BRT/TOD Program Manager, ITDP Brazil

Organization

The Institute for Transportation and Development Policy (ITDP) works with cities around the world to promote sustainable and equitable transport and urban development. ITDP is a nonprofit organization headquartered in New York City with offices in China, India, Indonesia, Brazil, Argentina, Mexico and the United States. ITDP's programs focus on bus rapid transit, non-motorized travel, travel demand management, parking, transport policy and urban development. More information about ITDP can be found at www.itdp.org.

Position

The goal of the BRT/TOD Program globally is to promote sustainable transportation as a principal driver for sustainable and livable urban development. The program advocates and catalyzes sustainable urban development along transit corridors in Brazilian cities. We work with government officials and society, using technical knowledge accumulated through experience in other countries, to inspire excellence in the implementation of best practice solutions and promote their potential for replication.

The BRT/TOD Program Manager will be responsible for shaping and implementing a program to catalyze project implementation and municipal policy reform, facilitating better integration of land use policies with public transport systems. The BRT/TOD Program Manager will be based in Rio de Janeiro, but also work in São Paulo, Belo Horizonte, Brasília and Fortaleza. Additional Brazilian cities may be added to the program, as it develops. This position reports to the Country Director.

Responsibilities

- Support projects relevant to municipal policies including:
    - Conduct technical assessments
    - Coordinate capacity building activities
    - Prepare case studies to share best practice with local and international counterparts
    - Coordinate events and campaign
    - Coordinate workplans for international and local consultants in Brazil, and participate in the execution of these activities, together with consultants and partners.
- Support the Country Director in maintaining working relationships with local government officials, the private sector and other NGO partners.
- Represent ITDP Brazil in meetings with civil society and governmental partners.
- Report on project progress on a weekly basis.
- Assist in fundraising and preparing reports to funders.
- Collaborate with ITDP staff, worldwide, to create content for ITDP events and communications material.
- Collaborate with ITDP staff to achieve communications deliverables

Key qualifications

- Bachelors Degree in Economics, Engineering, Geography, Architecture or related field. Masters preferred.
- Minimum of 5 years of experience in subject areas pertinent to the job description.
- Knowledge of alternative modes of transportation, transportation policy and urban mobility.
- Ability to conduct survey and case study research, including assembling and organizing data and preparing standard reports.

Key attributes

- Excellent writing and verbal communication skills in English and Portuguese.
- Ability to establish and maintain effective partners in the government and civil society.
- Ability to work effectively and prioritize work according to local strategy.
- Ability to work independently and as part of a team in a fast paced environment.
- Ability to work in a multicultural and geographically distributed team.
- Ability to work on multiple projects and short-term deadlines.
- Available to travel throughout Brazil and, on occasion, internationally.

This is a position based in Rio de Janeiro. The salary will commensurate with the applicant's experience.

To apply, send your CV in English with motivational letter to jobs@itdp.org by September 19, 2014. Specify in the subject line "Application for BRT/TOD Program Manager, ITDP Brazil".

Only electronic documents in English sent by e-mail will be considered.

Only Brazilians or foreigners with valid permanent visa will be considered.