State College of Education (EACOED) –** Oyo, Nigeria **01/2001 – 10/2005**

***Assistant Lecturer (part-time)***

EACOED Oyo is the oldest state owned institution in the Oyo State. The school has the primary objective of producing highly qualified teachers, and it was awarded the Nigeria Certificate in Education.

**Key responsibilities and main accomplishments:**

* Lectured and taught students on Agricultural Economics, specifically on Economics applied to issues of food, fiber and rural life, in a variety of settings, from small group tutorials to large lectures, comprising up to ***45 students***;
* Ensured that contents, methods of delivery and learning materials meet the defined learning objectives for individual teaching sessions;
* Conceptualized own teaching materials, methods and approaches taking into account established practices;
* Verified students’ work and where necessary offered advice on study skills in order to help them with learning issues;
* Elaborated examination questions, and assessed the work and progress of students in compliance with defined examination criteria and furnished constructive feedback to students;
* Within the **“Students' Agricultural Internship Programme”** (01/2003**–** 10/2005) oversaw the implementation and coordination of set activities and delivered practical training sessions on the various sections of the programme, which included crop production, fishery, poultry, piggery, cattle, sheep, goat and marketing of farm produce;
* Organized scheduling and supervised students’ attendance in the 3rd year of the academic curriculum and gave advice on how to operate within the programme rules and procedures.

**Osun State Government –** Osogbo, Nigeria **01/2004 – 10/2005**

***Personal Assistant to the Executive Assistant to the Governor on Project Monitoring***

The Office of the Executive Assistant to the Governor on Project Monitoring is the unit of the Governor’s Office that oversees the State Government's Projects.

**Key responsibilities and main accomplishments:**

* Acted as point of contact and was in charge with general office administration tasks: arranged conference calls and meetings, made travel arrangements for the Executive Assistant and for the monitoring team, composed correspondence, reviewed memos and reports, conducted researches, created presentations and prepared statistical reports;
* Organized and maintained files, answered phones, purchased supplies, operated with the office equipment, and trained/supervised other staff members;
* Monitored and supervised infrastructure and rural development projects and reported to the Executive Assistant to the Governor on progress implementation activities; example of projects include:
* **“Osun State Infrastructure Projects”,** funded by Osun State Government 02/2004 **–** 10/2005.
* Was a Member of the Monitoring Team within the **“Osun State Agricultural Transformation Programme”**, funded by Federal Government of Nigeria, 06/2004 **–** 12/2004.

**Festus Akanni Nigeria Enterprise –** Lagos, Nigeria **01/2003 –12/2003**

***Site Manager***

The office is located in Lagos State and operates as a contractor in the area of infrastructural development sector.

**Key responsibilities and main accomplishments:**

* Administrated both human and material resources on site, and supervised the work of between ***20 to 70 staff***, depending on the size of the projects;
* Ensured timely execution and completion of projects within set time-frame and budgets, also, monitored the direction of the project, assuring that clients’ specifications and requirements are met; reviewed progress and liaised with quantity surveyors to monitor costs;
* Selected tools and materials, and performed safety inspections to keep construction and site safety measures;
* Checked and prepared site reports, designs and drawings and maintained quality control procedures;
* Wrote reports and helped team managers to negotiate contracts and secure permits and licenses.

**NYSC/Federal Ministry of Agriculture and Rural Development, Planning and Policy Coordination Department –** Abuja, Nigeria **07/2000 – 07/2001**

***Planning Officer (Youth Corps)***

External Relations Unit of the Planning Department

**Key responsibilities and main accomplishments:**

* Planned Ministry’s programmes and conducted mostly desk-researches to assess the performances of the Ministry’s Policies;
* Was delegated to act as Representative of External Relations Office within the **“Annual World Food Day” –** which was a joint collaboration of FAO,Oxfam GB in conjunction with the Federal Ministry of Agriculture and Rural Development, 08/2000**–** 10/2000;
* Acted as Member of Planning Committee within the **“National Council on Agriculture (Annual Programme)”** – action funded bytheFederal Government of Nigeria, 02/2001**–** 05/2001.

EDUCATION

\* Masters of Science in Development Economics in view

2020 till date

University of Abuja

\* Postgraduate Diploma in Education

2013-2014

National Teachers' Institute, Kaduna

* **Bachelor of Technology (with Honours) in Agricultural Economics and Extension 1993 – 1999**

Ladoke Akintola University of Technology (LAUTECH), Ogbomoso, Oyo State, Nigeria

CERTIFICATIONS & TRAINING

* + - UNESCO MGIEP: Digital Teacher/Master Trainer, 2022
* University of Geneva: International Organizations Management, 2020;
* University of Copenhagen: Sustainable Development Goals - A global, transdisciplinary vision for the future, 2020;
* Medilag Consults, College of Medicine University of Lagos: Advanced Health Research and Data Management, 2013;
* Chartered Institute of Project Management, 2012;
* Skilled in statistical software use (e.g., SPSS).

PROFESSIONAL MEMBERSHIPS

* Associate Member, Chartered Institute of Project Management 12/ 2012 –12/2013

VOLUNTEER & COMMUNITY SERVICE ACTIVITIES

* Volunteer and Community Specialist at Marie Stopes International, Abuja Nigeria 05/2018 – 12/2018

“Community Mobilization of Women for Family Planning”, UN funded project.

REFERENCES:

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| Professor O. J ALAMU,  Former Acting Vice-Chancellor  Osun State University ,  Osogbo , Osun State, Nigeria  Phone: +2348033858298  E-mail: alamuoj@uniosun.edu.ng | Professor E. R Etuk,  Department of Agricultural Economics and Extension  University of Uyo, Uyo, Akwa Ibom State, Nigeria  Phone: +2348068358894  E-mail: unyimeetuk@uniuyo.edu.ng | Professor . A.A AZEEZ,  Department of Chemical Sciences,  The Federal University of Agriculture, (FUNAAB),  Abeokuta, Ogun State, Nigeria  Phone: +2348035830153  Email:  lasialiyu@yahoo.com |