



Organisation:

The Institute for Transportation and Development Policy (ITDP) is a not-for-profit organization with its headquarters in New York City with offices in Africa, China, Indonesia, Brazil, Mexico, and the United States. 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.

The UrbanWorks Institute is a not-for-profit organisation registered under the Charitable Trusts Act and ITDP's network partner in India. UrbanWorks, through its ITDP India programme, provides in-depth support to Indian government agencies to implement sustainable transport initiatives and providing inputs on progressive state and national level policies to scale-up the sustainable transport paradigm. UrbanWorks also engages extensively with other stakeholders to promote sustainable and equitable transport ideas. More information 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 passion to improve urban life in India. This person will be responsible to manage day to day management in multiple project areas including public transport, bus rapid transit, cycle sharing, street design, parking management, and strategic transport planning for Jharkhand state. S/he will have a chance to hone his/her oral communications skills, writing, graphic design and event planning as well as management skills while gaining exposure to various fields of sustainable transport, city planning, and municipal governance. The position will be based in Ranchi, Jharkhand but may be required to travel to other cities in India. S/he will report to the Program Manager and work closely with ITDP India's city teams, head office staff, and international experts.

Scope of work:

- Develop project action plans and associated communications documents,
- Break projects into doable actions and set timeframes,
- Coordinate day to day project management activities,
- Liaise with stake holders to identify and define requirements, scope and objectives,
- Coordinate with internal teams and assist with schedule management and milestones,
- Analyze risks and opportunities,
- Monitor project progress and handle any issues that arise,
- Act as the point of contact and communicate project status to all participants,
- Work with the Project Manager to eliminate blockers,
- Create and maintain comprehensive project documentation,
- Develop and deliver progress reports and presentations.

Key qualifications:

- Master degree in any discipline
- Five to six years of working experience as project manager in reputed non-government organization
- Two to three year experience of working with senior government officials
- Good communication skill in English and Hindi

Preferred Qualifications

- Familiarity with municipal governance and transport systems in Indian states and cities.

How To Apply:

Interested applicants can apply to jobs.india@itdp.org using "Coordinator-Jharkhand Program" in the subject line, with the following documents in a PDF format (maximum 5 MB):

- Resume
- Cover letter

The position will remain open until filled.