



## Programme Coordinator – Transport Systems

### 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 organization with its headquarters in New York City with offices in Africa, China, Indonesia, Brazil, Mexico, and the United States.

The UrbanWorks Institute is a not-for-profit organisation registered under the Charitable Trusts Act in India. UrbanWorks is 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 develop 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](http://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. S/he will provide in-depth technical support for project planning, project implementation, policy guidance, and capacity building in public transport systems. S/he will contribute to other fields including transit-oriented development, complete streets, and strategic mobility planning in India and South Asia. S/he 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 a diverse set of people—civic officials, politicians, civil society agents, media, and others—to help 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 Programme Coordinator—Transport Systems will be based in Chennai but s/he may need to travel to other project cities as and when required. S/he will report to the Senior Programme Manager. S/he will work closely with ITDP India's city teams, head office staff, and international experts.

## Responsibilities

The Programme Coordinator's responsibilities will include the following:

- Establish and nurture relationships with diverse stakeholders, including but not limited to decision-makers, civil society organizations and the private sector for the successful implementation of projects.
- Provide technical assistance to all stakeholders and partner institutions in transport systems planning and implementation.
- Work with governments and public transport authorities to collect, process, and analyze transport data.
- Work with the team to prepare high-quality technical documents. In particular, prepare operational plans outlining how to improve operational efficiency and service quality in bus systems; terms of reference documents for the appointment of consultants for operational planning, IT systems and infrastructure design for public transport systems; as well as feasibility reports for transport systems.
- Support governments and public transport authorities in planning and implementing of bus rapid transport systems.
- Gather information on international best practices in transport system planning and implementation, and apply lessons learned in India.
- Identify the research required to strengthen the agenda and guide teams to conduct it.
- Conduct training of public transport agency officials in operations assessment and system planning.
- Ensure that internal as well as external timelines are met across all projects that s/he is handling.
- Work together with other managers to encourage cross-learning and collaboration, across geographies and program areas.
- Work with the communications team to create communications materials that facilitate implementation of ITDP initiatives.

## Key qualifications

- Masters' degree in transportation/urban planning, or other relevant fields with at least five to seven years of relevant professional experience.
- Familiarity with transportation planning including survey design and management; demand analysis; and network planning. Knowledge of transport modelling is desirable.
- Prior experience in working with urban local bodies and other government institutions.
- Understanding of contract management, fare systems and policies and fiscal regimes for public transport operations.
- Experience drafting terms of reference for public transport operations, fare collection, IT systems, and other relevant areas.
- Experience with Emme or equivalent transport modelling software is desirable.

- Excellent Excel, Access, and GIS software skills required
- Excellent English speaking and writing skills. Fluency in Tamil is preferred.
- Ability to work in intercultural teams
- Expertise in climate change and pollution management would be an advantage

## Key attributes

- Strong commitment to advancing the mission of ITDP India Programme 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 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 and, at times, internationally.

## How To Apply

Interested applicants can apply to [jobs.india@itdp.org](mailto:jobs.india@itdp.org) using “Programme Coordinator-Chennai” in the subject line, with a resume, cover letter, samples of written work, and an idea for improving the bus system in your city. Applications will be considered until October 20, 2018.