



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 headquartered in New York City with offices in China, Brazil, India, Indonesia, East Africa, Mexico, and the United States.

Since 2021, ITDP is represented in India by ITDP Pvt. Ltd. and has worked with governments, multilateral agencies, and civil society to make visible, on-the-ground improvements by providing technical expertise, policy solutions, research publications, and training programmes.

More information about ITDP's work in India 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 transport systems, electric mobility & charging infrastructure.

The candidate will also ensure the development of high-quality 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, project consultants, and others—to help build support for the projects. They will have a chance to hone his/her technical knowledge and writing skills while gaining exposure to the above fields.

The position requires a full-time presence 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 full-time presence in Chennai with a commitment of 40 hours per week.

Qualification & Experience

- A master's degree in transportation/urban planning or other relevant fields with **at least 3-4 years of experience** in the field of public transport systems, electric mobility and charging infrastructure and working with urban local bodies and other government institutions.
- Experience in the field of developing contract management, fiscal regimes for public transport operations, fare systems and ITMS systems is required.
- Excellent Excel, Access, Autocad and GIS software skills are required.
- Excellent **English and Tamil speaking** and writing skills.

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

- **Provide technical assistance to teams:** Lead the team and produce high-quality technical documents like RfPs, roadmaps, gap assessment studies, etc, on public transport systems, informal public transport, public bicycle sharing systems and especially electric mobility and charging infrastructure.
- **Coordination and Project Management:**
 - Take charge of various aspects of project delivery, such as government interfacing, partner management, event management, etc.
 - Develop indicators for monitoring and evaluation framework to measure the effectiveness of implementation projects.
 - Track and periodically report a project's progress to the Deputy Manager
 - Coordinate with the other associates to execute project deliverables on time.
- **Engagement with Stakeholders:** Build and nurture relationships with diverse



stakeholders, including but not limited to decision-makers, civil society organisations and the private sector for planning and implementing the above projects.

- **Capacity Development:** Support the team in planning, organising, and conducting workshops for capacity building, focus group discussions, surveys, study tours, etc.
- **Communication and Outreach:** Work with the Communications team to create communications materials that build awareness and support for ITDP initiatives.

How to apply

The candidate should submit two samples of their written work and resume to jobs.india@itdp.org, with the subject line “Job: Senior Associate-Transport Systems Chennai.” Our regular processing time is 6-7 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.