JOB VACANCY

TREE CROPS DEVELOPMENT AUTHORITY (TCDA)

POSITION: HUMAN RESOURCE / ADMINISTRATIVE OFFICER

The Tree Crops Development Authority (TCDA) invites applications from suitably qualified, competent and results-oriented individuals for the position of **Human Resource / Administrative Officer**.

The successful candidate will support the effective management of the Authority's human resource and administrative functions, ensuring efficient service delivery, compliance with established policies and procedures, and the maintenance of a productive working environment.

1. Key Duties and Responsibilities

The successful candidate shall:

A. Human Resource Management

1. Assist in the implementation of human resource policies, procedures and administrative guidelines.
2. Support recruitment, selection, placement and onboarding processes.
3. Maintain and update staff records, personnel files and employee databases.
4. Assist in the administration of staff attendance, leave, performance management and employee welfare.
5. Support the preparation of employment contracts, appointment letters, staff correspondence and other HR-related documents.
6. Assist in the coordination of staff training, orientation and development programmes.
7. Support the administration of employee relations, grievances and disciplinary matters.
8. Assist in the preparation of HR reports, statistics and periodic workforce updates.

B. Administrative Management

9. Coordinate general office administration and ensure the smooth running of daily administrative operations.
10. Assist in the management of office facilities, equipment, stationery and other logistical requirements.
11. Maintain proper filing systems and ensure the safe custody of official records and documents.
12. Coordinate meetings, prepare minutes and follow up on assigned administrative actions.
13. Support procurement and inventory management processes in accordance with established procedures.
14. Liaise with internal departments and external stakeholders on administrative matters.
15. Perform any other duties that may be assigned by Management.

2. Qualification and Experience

Applicants must possess:

- A Bachelor's Degree in Human Resource Management, Business Administration, Public Administration, Management Studies or a related discipline from a recognised tertiary institution.
- A minimum of two (2) years of relevant working experience in Human Resource Management and/or Administration.
- Professional membership or certification in Human Resource Management or Administration will be an added advantage.

3. Required Skills and Competencies

The ideal candidate must demonstrate:

- Good knowledge of human resource management and administrative practices.
- Excellent communication and interpersonal skills.
- Strong organisational, planning and coordination abilities.
- Good report-writing and record-management skills.
- Proficiency in Microsoft Office applications, particularly Word, Excel and PowerPoint.
- Ability to maintain confidentiality and handle sensitive staff information.
- Strong problem-solving skills and attention to detail.
- High integrity, professionalism and ability to work with minimal supervision.

4. Remuneration and Conditions of Service

Salary and other conditions of service shall be in accordance with the Authority's approved Conditions of Service.

5. Mode of Application

Interested and qualified applicants should submit the following:

- An application letter.
- An updated Curriculum Vitae (CV).
- Copies of relevant academic and professional certificates.

Applications should be submitted to:

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

Lesley Opoku Ware Drive, Danyame, Kumasi

Application Deadline: 19th September2025

Only shortlisted applicants will be contacted.