

Position Title: *Attorney, Land Tenure Specialist*

Status: Regular, Full Time

Location: Beijing, China

Classification: Exempt. Full and complete authority to work in China required.

Date: Jun 2015

Job Summary: The *Attorney, Land Tenure Specialist* shall commit to creating opportunities for the rural women and men in China to improve their lives and shall do so through Landesa's work to strengthen the land rights of the rural poor. The *Attorney, Land Tenure Specialist* researches on and provides legal, policy, and implementation advice on rural land tenure security, land expropriation, land rights registration, land markets, land administration, land management, resolution of land disputes and related questions. The *Attorney, Land Tenure Specialist* conducts legal and policy research (both from the desk and in the field), and prepares and presents analytical reviews, research, briefing papers, advisory memos on land tenure policy and law, training and advocacy materials, presentations, and other products. As a part of these activities, the *Attorney, Land Tenure Specialist* manages the related assignments, programs, projects, and tasks, and also pursues private donor funding, fee-for-service opportunities, and public sector grants. The *Attorney, Land Tenure Specialist* may also be asked to perform other research, project management and administrative tasks as desired by the supervisor.

Reporting and relationships: The *Attorney, Land Tenure Specialist* will report to *the China Country Director*.

Availability: The *Attorney, Land Tenure Specialist* will be expected to work a standard workweek of 40 hours plus additional hours as necessary to get the job done. The position requires some travel, up to 80 days per year.

Essential Job Functions:

- Perform legal research, analysis, and synthesis of topics and issues related to Landesa's work in China.
- Undertake fieldwork (rapid rural appraisal, key stakeholder interviews, public meetings, workshops, surveys, and the like) to research on land tenure issues in China and the reforms needed, and develop policy (including legal) recommendations that are practical, useful, and realistic, given country realities, prioritization and resources available.
- Where acting as team lead, identify, develop and manage key local partners/outside collaborators and consultant relationships, design programs and projects, develop related work plans and create key performance indicators in conformance with Landesa's policies and procedures, manage Landesa technical support activities, develop scopes of work ,budgets and agreements , approve adjustments, invoices, and other related requests. Be responsible and accountable for ensuring that projects led and managed meet stated objectives and outputs, deliverables are submitted in a timely fashion with appropriate internal quality control and review, and ensure that costs remain within budget.

- Prepare and present policy advocacy, public education and awareness materials consistent with Landesa's strategic objectives.
- Develop and operationalize strategies to ensure that projects led and managed adequately consider gender dimensions.
- Collaborate with Chinese government officials, other counterpart institutions, donors, local organizations, and international aid agencies in related work areas.
- Collaborate with, act as consultant for, and work under the guidance of fee-for-service clients and public sector grantors.
- Contribute to the expansion and/or initiation of new Landesa programs and projects.
- Participate in internal substantive learning activities by conducting or contributing to research and analysis and making presentations to other Landesa staff
- Partner with the Communications and Development departments in Landesa in preparing, developing and presenting funding proposals, educational and communication materials.
- Manage research assistants when needed.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities:

- A deep commitment to the mission of a better, safer future for the world's poorest people through secure access to land.
- Legal research, analysis, synthesis, reasoning, and writing abilities that have been developed to a level that permits the Attorney, Land Tenure Specialist to take leadership on Landesa programs and projects.
- Familiarity with legal, economic, sociological, agricultural, political, institutional, geographic, and anthropological concepts and information to an extent sufficient to permit the *Attorney, Land Tenure Specialist* to participate in and manage Landesa programs and projects.
- Ability to develop concrete work plans and manage tasks, teams, people, funds, products, and other elements so that work is performed according to agreed budgets, schedules, delivery requirements, and staffing plans, and that resources are used efficiently.
- Ability to manage documents and correspondence, track and report on project labor, and carry out other administrative tasks efficiently, routinely, and in conformance to Landesa standards and procedures.
- Ability to work collaboratively with a range of people at all levels, including those from farming households, Chinese governmental and non-governmental organizations at both central and local levels, and other counterparts, clients, donors, and grantors. Comfortable meeting with officials and farmers to do effective interviews and discuss policy options.
- Ability to demonstrate cross-cultural sensitivity, tact, and poise

Position Description

Attorney, Land Tenure Specialist – Beijing

- Ability to lead and work as a member of teams, including consensus building, communications, and leadership skills.
- Exceptional ability to communicate in writing and orally in Mandarin and English. The ability to make and use distinctions as to types, frequency, tenor, and levels of communications, depending upon the circumstances, audience, recipient, and content.
- Proficiency using Microsoft Suite of products including Word, Excel, PowerPoint, Outlook, and other software.
- Commitment to Landesa Core Values of Mission Focused, Collaborative and Constructive.

Education and Experience:

- Minimum with a J.D. degree from an accredited law school. An undergraduate degree in area studies, economics, geography, political science, sociology, or other field related to international development would be beneficial. Work experience may not be substituted for the degree requirement.
- At least 5 years of public or private sector professional legal work, preferably with experience in development issues, institutions, laws, and policies in China. Bias will be toward individuals with work experience on land related issues, work experience relating to economic development, or work experience related to access to justice and rule of law.
- Experience with legal analysis, drafting and advocacy is highly preferred.
- Strong depth and breadth of field work experience.

Work Environment and Working Conditions for Travelers to Developing Countries: While performing the duties of this job, the employee may be exposed to working conditions and hazards which are prevalent for the location and/or country of assignment. The noise level in the work environment is usually moderate. Work is primarily performed indoors with some potential for exposure to safety and health hazards related to electronics work. The employee may be required to travel overseas and domestically. When traveling overseas in a developing country, the employee may be exposed to: physical hazards (illnesses, noise, extreme temperatures, wet or humid climates, etc.) road hazards (unfinished/dirt roads, potholes, traffic-related accidents, etc.), and atmospheric conditions (odors, dust, fumes, smog, etc.).

Additional Comments: The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made in appropriate circumstances to enable qualified individuals with disabilities to perform the essential functions of this job.

To Apply: Qualified candidates may apply by submitting a cover letter and CV (in both Chinese and English) to jobs@landesa.org with the title of “LTS-China” in the subject line. No phone calls please. Landesa is an Equal Opportunity employer.