13 December 2020

Hiring Manager

The Human Resources Department

National Development Planning Commission

No. 13 Switchback Road

P. O. Box CT633

Cantonments-Accra

Dear Hiring Manager,

Please accept my application for the open Director- Research and Innovation position posted on the ndpc.gov.gh website. With 20 years of professional experience in Business and Information Technology industry I have developed a comprehensive career in delivering and integrating cutting-edge technology to achieving success in both research and innovative programs.

My diverse experience and in-field expertise in project management, operational improvement, streamlining processes, and developing policy and innovative programs have allowed me great career growth. However, I am now looking for a new position offering greater challenges. With sharp organizational skills, excellent leadership abilities, careful attention to detail, and my ability to work with speed and accuracy, I know I will be a valuable asset to National Development Planning Commission (NDPC).

Some highlights of my career accomplishments include:

* Spearheaded a $2.1 Billion Healthcare Project that reduced Prison healthcare costs by about 60%.
* Saved the organization from an annual $200 million fine by leading the Information Security phase of the execution of California’s first statewide automated child support case information system.
* Developed an innovative strategy to successfully complete 15 Information Technology projects within 6 weeks, saving the organization over $50 million in projected personnel and project costs.

I look forward to scheduling an interview with you to further discuss my qualifications and learn more about NDPC. Thank you for taking the time to review my attached application documents.

Regards,

