
CURRICULUM VITAE

December, 2023

NAMES

Gérard Tokponmi,
MSc in Public Service Management

TITLE, RESPONSALBILTY, AND AFFILIATION

Civil Administrator,
Administrative Assistant at Genetics, Biotechnology and Seeds Science (GBioS)
Administrative Assistant of PEA BIOVALOR project at the University of Abomey-Calavi, Benin

CONTACT DETAILS

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EDUCATION BACKGROUND

October 2021 – December 2023: Master in Public Service Management at the National School of Administration of Benin, University of Abomey-Calavi, Benin Republic.

October 2014 - October 2017: Bachelor degree of Art (BA) in Labor Administration and Social Security at the National School of Administration of Benin, University of Abomey-Calavi, Benin Republic.

October 2013 - October 2017: Bachelor degree in Progress in Spanish language at the Faculty of Letters, Languages, Arts and Communication (FLLAC), University of Abomey-Calavi;

October 2012 - July 2013: Baccalaureate degree (literary) with mention pretty good, CEG-TOVIKLIN (Secondary School), Toviklin, Benin

OTHER TRAINING

November 2021: YALI courses, Online training on Management Strategies for People and Resources (i); Workforce Collaboration and Development (ii); Strengthening Public Sector Service (iii); and Community Organizing for Action;

August 203 - October 2023: Staff mobility for capacity building in bilingual administrative management (English-French) at the Academic Affairs Department of the University of Yaoundé I, Cameroon.

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WORK EXPERIENCE

January 2022 - Present: Administrative Assistant of PEA BIOVALOR project at University of Abomey-Calavi. Project financed by Development French Agency through National Research Agency, Amount of 3,100,00 € for five years.

Tasks: Writing the fund request and memos; establishing the mission order (national and international); preparing the monthly reports; organizing the meetings and workshops; registering the incoming/outgoing letters or mails; managing the appointments of the project's coordinator; establishing work contracts; participating to the materials buying with public market process.

January 2019 – December 2022: Administrative Assistant of Sweet Potato project (Improved Orange Fleshed Sweet Potato Value Chain for Food and Nutrition Security in Benin, Niger and Nigeria abbreviated as Sweet Potato) at University of Abomey-Calavi. This project is financed by the African Union; Amount of 989,260 \$ USD for three years and renewed in 2022.

Tasks: Managing the petty cash; assisting to the salary and hands payment; writing the fund request and memos; establishing the mission order (national and international); preparing the monthly reports; organizing the meetings and workshops; registering the incoming/outgoing letters or mails; managing the appointments of the project's coordinator; establishing the work contracts; assisting to produce the warrants for payment and order to pay.

November 2018 - Present: Administrative Assistant and Human Resources officer at Laboratory of Genetics, Biotechnology and Seed Sciences (GBioS), Faculté des Sciences Agronomiques (FSA), University of Abomey-Calavi (UAC), Republic of Benin;

Tasks: Administrative assistance managing the employment contracts and administrative documents writing (memo report, agreement contract; correspondence, collaboration, financing); managing and making follow-up of the mails (arrivals and departures); managing the agenda and schedule; organizing the meetings and report writing; managing the using of materials and cars of the Lab; scanning the administrative documents (administrative or financial); and preparing the internal or external missions for the Director or for research assistants (establishing the mission order, purchasing the flight ticket); preparing the application call, planning interviews, and participating to the annual reports.

October 2017 - October 2018: Assistant of Human Resources Manager at IFFA GLACE Company.

Tasks: Schedule managing employees and the e-mails; making follow-up of the correspondences and; drafting of employment contracts, memo etc., writing meetings and recruitments reports;

July - September 2017: Academic Internship at Executive Management of National Social Security Fund (CNSS), Cotonou, Benin;

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Tasks: Administrative multitasking, e.g., tracking pension applications, processing new employee enrolment;

❖ **Other common tasks:**

Assistance in administrative process in the following projects at the GBioS Laboratory:

- 1- The projects “Enhancing training and research mobility for novel crops breeding in Africa (MoBreed)” and “Mobility for plant genomics scholars to accelerate climate/smart adaptation options and food security in Africa (GENES)” financed by Education, Audio-visual and Culture Executive Agency (EACEA) of European Commission.

Tasks: Managing the petty cash, managing the nomination and acceptance letters for the scholarship holders; preparing the meetings; managing the scholarship holders’ travel and receiving their various requests.

- 2- Agro-Eco Project financed by “Académie de Recherche et d’Enseignement Supérieur (ARES)”, Belgium ;

Tasks: managing the agenda of the project’s coordinator; establishing the mission order; writing memos; organizing the meetings; registering the incoming/outgoing letters or mails; scanning the financial documents for proof; managing the appointments of the project’s coordinator;

I- PRIZES AND OTHER ACHIEVEMENTS

August 2023: Award a Staff scholarship in the Intra-Africa GENES Mobility for two months at the University of Yaoundé I, Cameroon.

July 2023: Organisation and participation to the hybrid symposium on west Africa agroecology in agriculture at the University of Abomey-Calavi, AGROECO project from July 18-20, 2023.

July 2022: Organisation and participation to the hybrid symposium on “The state of -the -art of tomato research in West Africa” that was held in Benin Republic at the University of Abomey-Calavi Calavi, on 27, 28 and 29 July 2022

January 2020: Achievement Congratulation letter from the Director of the GBioS Laboratory

2013 - 2016: Scholarship of Benin Government for Bachelor studies at the FLLAC. Université d’Abomey-Calavi.

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II- COMMUNITY ENGAGEMENT:

December 2020- Present: Member of “Conscience Feminine” NGO

October 2017: Participated in the youth awareness workshop on self-employment and Engagement, Executive Director of the Center for Studies and Exchanges for Community-International Holistic Development (CDHOC-ONG), Dogbo, Benin.