



Position: Junior Associate – Urban Development

Location: Pune

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 with its headquarters in New York City. ITDP works in South Africa, Tanzania, Uganda, Kenya, India, China, Indonesia, Brazil, Mexico, and the United States. More information can be found at www.itdp.org.

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 committed to equity and sustainability and is passionate about improving urban life in India. The candidate will provide in-depth technical support for project planning, project implementation, policy guidance, and capacity building, primarily in the Healthy Streets and Travel Demand Management verticals.

The ideal candidate must be passionate about creating streets and cities that prioritise walking, cycling, and public transport, proficient in conducting high-quality research, and have excellent written and verbal communication skills. The position will also involve engaging with diverse people—civic officials, politicians, civil society agents, media, project consultants, partner organisations, and others—to help build support for sustainable and equitable urban transport.

The position requires 40 hours per week. The selected candidate will work closely with ITDP India's programmatic teams.

Qualification & Experience

The candidate applying for the position is expected to have:

- Postgraduate degree in urban planning/urban design and minimum 0-2 years of relevant work experience OR
- Undergraduate degree and more than two years of relevant work experience.
- Prior experience working on street design, urban design & planning or transport-related projects is appreciated.
- Working knowledge of MS Office, ArcGIS, QGIS, Adobe Creative Suite, AutoCAD and Sketchup.
- Excellent English, Hindi, and Marathi speaking and writing skills.

Essential Attributes

- Good research and analytical skills.
- Good interpersonal skills and ability to work in intercultural teams.
- Good 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.
- Ability to maintain high standards while contributing pragmatic ideas.
- Availability to travel frequently within India.

Roles and responsibilities

The selected candidate shall report to the Program Manager - Healthy Streets & Compact Cities.

Provide technical assistance to teams

- Work with the team to prepare high-quality technical documents.
- Develop indicators for monitoring and evaluation framework to measure the effectiveness of implementation projects.
- Work with the communications team to create communications materials that build awareness and support.
- On-site support for ongoing street design projects in Pune and Pimpri-Chinchwad cities.

Coordination

- Support the team in various technical aspects of project delivery, such as government interfacing, partner management, people engagement, project documentation, event management, etc.
- Work with the team to finalise components, roadmap, timeline, objectives and key results of allocated projects.
- Coordinate with the other associates to execute project deliverables on time.

Stakeholder and Partner Engagement

- Support the team in providing technical assistance to all stakeholders and partner institutions in transport systems planning and implementation.
- Support the team in working with the state and city government agencies and public transport authorities to collect, process, and analyse transport data.
- Assist in organising events. forums, workshops, meetings etc

How to apply

Only shortlisted applicants will be contacted for an interview. Interested applicants can apply to jobs.india@itdp.org and CC pranjal.kulkarni@itdp.org with “**Job: Junior Associate**” in the subject line, with a resume and sample of their work.

Remuneration & Benefits:

The pay scale for this position shall be Rs. 4,50,000 – 6,50,000 (CTC). Salary shall be commensurate with experience and skills.

Benefits & employment policy:

The following benefits are covered within our CTC:

1. **Health Insurance:** We cover health insurance for you and your loved ones for up to INR 10 lakhs.
2. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
3. **Personal Development Policy:** We are committed to nurturing a learning culture and offer incentives and opportunities for every team member to build their capacity and skills.
4. **Leave Policy:** We offer personal time off at 6.67 hours per month and a vacation of 30 hours every three months, and public holidays.
5. **Provident Fund & Gratuity:** All our full-time employees are eligible for applicable EPF & Gratuity benefits.

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.