

DIRECTOR ADMINISTRATION

ALHAJI S.O. AMIN

S O Amin is an Economics graduate (Ahmadu Bello University, 1980) with both post-graduate diploma and master's in Public Administration (Nasarawa State University, 2013-2016). Alhaji Amin had acquired enormous experience in Administration, Public Procurement, Fund Management, Mortgage Banking, Budgeting and Budget Implementation in his over 26 years of service in Kwara State Scholarships Board, Federal Mortgage Bank of Nigeria, Executive Savings and Loans Limited Lagos and Institute for Peace and Conflict Resolution (IPCR) Abuja. IPCR was initially supervised by the former Ministry for Cooperation and Integration in Africa (MCIA) which later came under the Ministry of Foreign Affairs (MFA) following the merger of MCIA with the MFA. Alhaji Amin retired from the public service in June 2016 on attainment of 60 years of age. He is currently on active voluntary services with Youth and Public Safety Awareness Initiatives – a non-governmental organization registered in Nigeria that has been embarking on a number of sensitization programs against drug and substance abuse. The NGO has also been observing States and National Elections as per INEC accreditation

CAREER SUMMARY -INSTITUTE FOR PEACE AND CONFLICT RESOLUTION (IPCR) ABUJA.

JANUARY 4, 2016, DIRECTOR, ADMINISTRATION (redeployment)

- Coordinate all activities of the Directorate of Administration-personnel records, Staff Development matters, staff appointment, recruitment, promotion and discipline.
- Liaise with the Office of the Head of the Civil Service of the Federation and the Office the Secretary to the Government of the Federation on personnel matters.
- Member, Management Advisory, Senior Staff Appointment and Promotion, Senior Staff Disciplinary, Institute Tenders Board, Budget and Procurement Planning Committees.
- Advice on general administrative and other matters assigned.

DECEMBER 31, 2015, DIRECTOR, PROCUREMENT (effective 1st Jan. 2009)

- Responsibility for all procurement services including those stated under Deputy Director Schedules.

OCTOBER 2nd, 2015, ACTING DIRECTOR (ADMINISTRATION / SUPERVISOR- FIN/ ACCOUNTS)

- Responsibilities as stated under Director, Administration as above and Deputy Director Finance and Accounts below.

JANUARY - 2nd OCTOBER 2015, DEPUTY DIRECTOR (FINANCE AND ACCOUNTS).

- Head, Finance and Accounts Department

Ensure adequate information and enlightenment on recently introduced International Public Sector Accounting Standards.

- Develop and maintain timely and accurate financial statements and reports
- Develop and maintain financial accounting systems for cash managements, accounts payable, accounts receivable and credit control.
- Oversee book-keeping function including General Ledger maintenance, account payable, account receivable, Payroll and Final accounts.
- Establish guidelines for budget, forecast and oversee final annual budget preparation.
- Maintain financial records for each project and production of management reports

NOVEMBER 2009 – JAN. 2015 DEPUTY DIRECTOR (PROCUREMENT)

- Head, Procurement Unit for fourteen (14) years and Secretary for both Procurement and Budget Committees.
- Prepare procurement process documents (Need Assessment to final payments)
- Oversee the production of the final budget but budget defense.
- Liaise with the Budget Office of the Federation (BOF) and the parent Ministry on budget matters.
- Supported in the budget defense at the National Assembly.
- Oversee budget implementation including securing allocated funds to the Institute.
- Prepared budget performance reports
- Ensure adequate execution of contract agreements.

FEBRUARY 2009 –NOVEMBER 2009 DEPUTY DIRECTOR, BUDGET/SUPPLIES.

- Duties same as above

DECEMBER 2000 – FEBRUARY 2009.

- Duties same as above.

CAREER SUMMARY AT EXECUTIVE SAVINGS AND LOANS LIMITED, YABA, LAGOS

JULY 1993 – JANUARY 2000, SENIOR MANAGER, MORTGAGE OPERATIONS.

- Deputized for the Managing Director.
- Supervised the Administration and Banking Operations.

CAREER SUMMARY AT FEDERAL MORTGAGE BANK OF NIGERIA.

MARCH 1983 –JULY 1993, HEAD, MORTGAGE AND BANKING OPERATIONS, FEDERAL MORTGAGE BANK OF NIG. OKENE, MINNA, KANO AND ILORIN OFFICES.

CAREER SUMMARY AT KWARA STATE SCHOLARSHIPS BOARD, ILORIN.

1981 -1983 ACCOUNTANT II, KWARA STATE SCHOLARSHIPS BOARD, ILORIN

- Head, Accounts Department.

- Ensured prompt payment of scholarships to beneficiaries.
- Maintained proper payment and internal control measures
- Ensured adequate rendition of returns the State Ministry of Education.

SUMMARY SKILLS ACQUIRED.

- Administration –Management, planning, organizing, coordinating and control. Effective communication in English (oral and written), personnel resource and time management, and performance evaluation reports etc.
- Financial - Fund acquisition and allocation, adequate record keeping, prudent fund management, budget preparation, implementation and control, etc.
- Procurement – From Need Assessment to bid specification, bid analysis, supplier, and contract management and reporting.
- IT – Microsoft office word, internet and e-mail.

EDUCATION.

- 2014 -2016 – Masters, Public Administration (MPA) at Nassarawa State University, Keffi.
- 2013 -2014 – Post Graduate Diploma, Public Adm. at Nassarawa State University, Keffi.
- Dissertation – Impact of financial management on Local Government Administration Development in Obadigbo Local Government of Benue State (2005 – 2012).
- Modules: - Public Policy Analysis, Research Methodology, Local Government Administration, Public Finance, Project Management, Development Theory, Organizational behaviour, Urban Development, Administrative Law.
- 1977 – 1980 – BSc. Economics, Ahmadu Bello University, Zaria, Kaduna State.
- 1975 – 1977 - G.C.E, A Level, Federal Government College, Kano, Kano State.
- 1971 - 1975 W.A.S, C., Abdul-Aziz Attah Memorial College, Okene, Kogi State.
- 2011 NOV/DEC, National Business and Technical Education Board.
- 2012 NOV/DEC, National Business and Technical Education Board.

HOBBIES.

- Volunteer/ Humanitarian/ Religious activities, Teaching, Professional Networking and Environmental Awareness.