



## Associate-Transport Systems

### 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 India 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 a 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 and electric mobility. The candidate should have experience in the field of electrification of public transport and charging infrastructure.

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, project consultants, and others—to help build support for sustainable and equitable urban transport.

S/he will have a chance to hone his/her technical knowledge and writing skills while gaining exposure to the fields of sustainable transport. The position 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 Deputy Manager. S/he will work closely with ITDP India'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.

## Roles and responsibilities

The Associate's responsibilities will include the following:

### Technical Assistance

- Research on various developments in the field of urban transport planning - which includes electric mobility, bus systems, rapid transit systems, shared mobility, informal public transport, public bicycle sharing systems and urban freight.
- Assist the team in the preparation of technical documents including:
  - Terms of Reference documents for the appointment of consultants,
  - Analysis of existing policies, regulations and laws,
  - Gap assessment and feasibility studies,
  - Draft policy briefs.
- Liaise with the government and public transport authorities in strengthening existing ev policies, charging infrastructure implementation, public transportation planning and other bus prioritization projects.
- Work with the Communications team to create communications materials that build awareness and support for ITDP initiatives.

### Engagement with Stakeholders

- Build and nurture relationships with diverse stakeholders, including but not limited to decision-makers, civil society organizations and the private sector for transport systems planning and implementation.
- Work with the state and city government agencies and public transport authorities to collect transport data.

### Capacity Development

- Support the team to plan, organise, and conduct workshops for capacity building, focus group discussions, surveys, study tours etc.

## Qualification & Experience

- A degree in transportation/urban planning, or other relevant fields with at least 1-3 years of relevant professional experience.
- Prior experience working with urban local bodies and other government institutions.
- Experience in the field of electric mobility, preferably charging infrastructure and EV policy implementation
- Prior knowledge of drafting terms of reference documents for public transport operations, fare collection, IT systems, and other relevant areas.
- Excellent Excel, Autocad and GIS software skills required.
- Excellent written and verbal communication skills in English; proficiency in Tamil is preferred.
- Ability to work in intercultural teams

## Essential Attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Good research skills.
- Good interpersonal skills and ability to work in a fast-paced environment.
- Ability to work across multiple projects with flexibility, work well under pressure and keep to deadlines.
- Availability to travel frequently within India and, at times, internationally.

## How to apply

The candidate should submit two samples of their written work on sustainable mobility and resume to [jobs.india@itdp.org](mailto:jobs.india@itdp.org), and cc: [sooraj.em@itdp.org](mailto:sooraj.em@itdp.org), with the subject line “Job: Associate-TS&EM Chennai.” Our regular processing time is 3-5 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.