

Associate: Administration, ITDP India

Organisation:

Urban Works Institute (UWI) is a not-for-profit organisation registered under charitable trust act and representing the Institute for Transportation and Development Policy (ITDP) in India. ITDP works with cities worldwide to promote transport solutions that reduce traffic congestion, air pollution and greenhouse emissions while improving urban liveability and economic opportunity. ITDP's projects inspire cities towards environmentally and people-friendly transport systems.

ITDP is a not-for-profit organization with its headquarters in New York City with offices in Africa, China, India, Indonesia, Brazil, Mexico, and the United States. ITDP's programme areas include promoting sustainable transportation, e.g. public transportation including bus rapid transit (BRT), non-motorised transport, traffic reduction, and transit-oriented development (TOD). More information can be found at www.itdp.org and www.itdp.in.

ITDP India 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 India also engages extensively with media and other stakeholders to promote sustainable and equitable transport ideas.

About the position:

We are looking for an Associate in the Operations team to support our work. The position will be based in Delhi but s/he may need to travel to other project cities as and when required. S/he will report to the Senior Manager. S/he will work closely with ITDP India's city teams, head office staff, and international experts. This person would ensure that the backend works smoothly such that the technical teams can focus on their work and perform well.

Responsibilities

The Associate's responsibilities will include the following:

- Assist the program lead in creating an internship program, review job applications and fill them out in required formats
- Handling event logistics - creating check-list, booking event spaces, audio-visual equipment, coordinate with vendors and participants etc.

- Procurement of office supplies and equipment based on the requirements, negotiating price, ensuring quality and timely delivery
- Day to day administration of the Delhi office, ensuring that all services and equipment are functioning efficiently
- Identify and shortlist products and services, maintain and organize bills and service contracts
- Support technical teams in conducting surveys as and when required
- Any other task assigned by supervisor

Key qualifications

- A bachelor's degree with 0-4 years of relevant professional experience.
- Should have good experience in MS Office, Excel and PowerPoint.
- Good English speaking and writing skills. Fluency in Hindi is required.
- Prior experience with data collection and surveying is a plus.

Key attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Self starter with excellent interpersonal skills and ability to work in a fast paced environment.
- 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 using "Associate- Administration" in the subject line, with the following documents in a PDF format:

- Cover Letter
- An updated CV

We are unable to consider applications without the above details. The position will remain open until filled.