JOB VACANCY

TREE CROPS DEVELOPMENT AUTHORITY (TCDA)

POSITION: COMPLIANCE OFFICERS

The Tree Crops Development Authority (TCDA) is inviting applications from suitably qualified, dedicated and results-oriented individuals for appointment as **Compliance Officers** to support the Authority's regulatory and monitoring activities across the country.

Brief Summary of the Position

The Compliance Officer will be responsible for monitoring and enforcing compliance with the Authority's Conveyance Certification System at designated checkpoints. The successful candidate will be stationed at assigned checkpoints to inspect conveyance documents, verify certification requirements and ensure that the transportation of regulated tree crop produce complies with applicable laws, regulations and established procedures.

Key Duties and Responsibilities

The successful candidate will be required to:

1. Monitor the movement and transportation of regulated tree crop produce at designated checkpoints.
2. Inspect and verify conveyance certificates and other relevant transportation documents.
3. Ensure that vehicles transporting regulated tree crop produce comply with the Authority's Conveyance Certification System.
4. Identify and report cases of non-compliance, irregularities and suspected violations to the appropriate supervisors.
5. Maintain accurate records of vehicles inspected, certificates verified and other checkpoint activities.
6. Educate transporters, drivers and other stakeholders on conveyance certification requirements.
7. Submit regular activity reports to the relevant Zonal Manager or supervisor.
8. Perform any other duties that may be assigned by Management.

Minimum Qualifications and Experience

- A minimum of a Diploma from a recognised tertiary institution.
- At least one (1) year of relevant working experience.
- Good communication and interpersonal skills.
- Ability to work independently with minimal supervision.
- High level of integrity, discipline and attention to detail.

- Willingness and ability to work at designated checkpoints, including shifts and extended hours where required.

Required Competencies

- Strong observation and monitoring skills.
- Good report-writing and record-keeping abilities.
- Ability to enforce rules and regulations professionally.
- Good stakeholder engagement and conflict-resolution skills.
- Demonstrated honesty, accountability and commitment to duty.

Mode of Application

Interested and qualified applicants are invited to submit their applications, together with an updated Curriculum Vitae (CV) and copies of relevant academic and professional certificates, to:

info@tcda.gov.gh/ Tsatse Dzani St, Adjiringanor, Accra |

Lesley Opoku Ware Drive, Danyame, Kumasi

Application Deadline: 31st November,2025

Only shortlisted applicants will be contacted.

TREE CROPS DEVELOPMENT AUTHORITY (TCDA)

Promoting compliance, quality assurance and sustainable development in Ghana's tree crops sector.