

ICLEI - Local Governments for Sustainability, South Asia

VACANCY ANNOUNCEMENT

I. Position Information:

- **Job Title:** Transport Planner (1 position)
- **Job Code:** TP_Urban_Delhi_September2025
- **Reports to:** Associate Director & Senior Manager – Urban
- **Location:** Delhi, India
- **Type of Contract:** Full-time employee
- **Closing Date:** Open until filled

II. Organizational Context

ICLEI-Local Governments for Sustainability is a leading global network of 2500+ cities, towns and regions committed to building a sustainable future. ICLEI works with local governments through international performance-based, results-oriented campaigns and programs. In its result-based approach, ICLEI brings cities around the world together to build partnerships and share techniques to promote participation and the effectiveness of environmental protection through local-level initiatives.

ICLEI's South Asia Secretariat operates from New Delhi, India. Engagement with cities is enabled through project offices located across cities and states in India, Nepal and Bangladesh. With a membership base of over 70 cities, ICLEI South Asia offers a wide range of technical services, support and customized methodologies on sustainable urban development, climate change, energy through donor funded programs and projects. ICLEI South Asia helps cities strengthen their technical capacity, improve awareness of sustainability issues among elected representatives, administrators and citizens, provide information, and develop a greater capacity for cities to deliver basic services in the most sustainable manner.

ICLEI's substantive focus is helping cities build and share solutions to the challenges of:

- Climate Change
- Water and Air Pollution
- Waste Management
- Renewable Energy and Energy Efficiency
- Built Environment
- Clean Transport
- Disaster Management
- Environmental Management Systems

Projects related to thematic areas of mobility, built environment, climate change, energy efficiency, renewable energy, sustainability management, water, green growth among others are executed by ICLEI South Asia through support from various donors (such as IKI, Clean Air Fund, Swiss Agency for Development and Cooperation, European Commission, GIZ, USDOS, UNEP, UNDP) and various ministries in Government of India and various state government funding sources. ICLEI South Asia has extensive experience of working with cities to offer technical assistance, conduct techno-economic studies, undertake research and analyses, formulate policy and action plans, design and pilot innovative solutions, deliver capacity building and knowledge transfer, among others.

For more information, visit <https://southasia.iclei.org/>

III. Function

The Transport Planner – Urban Transport will provide technical support in implementation of ongoing projects. The Transport Planner supports liaising with various government authorities and departments (including relevant industry associations, civil society and other stakeholders). The transport planner will be responsible for working on a wide range of transport sector activities to support ongoing transport projects:

- Conduct desktop research and provide technical inputs in aspects related to electric mobility.
- Support State government in procurement of electric buses.
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors.
- Support government to progress on forward-looking initiatives on electric mobility and sustainable transportation through leading projects or aspects of their plans, managing stakeholder engagement, drafting documents and materials, delivering presentations, and performing data analyses.
- Provide support and assistance in all aspects related to Mobility.
- Relevant research on urban transport with a focus on electric mobility.
- Coordinate with key stakeholders for information gathering, consultations and validation of technical data and information.
- Technical support on baseline assessment, data compilation, analysis, report writing and other technical document preparation.
- Provide technical inputs on transport planning, policy initiative, linked with electric mobility and strategies to upgrade public transport.
- Technical input to public and private sector entities including ministries, government department, urban development agencies and other relevant local stakeholders on project related topics.
- Local coordination of all project activities in close collaboration with the Project Manager.
- Assist in all aspects of organizing workshops/stakeholder consultations/ public events, preparing background documents/ knowledge products and other relevant documents for wider dissemination and outreach.
- Documentation of all local project activities in line with formats and guidelines provided by the Project Manager.
- Assist with developing and maintaining content for project websites and keeping project information updated on the ICLEI South Asia and global webs.
- Assist in preparation of case studies and modules for training & capacity building programs.
- Develop and manage strong relationships with the city government and other key stakeholders and partners in the relevant sectors.
- Participate regularly in regional and global meetings, calls or other coordination activities with project partners, stakeholders and other cities, as needed.

Mandatory Qualifications:

Experience:

- 2–4 years of relevant experience in urban transport or related fields.
- Working experience with Urban Local Bodies, State Departments or other government institutions in the urban transport sector is preferred.
- Work experience in projects related to electric mobility is relevant.

Education:

- Master's degree in Transport Planning, Urban Planning, or a related field.

Language:

- Fluency in English (Read/Write/Speak) and Hindi (Read/Speak) is mandatory.

Rated Qualification:**Competencies:**

- Have strong knowledge and demonstrated experience related to electric vehicles especially related to charging infrastructure for electric vehicles.
- Have strong research skills at both primary and secondary levels of research which are necessary. Prior involvement in research-based projects and assessments is expected.
- Have strong analytical and computational skills to undertake policy & regulatory review, baseline assessments, action planning, technology evaluation, cost-benefit analysis etc.
- Strategic thinking and interpersonal skills are required, including the ability to influence decision-making processes in a diplomatic and collaborative manner.
- Excellent report writing, communication and IT skills (including full familiarity with relevant computer applications including MS Excel, Word, PowerPoint, and any other tools).
- Be able to work independently & as part of a team and willing to travel throughout India and other countries.
- Excellent Inter-personal and team skills and ability to work in a multi-cultural environment.
- Should have knowledge of documentation & preparation of case studies for training & capacity building programs.
- Excellent report writing and communication skills.
- Enthusiastic attitude and willingness to learn, adapt and take on a wide range of responsibilities across different urban transport subject areas
- Ability to work under tight deadlines and under pressure
- Ability to handle multiple tasks simultaneously

IV. Submission Details:

- Interested candidates are requested to email their CV (mentioning the job code in subject line), along with a one-page note describing suitability for the position and two references.
- Email your applications to: divyaprakash.vyas@iclei.org & vijay.saini@iclei.org and cc to simran.kaur@iclei.org
- Only shortlisted candidates will be contacted.
- ICLEI South Asia promotes Diversity, Equity and Inclusiveness (DEI); hence it encourages all, including females to apply for the position.
- Remuneration will commensurate with qualification and experience.

V. Contact Information:

ICLEI-Local Governments for Sustainability, South Asia

C-3, Lower Ground Floor Green Park Extension New Delhi - 110016 India

Website: <http://southasia.iclei.org/>

VI. Closing Date:

Position will be open until filled. However, Interviews will be conducted on rolling basis, and the position will be filled as soon as there is a right match. Hence, interested candidates are encouraged to apply at the earliest.