JOB VACANCY

TREE CROPS DEVELOPMENT AUTHORITY (TCDA)

POSITION: LEGAL OFFICER

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

The successful candidate will provide legal advisory and support services to the Authority, ensuring that its operations, policies, decisions and activities comply with applicable laws, regulations and legal requirements.

1. Key Duties and Responsibilities

The Legal Officer shall:

1. Provide legal advice and guidance to Management and the various departments of the Authority on legal and regulatory matters.
2. Review, draft and vet contracts, agreements, memoranda of understanding, legal opinions and other legal documents.
3. Advise on the interpretation and application of the TCDA Act, 2019 (Act 1010), the Tree Crops Regulations, 2023 (L.I. 2471) and other relevant legislation.
4. Support the enforcement of laws, regulations, standards and compliance requirements governing the tree crops industry.
5. Represent or assist the Authority in legal proceedings, negotiations, mediations and other dispute-resolution processes, as authorised.
6. Monitor legislative and regulatory developments affecting the Authority and advise Management accordingly.
7. Assist in the development and review of policies, guidelines and institutional frameworks to ensure legal compliance.
8. Conduct legal research and prepare legal opinions, reports and briefs for Management.
9. Liaise with external solicitors, regulatory institutions, government agencies and other stakeholders on legal matters.
10. Maintain proper custody and records of legal documents, contracts and litigation files.
11. Perform any other duties that may be assigned by Management.

2. Qualification and Experience

Applicants must possess:

- A Bachelor of Laws (LL.B) degree from a recognised university.
- A qualifying Certificate and a valid Call to the Ghana Bar.
- A minimum of two (2) years of relevant post-qualification working experience.

- Experience in corporate law, commercial law, regulatory compliance, contract management or public sector legal practice will be an added advantage.

3. Required Skills and Competencies

The ideal candidate must demonstrate:

- Excellent legal research, analytical and drafting skills.
- Strong knowledge of Ghanaian laws and regulatory frameworks.
- Excellent written and verbal communication skills.
- Good negotiation, advocacy and dispute-resolution skills.
- Ability to interpret complex legal provisions and provide practical legal advice.
- High ethical standards, integrity, confidentiality and professionalism.
- Ability to work independently and effectively under pressure.

4. Remuneration

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 updated Curriculum Vitae (CV).
- Copies of relevant academic and professional certificates.
- Any other relevant supporting documents.

Applications should be submitted 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.