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**Job Description**

**Senior Programme and Research Manager**

**Position Title :** Senior Programme and Research Manager for Land Records Initiative

**Status :** Full time (initially for 18 months)

**Location :** Telangana, India

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1. **About Landesa:**

Landesa is a global not-for-profit organization founded in 1992 that creates opportunities for the world’s poorest women, men and communities to improve their lives through strengthening their land rights. Recognized as a Top 10 NGOs in the world in the last two global rankings, Landesa has worked in more than 50 countries and currently operates in ten, including India. The organization is widely supported by partners, including NGOs, foundations, donor agencies, educational institutions, and individual supporters throughout the world. Landesa is known for its advancement of pro-poor, gender-sensitive land rights reforms that have impacted millions of men and women across the globe.

1. **Job Summary:**

The Senior Programme and Research Manager for the Land Records Initiative (hereafter called SPRM) will work closely with the Director Land Policy to identify the gaps and challenges in rural land records updation in several states, with an initial focus in Telangana state, India. The project will work closely with government land administrators to assess recent efforts to improve land records, understand current processes, and explore alternatives for ensuring that the land rights of the rural poor and women are reflected in government records. The project will provide pragmatic, evidence-based suggestions and recommendations for the respective states to adopt. The SPRM will work within the framework of Landesa’s strategic priorities and across the teams based in Indian States as well as the national office and Seattle and Washington, DC.

1. **Reporting To:**

The SPRM will report to the Director Land Policy, Land Records Initiative, with close coordination with respective State teams and National team.

1. **Staff Reporting to the SPRM:**
2. Programme Manager/Research Officer
3. **Availability:**

The SPRM will be expected to work a standard workweek of 40 hours plus additional hours as necessary to ensure the deliverables. The SPRM will be required to travel up to 40% of his/her time to various states where Landesa operates. Some travel abroad may be required as well.

1. **About the Project:**

Landesa has embarked on an exciting yet challenging initiative to critically examine land records updation activities in Telangana, and also understand current status and plans for records updation in other states. The outcome of the scoping study would determine the nature and depth and our engagement with other state governments based on predefined criteria around willingness and receptiveness, opportunity to meaningfully contribute, and the possibility of far reaching positive implications for the poor and marginalized. The 18-month project commences around September 2018 and the insights and recommendations may lead to a subsequent initiative spanning 3-5 years.

1. **About the Position:**

The position would play a critical role in improving the lives and opportunities of rural poor women and men across several states. The SPRM will work closely with the Director Land Policy and a small highly professional team to analyze land records updation processes in Telangana and other Indian states, understanding the perspectives and experience of land administrators and land users, especially rural poor women and men. The SPRM will develop close working relationships with government land administrators in Telangana at the state, district, sub-district and village levels to understand current processes. The SPRM under the leadership of Director Land Policy and team will identify the gaps and challenges in updation processes, and explore new approaches for ensuring that the land rights of the rural poor and women are reflected in government land records. The SPRM along with Director Land Policy and team will help to develop pragmatic, evidence-based recommendations for changes to policies, laws and practices, and advocate with state planners for their adoption.

1. **Essential Job Functions:**
2. Maintain a holistic and current understanding of policies, laws and social forces that influence rural land rights recordation in Telangana and other project states.
3. Spend considerable time in the field to understand how the records updation has been conducted and identify structural challenges that reduce participation by rural poor women and men.
4. Critically analyze laws and policies related to land records updation, including modernization and digitization, to identify areas where a policy or practice change would improve participation of rural poor women and men.
5. Contribute to the design of possible changes to policies, laws and administrative practices.
6. Build rapport with government officials in the process of exploring such changes.
7. Work with Landesa’s teams within India and US to ensure the planned deliverables.
8. To play a strong role in the gender-mainstreaming process and to incorporate the concept in the programme activities.Create and foster strong working relationships with Landesa team members and external stakeholders.
9. To support a congenial work environment which enables women and men to work together in a equitable , effective and mutual respectful manner.
10. Other responsibilities as and when assigned by the line manager.
11. **Required Knowledge, Skills, and Abilities:**
12. Proven ability to think critically, navigate multiple priorities and duties, and solve complex problems.
13. Proven ability to understand and analyze rule-based systems and the social forces that influence their operation.
14. Ability to gather information in individual and group interactions.
15. Ability to organize and analyze data.
16. Comfort interacting with and building trust with rural communities Comfort interacting with, building trust and building effective working relationships with state government officers at all levels.Highly energetic, proactive, and versatile in the face of ambitious goals and complex challenges.
17. Able to to think and work independently.
18. Proven interpersonal skills, diplomacy and tact.
19. A strong commitment to teamwork and an ability to collaborate effectively with staff at all levels of the organization.
20. Strong communication, presentation, and written skills. Ability to write clearly in a variety of communication styles and for a range of audiences.
21. Commitment to Landesa’s values: mission first, collaborative, constructive, and accountable.
22. Commitment to strengthening the social advancement of women.
23. Passion for land rights related work and bringing in positive changes to the lives of poor and marginalized women and men.
24. **Education and Experience:**
25. Advanced University degree in law, business administration, public policy or a relevant social science.
26. At least 3 years of relevant work experience in law, business administration, public policy or social impact investment.
27. Basic working knowledge of land tenure systems.
28. Strong interviewing skills.
29. Experience interacting with marginalized rural communities.
30. Experience interacting with state government officers at all levels.
31. Excellent language skills in English. Proficiency or familiarity with other Indian languages would be an added advantage.
32. **Physical and Environmental Conditions:**

Work is primarily performed indoors with some potential for exposure to safety and health hazards related to electronics work. This position does not require unusual demands for physical effort. The noise level in the work environment is usually moderate. Work environment involves everyday risks or discomforts that require normal safety precautions typical of places such as offices, meeting or training rooms, residences, or commercial vehicles; e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls, and observance of fire regulations and traffic signals.

The SPRM will travel to state capitals as well as districts and villages to engage with rural women and men, as well as community leaders and government officials at all levels.

1. **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.

1. **Gender Sensitive Organisation:**

Landesa promotes a gender-friendly work environment and is committed to take forward all possible measures to establish gender equality within the organization. The values of gender equality is practiced within, along with efforts to bring effective changes in the society through its programmes. The organization is zero tolerant to any kind of harassment, specially to sexual harassment of women at workplace. Adequate measures are taken to ensure employee awareness and sensitisation.

1. **Equal Employment Opportunity:**

Equal employment opportunity has been, and will continue to be, a fundamental principle at Landesa. Landesa is committed to a work environment in which relationships are characterized by dignity, courtesy and respect. At Landesa, employment is based upon personal capabilities and qualifications, without discrimination because of race, colour, caste, religion, sex, marital status, veteran status, pregnancy, sexual orientation, age, national origin, disability, or any other category as established by law.