

# Coordinator - Transport Systems, India

## About the organisation

The Institute for Transportation and Development Policy (ITDP) is a not-for-profit organization that works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution and greenhouse emissions while improving urban liveability and economic opportunity. It is headquartered in New York City and has offices in Brazil, China, India, Indonesia, Kenya, Mexico, and the United States.

ITDP provides in-depth support to government agencies to implement sustainable transport initiatives and develop progressive state and national level policies to scale-up the sustainable transport paradigm. ITDP also engages extensively with media and other stakeholders to promote sustainable and equitable transport ideas. More information can be found at [www.itdp.org](http://www.itdp.org) and [www.itdp.in](http://www.itdp.in).

## About the position

We are looking for someone with a strong commitment to equity and sustainability and passion to improve urban life in India. S/he will provide in depth technical support for project planning, project implementation, policy guidance, and capacity building in multiple fields, including public transport, shared mobility, parking management, and strategic mobility planning in India and South Asia.

The position involves engaging with a diverse set of people—civic officials, politicians, civil society agents, media, and others— to build support for sustainable and equitable urban transport. S/he will have a chance to hone his/her technical knowledge, writing skills as well as management skills while gaining exposure to the fields of sustainable transport, city planning, urban design, and municipal governance

The Coordinator, Transport Systems will be based in Pune and will report to the Maharashtra Program Manager. S/he will work closely with ITDP India's city teams, head office staff, and international experts.

## Job responsibilities

- Establish and nurture relationships with the government officials, civil societies and other stakeholders to build support for ITDP agenda.
- Coordinate with external stakeholders and ensure the success of ITDP projects/program.
- Guide teams (coordinators/senior associates/associates/interns) in developing project plans and their implementation.
- Ensure that internal as well as external timelines are met across all projects that s/he is handling.
- Identify research required to strengthen the agenda and guide teams to conduct it.
- Work together with other managers to encourage cross-learning and collaboration, across geographies and program areas.

## Key qualifications

- A master's degree in urban/transportation planning or equivalent with four to six years of relevant professional experience.
- Familiarity with the implementation of sustainable transportation projects such as BRT, bus services, complete streets, parking management, transit-oriented development, etc.
- Prior experience in conducting feasibility studies, and developing project proposals, including institutional arrangements, project finance and contracting.
- Experience of working with the public agencies on bid process management and project implementation monitoring.
- Excellent MS office skills required.
- Knowledge of vehicle technologies and emissions standards (preferred)

## Key attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Demonstrated ability to manage people and projects to successful project outcomes.
- Strong communication skills, including preparing effective graphics and making powerful presentations.
- Ability to manage multiple priorities and projects, work well under pressure and keep to deadlines.
- Ability to maintain high standards while contributing pragmatic ideas.
- Availability to travel frequently within India and, at times, internationally.

The position will be based in Pune. The salary will be commensurate with experience. For more information, send a resume, samples of written work, and an idea for improving the bus system in your city to [jobs.india@itdp.org](mailto:jobs.india@itdp.org).