

Programme Coordinator, Ranchi

Organisation

The Institute for Transportation and Development Policy works with cities worldwide to bring about sustainable transport solutions that cut greenhouse gas emissions, reduce poverty, and improve the quality of urban life. It is a not-for-profit organization headquartered in New York City with offices in China, India, Indonesia, Brazil, Argentina, Mexico City, and the United States. ITDP's programme areas include bus rapid transit (BRT), non-motorized travel, travel demand management, parking, and urban revitalization. More information can be found at www.itdp.org.

ITDP's growing India team is working to implement high quality BRT systems in the cities of Chennai, Pune/Pimpri Chinchwad and Nashik. ITDP is also helping these cities improve the street environment to facilitate walking and cycling—key modes of access to public transport and facilitate implementation of transit-oriented development. In the policy realm, ITDP is assisting the Government of India and Government of Tamil Nadu in developing goals, metrics, and an evaluation framework for transport investments and adopting appropriate policies to spur sustainable transport improvements.

We are in the process of expanding our programmes to other cities across India in a phased manner. ITDP has initiated advisory support to the city of Ranchi, Jharkhand, to assist in developing a high quality public transport systems and safe infrastructure for walking and cycling. It also proposes to work on adoption of policies by the Government of Jharkhand that promote and facilitate the creation of urban transport and transit oriented development that is sustainable and equitable.

Position

The Programme Coordinator, Ranchi, will spearhead ITDP's sustainable transport initiatives in Ranchi, working with government officials, partner organisations, academic institutions, media and a host of other stakeholders to develop strong relationships, garner support for sustainable transport projects and initiatives, and facilitate project implementation. The Programme Coordinator will be based in Ranchi and report to the ITDP's Jharkhand Programme Manager based at its India headquarters in Chennai. The position is for an initial term of four years but may be extended thereafter.

Responsibilities

- Liaise with various stakeholders to build broad support for sustainable transport initiatives.
- Coordinate with government officials and other stakeholders to ensure timely project implementation.
- Develop full-scale project plans and associated communications documents.
- Develop and deliver proposals, progress reports, documentation, and presentations.
- Estimate the resources needed to achieve project goals.
- Plan and schedule project timelines and milestones using appropriate tools.
- Organise workshops, consultations and other events.
- Support the technical team in planning and coordination of surveys and other data collection exercises.

Key Qualifications

- Five to six years of experience in project management, liaising and communications.
- Two to three years experience of working with senior government officials.
- Excellent written and verbal skills in English and Hindi required.
- Microsoft Word, Excel, and PowerPoint skills are required.
- Illustrator, InDesign, and Photoshop skills are a plus.
- Familiarity with municipal governance and transport systems in Indian states and cities preferred.
- Experience with street design, public transport, and other aspects of sustainable transport preferred.

Key attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Good research and analytical skills.
- Strong communication skills, both verbal and in written.
- Strong project management skills, including the ability to work with a range of colleagues in different locations.
- Strong networking skills and ability to energize and influence others to take action.
- Willingness to travel frequently within India and at times internationally.

How To Apply

Send a resume, samples of written work, sample information graphics or web content, and an idea for improving the bus system in your city to india@itdp.org.