



ADVERT
TREE CROPS DEVELOPMENT AUTHORITY

**EXPRESSION OF INTEREST FOR THE POSITION OF TREE CROPS FUND ADMINISTRATOR
(HEAD OF SECRETARIAT TREE CROPS FUND)**

Background

The Tree Crops Fund (the “Fund”) has been established under the Tree Crops Development Authority (TCDA) to provide sustainable financing support for the development, promotion and growth of Ghana’s tree crops sector. The Fund is intended to mobilise and deploy financial resources to support strategic investments and interventions across priority tree crop value chains in accordance with its governing legislation, policies and approved strategic priorities.

To ensure effective governance, transparency, accountability and efficient utilization of Fund resources, the TCDA Board has established a Fund Management Body (FMB) to provide oversight and strategic direction to the Fund, supported by a dedicated Fund Secretariat responsible for the Fund’s day-to-day administration and operations.

The Fund Secretariat will support the implementation of decisions of the Fund Management Body and ensure that Fund-supported programs, investments and other interventions are managed in accordance with applicable legislation, approved policies and procedures, fiduciary requirements, environmental and social standards, and reporting obligations.

Fund Administrator (Head of Secretariat)

The Position

Title: Fund Administrator

Reports to: Chief Executive Officer

Supervises: Secretariat Staff

Location: Accra

Job Purpose

The Fund Administrator shall serve as the Head of the Fund Secretariat and provide strategic, managerial and technical leadership for the effective administration of the Tree Crops Fund within the context of the purpose for which it was established.

Key Duties / Responsibilities

Operational

- Develop / implement annual work plans, budgets and performance targets for the Secretariat.
- Lead in the development, installation and adoption of Fund management manuals, systems, procedures and tools by staff.
- Lead in the development of Fund sourcing and disbursement policies.
- Leads in the development of Fund’s Investment Policies

Governance

- Coordinate and facilitate the documentation and implementation of decisions and directives of the Fund Management Body and the TCDA Board within approved mandates.
- Provide the Fund Management Body with timely advice on operational, financial, investment, risk and other matters requiring its consideration;

Funds mobilization and Administration

- Develop / implement frameworks to ensure timely receipts of funds as specified in section 17 of the TCDA Act 2019.
- Prepare projected annual sources and uses of funds (Fund Statement) for approval by the relevant Body
- Oversee the receipt, registration, screening, appraisal and processing of applications for funding support;
- Ensure that approved requests are processed and disbursed in accordance with approved terms, procedures and controls;
- Oversee the maintenance of complete and accurate records of Fund applications, approvals, agreements, disbursements and recoveries;
- Ensure appropriate systems are in place to track the Fund's financial commitments, investments, grants, recoveries and other financial obligations.

Financial Management and Fiduciary Oversight

- Ensure the effective management and utilization of disbursed Funds by beneficiaries in accordance with approved policies, budgets and financial procedures;
- Review periodically Fund financial performance reports and ensure that significant issues are brought to the attention of the Fund Management Body;
- Facilitate internal and external audits and ensure timely implementation of agreed audit recommendations.

Monitoring, Evaluation and Reporting

- Ensure timely preparation and submission of periodic operational, financial, investment and performance reports to the Fund Management Body, Board and other authorized stakeholders;
- Ensure that the Secretariat maintains reliable and up-to-date data and management information for decision-making.

Risk Management, Compliance and Environmental and Social Standards

- Ensure that appropriate risk management and internal control systems are established and maintained for the Fund's operations
- Ensure compliance with applicable legislation, Fund policies, financing agreements, fiduciary requirements and other relevant standards;
- Work with the Environmental and Social Safeguards Officer to ensure that applicable environmental and social requirements are integrated into Fund-supported activities;
- Ensure that material operational, financial, investment, reputational and environmental and social risks are identified, monitored and appropriately managed;
- Ensure that complaints, grievances, conflicts of interest and other integrity-related matters are addressed in accordance with approved procedures.

Stakeholder Engagement

- Develop / implement a framework to create a stakeholder engagement platform for sharing ideas, practices that will contribute to the attainment of the Fund's goals.
- Conduct annual / periodic Fund's performance for a with stakeholders.

Governance, Transparency and Accountability

Promote high standards of transparency, accountability, integrity and good governance in the administration of the Fund;

Other Responsibilities

Undertake any other duties and responsibilities that may reasonably be assigned by the Fund Management Body or the TCDA Board in accordance with the mandate of the Fund.

Qualifications and Experience

- At least a master's degree in agriculture economics/finance, an MBA with specialization in investment management or any relevant / related area.
- At least 14 years of relevant experience covering agri-financing eco system, agri-business risk management, agri-business value chain development, development finance etc.

Core Competencies

- Strategic leadership and sound management capability skills.
- Ability to prepare projected sources and uses of funds statements; plans and budgets for managing Fund's operations; strong financial, analytical and business judgement;
- Knowledge of fund administration including funds mobilization and investment processes;
- Knowledge of agricultural financing and tree crop value chain development;

- Excellent written, oral communication and presentation skills;
- Strong negotiation, partnership-building and stakeholder management skills;
- Strong computer literacy, with demonstrated proficiency in digital financial management, grants management, and fund management systems.
- The Authority invites eligible applicants to indicate their interest in providing the service.
- Eligible applicants should provide information through a Curriculum Vitae (CV) demonstrating that, they have the required qualifications and relevant experience to perform the role. CVs should not exceed five (5) pages
- Further information can be obtained at the address below during office hours ie 0900 to 1700 hours OR official website www.tcda.gov.gh
- Expression of Interest must be delivered in a written form to the address below (in-person or by mail or by e-mail) by **15,00 GMT, Friday 9th October 2026**

**The Chief Executive Officer
Tree Crops Development Authority
(TCDA)
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