



Position: Junior Associate – Healthy Streets

Location: Pune

Duration: Full-time

About 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 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 areas of integrated urban mobility and planning with a focus on data driven approaches to design and planning. 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.

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

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 regional teams, head office staff, and international experts.

What we are looking for

Must have

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

- 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.

What you will work on

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

Provide technical assistance to teams

- 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.
- 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 build awareness and support.
- On-site support for ongoing projects in **Nashik 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 and ritu.nivate@itdp.org with “**Job: Junior Associate – Healthy Streets**” in the subject line, with a resume and sample of their work.

Remuneration

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

Other benefits and employment policies

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.