



## Programme Coordinator

### 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 multiple 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 position will be based in Ranchi but s/he may need to travel to other project cities as and when required. S/he will report to the 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
- Review reports, policy drafts and knowledge products such as guidelines, manuals and toolkits, and provide technical inputs for the same
- Identify research required to strengthen the agenda and guide teams to conduct it.
- 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.
- Work together with other managers to encourage cross-learning and collaboration, across geographies and program areas.
- Guide the team in organising workshops on different mobility-related topics

## Key qualifications

- Masters' degree in Urban Design, Urban/Transportation Planning, Transport Engineering or relevant fields with at least 5 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 working with urban local bodies and other government institutions. Work experience in Kerala would be an advantage.
- Prior experience in regional and infrastructure planning, conducting feasibility studies, and developing project proposals, including institutional arrangements, project finance and contracting
- Excellent MS office skills required
- Excellent English speaking and writing skills. Fluency in Hindi 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-Kochi” in the subject line, with a resume and cover letter. Applications will be considered until January 10, 2018.