



Liberia Land Authority

Opposite Zone Three Police Station
Oldest Congo Town
Monrovia, Liberia



Job Title: Coordinator, Gender Unit, Liberia Land Authority

Employment Status: Consultant

Date: June 8, 2018

Closing Date for the Submission of Application: June 25, 2018 at 4pm.

Job Summary: The Liberian Land Authority (LLA) and Landesa seek a motivated and experienced Coordinator to lead the newly formed Gender Unit within the LLA. The Gender Unit Coordinator will be responsible for providing strategic direction, leadership and overall technical and management assistance to the Gender Unit, integrating gender perspectives into the GOL's approach to land rights, developing gender initiatives, developing the gender and land rights capacity of LLA and key stakeholders, and liaising with government partners and other land and gender stakeholders to ensure that gender is mainstreamed across land-related policies, programs, and activities.

Reporting and Relationships: The Coordinator will be seconded to the LLA Gender Unit and will report to Planning and Policy Department of the LLA.

Essential Job Functions:

- Create and execute a strategic plan for realizing the Gender Unit's goals, and manage the contributions of staff, stakeholders, or partners needed to execute the plan;
- Integrate gender into the LLA's 5-year strategy and work plan;
- Ensure that gender is mainstreamed across LLA activities, including implementation of existing laws and policies effecting women and land, such as the Land Rights Policy and the ERCM Law;
- Raise the profile of gender and land rights issues at the national-level, including within government institutions, and among CSOs and grassroots women;
- Develop the Gender Unit into a knowledge hub and resource for LLA and other ministries, commissions, and decentralized bodies on gender and land issues, and especially women's land rights;
- Support the integration and continuation of the Women's Land Rights Task Force (WLRTF) by serving as the WLRTF's administrative hub;

- Provide technical inputs related to women's rights and gender, support integrating gender expertise across programs and projects, and ensure gender analysis is thoughtfully integrated at all stages of projects;
- Contribute to internal learning objectives by sharing gender analysis, research methods and findings with other Gender Unit staff, including making presentations;
- Design and implement a capacity development program on gender and land rights for government land sector stakeholders at the national and county-levels;
- Review and provide feedback on draft policy, legislation, regulations and processes touching upon land with a gender lens, in order to make them more gender responsive;
- Monitor, evaluate, and internally report on government's / LLA's efforts to engage in gender-responsive land governance;
- Perform other management and administrative tasks as assigned.

Knowledge, Skills, and Abilities:

- Advanced degree in law, gender studies, international development, sociology, geography, anthropology, or related field (commensurate experience will be considered); JD preferred.
- 5+ years of relevant experience working in gender with national/international NGOs and public sector institutions in Liberia, including at least 3 years of experience in the land, natural resource management, democracy and governance, or climate change sectors preferred.
- A deep commitment to gender equality and the mission of a better, safer future for the poorest women and men through secure and equal access to land.
- Demonstrated ability to work collaboratively with colleagues in a complex and rapidly changing environment; excellent interpersonal skills.
- Proven experience with relationship building/stakeholder relationship management/team building skills. Ability to think creatively and strategically to mediate and negotiate successfully with individuals and groups internally and externally. Ability to overcome obstacles to cooperation and to foster harmonious relations.
- High degree of personal and professional integrity, initiative, and intellectual curiosity. Ability and willingness to travel to rural areas, as needed.
- Excellent command of written and spoken English, particularly with regard to presentations and preparation of publications, and report writing.

- Ability to proficiently use Windows, Word, Excel, PowerPoint, and Outlook, as well as internet/email.
- Experience working with international donors desired.

The ideal candidates must submit the following materials:

1. A cover letter; addressing key areas of the position and how the candidate's experience and expertise would benefit the Liberia Land Authority;
2. CV;
3. Copy of degree(s), professional certificates, or transcript; and
4. 3 references, including names, titles, and contact numbers.

Interested applicants should please submit their applications to: aryekotatee@yahoo.com; Or the Human Resource Office Liberia Land Authority, Oldest Congo Town, Montserrado County.