



Position: Executive Associate

No. of vacancies: 01

Location: Chennai

Duration: full-time, 1-year contract (extendable)

The Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution, and greenhouse gas emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation with its headquarters in New York City. ITDP works in South Africa, Tanzania, Uganda, Kenya, India, China, Indonesia, Brazil, Mexico, and the United States. More information can be found at www.itdp.org. ITDP is currently represented by ITDP Pvt Ltd in India. Information about ITDP's work in India can be found at www.itdp.in

About the position

ITDP India is looking to hire an **Executive Associate** with strong research analysis, administrative, and management skills and with an interest in sustainable urban development. The ideal candidate must have excellent written and verbal communication skills. The position requires 40 hours per week and is based in Chennai.

The Associate will work closely with the Managing Director (MD) to develop all aspects of the MD's external profile and network of influence as the public face of ITDP India. The Associate will proactively manage the workflow and appointments calendar of the MD, and accompany the MD to meetings, conferences, and events (as necessary). This role will require a high level of professionalism, as well as extensive interpersonal engagement with key stakeholders, both internal and external. This will include actively assisting the MD in maintaining and deepening relationships with donors, decision-makers, and other key figures.

This position offers an opportunity to work closely with a senior woman leader. With the intent to inspire and mentor more women to take up executive/leadership roles in the development sector, women applicants shall be prioritised during the interview process.

Qualification and Essential Attributes

- Candidates with a postgraduate/undergraduate degree in business administration/management, urban design/planning, public policy or other relevant fields can apply.
- 2-4 years experience in a similar role with government agencies or in the development sector
- Excellent English writing and editing skills
- Strong time-management and organisational skills
- Conversational proficiency in Hindi, Marathi, or Tamil will be a plus
- Operational understanding of the functioning of media, social media, and communications
- Ability to maintain a high level of professionalism, confidentiality, and discretion

Roles and Responsibilities

The employee shall report to the Managing Director and work with ITDP India team members. The primary responsibilities are given below, but the employee may be required to perform additional tasks even if they are not explicitly mentioned.

The employee shall:

- Liaise and maintain key relationships as directed by the MD, including internal communications between various regional teams and external communications with stakeholders.
- Support the MD in their public role, such as preparing talking points and presentations in coordination with the programmatic team.
- Support effective coordination with various regional teams, external stakeholders and relevant partners.
- Support work and financial tracking, ensuring information is available, organised, easy to access and up to date through maintenance of various trackers.
- Maintain the MD's appointment calendar
- Coordinate the logistics for the MD's travel, including booking of tickets, accommodation with the administrative team
- Manage the MD's email account, and ensure follow-up of critical actions.
- Manage the MD's social media platforms, including supporting in the creation and posting of content.
- Support operations and HR team members to streamline organisational processes.

- Additional duties as requested

How to apply

Interested applicants can apply to jobs.india@itdp.org and CC keshav.suryanarayanan@itdp.org, with “**Job: Executive Associate <CANDIDATE’S NAME>**” in the subject line, with their resume, cover letter, and a writing sample. The last date to apply is **15th September 2023**.

Our regular processing time is 3-5 weeks following the last date for application, and only shortlisted applicants will be contacted for an interview.

Remuneration

The pay scale for this position shall be Rs. 7,00,000 - 9,00,000 per annum. Salary shall be commensurate with experience and skills.

Benefits & employment policy

The following benefits are covered within our CTC:

1. **Health Insurance:** We cover you and your loved ones for up to INR 10 lakhs.
2. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
3. **Personal Development Policy:** We are committed to nurturing a learning culture and offer incentives and opportunities for every team member to build their capacity and skills.
4. **Our leave policy:** We offer personal time off at 6.67 hours per month and a vacation of 30 hours every three months, and 11 public holidays in a year.
5. **Provident Fund & Gratuity:** All our full-time employees are eligible for applicable EPF & Gratuity benefits.

Our Commitment to Diversity, Equity, and Inclusion

We encourage everyone—regardless of their gender, caste, sexuality, and background—to apply for this role. We believe that each one at ITDP India has the responsibility—as senior leadership, managers, staff, and institutional partners—to create a welcoming working environment for people of diverse cultures and backgrounds to learn together. All of us are responsible for fostering a safe and inclusive workplace where questions, concerns and information about diversity, equity and inclusion are part of our ongoing dialogue and development.
