Position: Senior Associate — Transport Systems, Chennai

No. of vacancies: 01
Location: Chennai
Duration: Full-time

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 emissions while improving urban livability and economic opportunity. ITDP is a not-for-profit organisation with its headquarters in New York City and field offices in India, South Africa, Tanzania, Uganda, Kenya, China, Indonesia, Brazil, Mexico, and the United States.

The ITDP provides in-depth technical support to public agencies to implement sustainable transport initiatives and develop progressive state and national-level policies and standards to scale up the sustainable transport paradigm. We also engage extensively with other stakeholders to promote sustainable and equitable transport ideas.

More information about ITDP can be found at www.itdp.in.

About the Position

We are looking for a candidate with a strong commitment to equity and sustainability and a passion for improving urban life in India. The candidate will provide in-depth technical support for project planning, project implementation, policy guidance, and capacity building in public electric mobility & transport systems. The selected candidate will contribute to other fields, including transit-oriented development, complete streets, and strategic mobility planning in India and South Asia.

The candidate will also develop technical reports, policy drafts, guidelines, and training modules. The ideal candidate has a demonstrated ability to work creatively with a diverse team. The position will also involve engaging with diverse people—civic officials, politicians, civil society agents, media, project consultants, and others—to help build support for sustainable and equitable urban transport.

The candidate will have a chance to hone her technical knowledge and writing skills while gaining exposure to the fields of sustainable transport, city planning, urban design, and municipal governance. The position will be based in **Chennai,** but the candidate may need to travel to other project cities as and when required.

The candidate will report to the Deputy Manager. The selected candidate will work closely with ITDP's city teams, head office staff, and international experts.

The position requires a commitment of 40 hours per week.

Qualification & Experience

- A master's degree in transportation/urban planning or other relevant fields with at least 3-5 years of experience.
- Experience in the field of electrification and charging infrastructures is preferred.
- Prior experience in transportation planning and working with urban local bodies and other government institutions.
- A sound understanding of contract management, fare systems, policies and fiscal regimes for public transport operations, especially electric mobility.
- Experience in drafting terms of reference documents for public transport operations, fare collection, IT systems, and other relevant areas.
- Excellent Excel, Access, Autocad and GIS software skills are required.
- Excellent English and **Tamil speaking** and writing skills.
- Ability to work in intercultural teams.
- Expertise in climate change and pollution management would be an advantage.
- Experience with Emme or equivalent transport modelling software is definitely a bonus.

Essential Attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Excellent research and analytical skills.
- Excellent interpersonal skills and ability to work in a fast-paced environment.
- Excellent writing and editing skills.
- Strong communication skills, including preparing effective graphics and making powerful presentations.
- Ability to communicate complex urban planning issues as concise, compelling messages.
- Ability to manage multiple priorities and projects with flexibility, work well under pressure and keep to deadlines.
- Ability to maintain high standards while contributing pragmatic ideas.
- Availability to travel frequently within India

Roles and responsibilities

Produce high-quality research

- Lead and produce high-quality research on various developments in urban transport-including bus systems, rapid transit systems, shared mobility, informal public transport, public bicycle sharing systems and especially electric mobility.
- Stay updated on international best practices in the field, and understand their application to Indian contexts.

Provide technical assistance to teams and external partners

- Work with the team to prepare high-quality technical documents. This includes the preparation of:
  - Operational plans outlining how to improve operational efficiency and service quality in bus systems
  - Terms of reference and request for proposal documents for the appointment of consultants for operational planning, procurement of buses, IT systems and infrastructure design of public transport systems etc
  - Feasibility reports for transport systems.
  - Analyse existing policies, regulations and laws.
  - Gap assessment studies and recommend reforms.
  - Policy briefs and suggest institutional frameworks for implementing the same.
- Develop indicators for monitoring and evaluation framework to measure the effectiveness of implementation projects.
- Support the government and public transport authorities in strengthening existing public transportation and planning projects.
- Work with the communications team to create communications materials that build awareness and support for ITDP initiatives.

Coordination and Project Management

- Take charge of various technical aspects of project delivery, such as government interfacing, partner management, people engagement, project documentation, event management, etc.
- Oversee projects technically under the public transport vertical.
- Finalise components, roadmap, timeline, objectives and key results of allocated projects
- Coordinate with the other associates to execute project deliverables on time.
- Track and periodically report a project's progress to the Deputy Manager
- Generate project updates for funder reports.
- Ensure resilience in the team.
- Nurture the growth of team members.

Stakeholder and Partner Engagement
- Provide technical assistance to all stakeholders and partner institutions in transport systems planning and implementation.
- Work with the state and city government agencies and public transport authorities to collect, process, and analyze transport data.
- Assist in organizing events. forums, workshops, meetings etc
- Identifying gaps in the team and bringing them to the attention of the deputy manager

How to apply

The candidate should submit two samples of their written work and resume to jobs.india@itdp.org, and cc: faraz.ahmad@itdp.org, with the subject line "Job: Senior Associate-Transport Systems Chennai"

Our regular processing time is 3-5 weeks and only shortlisted applicants will be contacted for an interview.

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.