



Senior 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.

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 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 Senior Associate's responsibilities will include the following:

Technical work

- Prepare project strategy that includes an implementation and a monitoring and evaluation framework.
- Lead and produce high quality 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.
- Stay updated on international best practices in the field, and understand its application to Indian contexts. Provide technical assistance to teams and external partners.
- Prepare high-quality technical documents, including:
 - Operational plans outlining how to improve operational efficiency and service quality in bus systems
 - Terms of reference documents for the appointment of consultants for operational planning, IT systems and infrastructure design of public transport systems
 - Feasibility reports for transport systems.
 - Analyse existing policies, regulations and laws.
 - Gap assessment studies and recommend reforms.
 - Policy briefs and suggest institutional frameworks for implementing the same.
- Develop indicators for monitoring and evaluation framework to measure the effectiveness of implementation projects.
- Support the government and public transport authorities in strengthening existing public transportation and planning and implementing bus rapid transit systems and other bus prioritization projects.
- Work with the communications team to create communications materials that builds awareness and support for ITDP initiatives.

Project management and Coordination

- Monitor and evaluate project performance and report back to the management team.
- Manage a smaller team of Associates to execute project deliverable on time.

Stakeholder and Partner Engagement

- Provide technical assistance to all stakeholders and partner institutions in transport systems planning and implementation.
- Work with the state and city government agencies and public transport authorities 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.

Qualification & Experience

- A master's degree in transportation/urban planning, or other relevant fields with at least 4-7 years of experience, including 2–3 years specifically in electric mobility.
- Prior experience in transportation planning and working with urban local bodies, and other government institutions.
- A sound understanding of contract management, fare systems, policies and fiscal regimes for public transport operations, especially electric mobility.
- Experience in drafting terms of reference documents for public transport operations, fare collection, IT systems, and other relevant areas.
- Excellent Excel, Access, Autocad and GIS software skills required.
- Excellent English speaking and writing skills.
- Ability to work in intercultural teams.
- Expertise in climate change and pollution management would be an advantage.
- Experience with Emme or equivalent transport modelling software is definitely a bonus.

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: sooraj.em@itdp.org, with the subject line “Job: Senior 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.