



Position: Senior Executive Associate

Location: Chennai

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 assist the creation of 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.

Since 2021, ITDP is represented and supported 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

ITDP India is looking to hire a **Senior Executive Associate** with strong research analysis, administrative, and management skills and with an interest in sustainable urban development. The ideal candidate must have excellent written and verbal communication skills. The position requires 40 hours per week and is based in Chennai.

The Senior Executive Associate will serve as a strategic thought partner to the Managing Director, supporting the design and implementation of organisation-wide systems that strengthen planning, execution, learning, and operational excellence. Working across programme, finance, operations, HR, and communications functions, the Associate will lead initiatives that improve programme management, financial planning, organisational processes, performance management, and knowledge systems. The role requires systems thinking, analytical problem-solving, and the ability to translate organisational priorities into scalable processes that improve institutional effectiveness. This role will require a high level of professionalism, as well as extensive interpersonal engagement with key stakeholders, both internal and external.

This position offers an opportunity to work closely with a senior woman leader. With the intent to inspire and mentor more women to take up executive/leadership roles in the development sector, women applicants shall be prioritised during the interview process.

Qualifications & Experience

- High level of professionalism, integrity, confidentiality, and discretion.
- Bachelor's or Master's degree in Business Administration, Management, Public Policy, Urban Planning, Finance, Operations, Organisational Development, or a related discipline.
- 4–8 years of relevant professional experience in programme management, strategy, operations, consulting, executive support, or organisational development, preferably within the development sector or mission-driven organisations.
- Demonstrated experience managing cross-functional projects and driving organisation-wide initiatives.
- Strong understanding of programme management, monitoring systems, project planning, and performance management frameworks (OKRs or similar).
- Experience supporting financial planning, budgeting, forecasting, donor reporting, or financial monitoring processes.
- Excellent written and verbal communication skills with strong drafting, editing, presentation, and documentation abilities.
- Strong analytical and problem-solving skills, with the ability to translate organisational needs into practical systems and processes.
- Experience improving organisational processes, documentation, and operational workflows.
- Ability to coordinate effectively with senior leadership and multidisciplinary teams while managing multiple priorities.
- Familiarity with productivity, project management, and collaboration tools (Microsoft 365, SharePoint, project tracking platforms, etc.).
- Working knowledge of communications and social media management is desirable.
- Conversational proficiency in Hindi, Marathi, or Tamil will be an advantage.

Roles and Responsibilities:

The employee shall report to the Managing Director and work closely with ITDP India team members. The primary responsibilities are listed below; however, the employee may be required to undertake additional responsibilities aligned with organisational priorities.

The employee shall:

- Manage the Managing Director's calendar, correspondence, and follow-up of strategic priorities.
- Coordinate communication between the Managing Director, regional teams, and external stakeholders.
- Lead the implementation, institutionalisation, and continuous improvement of the Programme Management and Monitoring System (PMMS) across the organisation.
- Coordinate organisation-wide programme planning, milestone tracking, monthly reviews, and impact monitoring processes.
- Ensure programme information is accurate, up-to-date, and readily accessible through standardised tracking systems.
- Support programme teams in monitoring progress against organisational objectives and identifying implementation risks requiring leadership attention.
- Coordinate organisation-wide financial planning and cashflow monitoring processes in collaboration with finance and programme teams.
- Support budget development, financial forecasting, and monthly financial review processes.
- Standardise and strengthen donor reporting processes, templates, review mechanisms, and quality assurance systems.
- Monitor follow-up actions arising from finance reviews and support timely resolution.
- Coordinate the annual organisational planning cycle, including OKR development, alignment workshops, and progress tracking.
- Support execution of organisational performance evaluation processes, including mid-year and annual reviews.
- Strengthen HR operations by supporting onboarding, offboarding, employee documentation, HR systems, and annual administrative processes.
- Identify opportunities to improve organisational systems and coordinate the implementation of process improvements across teams.
- Build and maintain relationships with partners, donors, government representatives, and other key stakeholders.
- Support the Managing Director in coordinating with the team members for preparing for meetings, conferences, public engagements, and strategic discussions through research, presentations, and briefing materials.
- Undertake additional responsibilities assigned by the Managing Director in support of ITDP India's strategic priorities.

How to apply

Interested applicants can apply to jobs.india@itdp.org and CC roopesh.kumar@itdp.org , with **“Job: Senior Executive Associate <CANDIDATE’S NAME>”** in the subject line, with their resume, cover letter, and a writing sample. The last date to apply is 31st July 2026.

Our regular processing time is 3-5 weeks following the last date for application, and only shortlisted applicants will be contacted for an interview.

Remuneration

The pay scale for this position shall be Rs. 8,00,000 - 15,00,000 per annum. Salary shall be commensurate with experience and skills.

Other benefits and employment policies

1. **Health Insurance:** We cover health insurance for you and your loved ones for up to INR 10 lakh.
2. **Capacity Development Allowance:** We offer an annual monetary and time allowance 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 of casual leave and sick leave each, 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 and 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.