



Associate - Urban Planning

Location: Chennai

The Organisation

The Institute for Transportation and Development Policy (ITDP) works with cities worldwide to promote sustainable, equitable, and inclusive urban transport. The vision of ITDP is to create healthy and liveable communities with streets safe for walking & cycling, high-quality public transport, traffic reduction mechanisms, and people-centred mobility policies. 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 passion to improve urban life in India. S/he will provide in-depth technical support for research, project planning, project implementation, policy guidance, and capacity building in the areas of urban mobility and planning with a focus on climate data driven approaches and climate finance. The candidate should have experience engaging with city agencies on urban mobility projects.

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.

Proficiency in speaking Tamil is required for the role & it involves regular engagement with city agencies across Tamil Nadu and will require frequent travel to various cities in the state.

S/he may need to travel to other project cities across India as and when required. S/he will report to the Deputy/Program Manager. S/he will work closely with ITDP India's city teams, head office staff, and international experts.

Roles and Responsibilities:

The primary responsibilities are given below, but the employee may be required to perform additional tasks even if they are not explicitly mentioned.

The Associate's responsibilities will include the following:

Technical work & Project management

- Prepare project strategy that includes an implementation and a monitoring and evaluation framework.
- Support the team in producing high quality research on various developments in the field of urban transport planning.
- Support the team in preparing high-quality technical documents, including:
 - Terms of reference documents
 - Analyse existing policies, regulations and laws.
 - Gap assessment studies and recommend reforms.
 - Policy briefs and suggest institutional frameworks for implementing the same.
- Coordinate with stakeholders at the city and state agencies as well as partner organisations for the effective delivery of the project
- Stay updated on international best practices in the field and understand its application to Indian contexts. Provide technical assistance to teams and external partners.
- Work with the communications team to create communications materials that builds awareness and support for ITDP initiatives.
- Work with peers to execute project deliverable on time.

Stakeholder and Partner Engagement

- Provide technical assistance to all stakeholders and partner institutions
- Work with the state and city government agencies to collect, process, and analyze transport data.
- Engage with the media to build awareness on key issues pertaining to urban transportation systems and planning.

Capacity Development

- Facilitate workshops for capacity building, focus group discussions, surveys, study tours etc

Qualifications & Experience

- A master's degree in transportation/urban planning, or other relevant fields with at least 2 years of relevant experience
- Prior experience in transportation/urban planning and working with urban local bodies, and other government institutions.
- Prior experience in developing policy drafts, guidelines, terms of reference documents, reports, and other urban planning guidance documents is preferred.
- Excellent Microsoft Office, AutoCAD, and Adobe suite skills. Familiarity with GIS software is preferred.
- Proficiency in speaking Tamil is required for the role.
- Excellent English speaking and writing skills.
- Ability to work in intercultural teams.

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 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, and cc: venugopal@itdp.org & sooraj.em@itdp.org, with the subject line “Job: Associate-Urban Planning” Our regular processing time is 3-5 weeks, and only shortlisted applicants will be contacted for an interview.

Remuneration

The pay scale for this position shall be Rs. 60,000 – 80,000 per month. Salary shall be commensurate with experience and skills.

Other benefits & employment policy

1. **Health Insurance:** We cover health insurance for you and your loved ones for up to INR 10 lakhs.
2. **Personal Capacity Development Allowance:** We offer a personal capacity development allowance annually for every team member to build their capacity and skills.
3. **Telephone & Internet Allowance:** We provide INR 1,200 every month for our team members.
4. **Leave policy:** We offer 6 days each of casual leave and sick leave, and 15 days of vacation time annually, along with 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 religion, caste, gender, 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 a part of our ongoing dialogue and development.