RUBBER DEVELOPMENT FUND, INC.
Airfield New Road, Sinkor
Monrovia, Republic of Liberia
Email: liberiardfi2021@gmail.com
Cell #: (+231) 770 279 799/886 572 939/777 534 368

Terms of Reference--Compliance Inspector

Position Title: Compliance Inspector

Number of Posts: 5

Department: Finance and Administration

Location: Outstation

Position Status: Short-term (3 Months); Subject to renewal based on contractual terms

Salary: **Attractive**

Summary Description of Position

The Rubber Development Fund, Incorporated (RDFI), is a not-for-profit organization, established by an Act of Legislature in 2014, was signed by the President of the Republic of Liberia in 2016 and printed in handbills in January 2017. The RDFI is established to promote development of the rubber sector qualitatively and quantitatively through facilitating research, processing and manufacturing, planting and replanting with superior performance clones, capacity building of rubber farmers, long-term credit, and delivery of grants and subsidies.

Under the direct supervision of the Finance Director, the Compliance Inspector (CI) is responsible for conducting inspections of rubber-loaded sea containers; inspection, recording, and verifying of rubber purchase at assigned rubber processor/broker sites, ensuring that the monthly rubber buying price notice posted by the Liberia National Rubber Pricing Committee (LNRPC) is adhered to by the buyers of rubber; inspection, recording, and verifying of rubber exiting the various ports of exits of Liberia, whether by sea or land; halting the movement of rubber wherever and or whenever there is indication of non-compliance; work closely with the Task Force responsible for compliance with the Executive Order #166.

This position supports Management by identifying compliance gaps, documenting findings, recommending corrective actions, and following up to ensure that identified issues are addressed. As a core member of the operational staff of RDFI, the Compliance Inspector will perform his duties and responsibilities in line with the approved compliance and administrative policies of the RDFI.

Roles & Responsibilities

Under the direct supervision of the Finance Director, the Compliance Inspector shall perform the following duties and responsibilities:

A. Regulatory and Policy Compliance

1. Ensure compliance with applicable government regulations, RDFI policies, and regulatory requirements governing the rubber sector.
2. Conduct regular inspections of rubber processors, brokers, and buying centers.
3. Monitor compliance with Executive Order No. 166 and other applicable regulations.
4. Identify, document, and report regulatory violations and non-compliance.
5. Recommend corrective measures and follow up on identified compliance gaps.
6. Collaborate with relevant authorities to ensure adherence to established regulations.

B. Rubber Purchasing and Pricing Compliance

1. Inspect and verify rubber purchasing activities at assigned processing and brokerage facilities.
2. Ensure adherence to the monthly rubber buying prices issued by the Liberia National Rubber Pricing Committee (LNRPC).
3. Verify that approved rubber buying prices are properly displayed at purchasing locations.
4. Review purchase receipts, weighing records, and other relevant transaction documents.
5. Identify and report underpayment of rubber farmers and discrepancies in purchasing records.
6. Document and report complaints relating to rubber purchasing prices and weighing practices.

C. Rubber Processing and Export Inspection

1. Inspect rubber-loaded sea containers at processing facilities and designated ports of exit.
2. Verify rubber quantities, weights, and shipment details against supporting documents.
3. Monitor rubber consignments exiting Liberia through seaports and land border crossings.
4. Ensure compliance with applicable rubber export regulations, including Executive Order No. 166.
5. Identify and report suspected unauthorized rubber movement and export activities.
6. Coordinate with authorized enforcement institutions to halt non-compliant rubber movements in accordance with applicable laws and delegated authority.

D. Field Monitoring and Verification

1. Conduct routine and unannounced inspections at assigned rubber facilities and buying centers.
2. Verify rubber stock quantities against purchasing, processing, and shipment records.
3. Monitor rubber movement from buying centers to processing facilities and designated exit points.
4. Identify and report discrepancies in rubber quantities, documentation, and transportation.
5. Conduct follow-up inspections to verify implementation of corrective measures.
6. Immediately report serious compliance violations and suspected fraudulent activities to RDFI Management.

E. Documentation, Data Collection, and Reporting

1. Maintain accurate records of all inspections, observations, and compliance findings.
2. Collect and compile data on rubber purchasing, processing, transportation, and exportation.
3. Prepare and submit monthly field compliance reports to the RDFI Finance Department.
4. Submit immediate incident reports on serious violations requiring management attention.
5. Maintain proper documentation, including inspection checklists, photographs, and supporting records.

6. Prepare a comprehensive end-of-assignment report highlighting findings, challenges, and recommendations.

F. Coordination and Stakeholder Engagements

1. Work closely with the Task Force responsible for compliance with Executive Order No. 166.
2. Coordinate with relevant government institutions at seaports and land border crossings.
3. Maintain professional relationships with rubber processors, brokers, buyers, and farmers.
4. Communicate applicable compliance requirements and approved rubber buying prices to stakeholders.
5. Refer suspected violations requiring enforcement action to the appropriate authorities.
6. Participate in RDFI compliance meetings, field coordination activities, and management briefings.

G. Professional Conduct and Accountability

1. Perform all inspection duties with integrity, impartiality, professionalism, and accountability.
2. Maintain confidentiality of inspection findings and official RDFI information.
3. Avoid conflicts of interest and refrain from accepting unauthorized payments, gifts, or favors.
4. Ensure accurate and truthful reporting of all field observations and compliance findings.
5. Properly account for all RDFI equipment, documents, and resources assigned for official duties.
6. Perform any other related duties assigned by RDFI Management in support of the organization's objectives.

Qualification and Experience

BSc in Business Administration, Management, and Finance or related field;
At least three (3) years of professional experience;
Excellent oral and representation skills;
Excellent report writing and computer skills.

How to Apply

Please deliver hard copies of Resume/Curriculum Vitae and Application Letter to:
RDFI Offices, Boker Building, Airfield New Road, Sinkor, Monrovia, Liberia Or,
Email electronic copies of Resume/Curriculum Vitae and Application Letter to: liberiardfi2021@gmail.com or williamnmorgan01@gmail.com

Deadline for application is November 13, 2026 at 5:00 PM.