

International Organization seeks Project Coordinator for Regional Urban Transport Project

Take part in shaping the future of urban transport in Asian cities. Take part in re-focusing on people-centered solutions, in creating attractive public transport systems, in making walking and cycling a pleasure for everyone. Take part in expanding SUTP's response to challenges such as traffic jams, deteriorating air quality, increasing accident rates and climate change.

GTZ-SUTP offers a wide range of services to cities and our "Sustainable Transport Sourcebook" (www.sutp.org) is an internationally appreciated knowledge base to assist decision-makers and practitioners. We are constantly expanding our activities, are broadening our networks and are working directly with more and more cities - and we are looking for smart, forward looking and open-minded experts. Join our dynamic, innovative and agenda-setting team and take part in one of the most fascinating developments in the region: Making Asia's cities fit for the post-carbon world.

The GTZ Sustainable Urban Transport Project (SUTP) is in need of an urban transport expert with experience on project management and preferably with experience in international organizations.

Job name: SUTP Asia Coordinator

"Minimum Requirements":

- MSc level degree
- At least 4 years professional experience in transport and related activities
- Sound experience in project management
- Knowledge of Sustainable Urban Transport issues
- Fluent English, spoken and written (if possible, give details of test of English proficiency such as TOEFL, IELTS, etc)
- Shall agree to live in Bangkok (Thailand) for an extended period of time (e.g. at least 1 year)

Additional requirements (plus's):

- Experience in organizing events
- Asian nationality
- Knowledge of Chinese language
- Knowledge of other Asian languages
- Knowledge of Dreamweaver and other web-design software, as well as advanced knowledge of Office software

Please read the complete job description of activities in the document below. Contact carlos.pardo@sutp.org for additional inquiries and submit your application to carlos.pardo@sutp.org

**Job Description for Project Coordinator for the "Sustainable Urban Transportation Project – Asia"
(SUTP-Asia)**

PN: 98.2055.6-001.00

The project coordinator shall support the implementation of the ongoing project from the project location in Bangkok for the region of Asia and the Pacific. He will be in charge of management issues of the project, technical transport advise, and ongoing coordination. He shall receive (technical) feedback from the Project Director based in GTZ Eschborn. He will be coordinating the project activities, based on the planning documents of the SUTP-component.

The project coordinator shall mainly provide the following tasks, tentatively from January 1, 2009 until 31 December 2009 (**extension is envisaged**):

- Coordinate the local execution of the project, taking the **project planning document** into account,
- Assist the project director in **taking decisions** about the execution of the project,
- Execute **missions in the region** in consultation with the project director,
- Provide technical assistance to activities in Bangkok, Thailand and the region, and specifically on the existent support to BMA and OTP, plus eventual projects in Chiang Mai (Thailand) and Vientiane (Laos), and possible other cities.
- In conjunction with the Urban Transport Expert of the project, set up terms of reference for experts, foreseen for short-term missions (for local and international experts). The draft terms of reference are to be sent to the project director for final approval,
- Provide technical advise and oversee concepts on **missions of short-term experts**, workshops and seminars according to the project planning document,
- **Screen reports**, documents, studies and other **relevant material in the area** of "Sustainable Urban Transportation" in the Asian region,
- Screen reports of **short-term experts against** project philosophy and terms of reference and advise the project director accordingly,
- Upon request and in coordination with Urban Transport Expert of the project, update the **planning matrix**,
- Contribute contents to SUTP.org **Website in English and Chinese**,
- Coordinate the project with the **activities of other institutions and donors** in the host city and the region, with the aim of integrating the project activities in the framework of activities undertaken in the region and avoiding any overlapping of tasks provided from other projects. Closely cooperate with the partners of this project.
- Prepare and organise training courses, workshops and seminars according to the project planning document, and make sure that workshop reports, in the agreed format, are available for distribution not later than three weeks after the workshop has been held,
- Deliver a **bi-monthly report** on project progress, to be written in the English language, supported by the transport advisor and the Urban Transport Expert of the project and provide it to the project director by the **10th** of the following month,

- Actively **disseminate GTZ's Sourcebook** on Sustainable Transport in Developing Cities and training material in the Asian region, focusing on the key target audience of the Sourcebook (namely, policy-makers and their advisers), and promote **translation** of modules and training material in other languages,
- Actively seek opportunities for printing and distribution of the said **Sourcebook** in the Asian region
- Supervise the development of SUTP.org **Website in English and Chinese,**
- Improve mechanisms of cooperation with other networking and knowledge management initiatives, such as **I-ce, CITYNET, ESCAP, CAI-Asia, ITDP, WRI,** and others,
- Actively explore opportunities for further **funding,** including funding of pilot projects, and provide advice to the project director accordingly,
- Look for opportunities of assisting to events related to the project's work and develop presentations
- Establish and follow up contacts and cooperation at a working level with selected cities in the region including supervising the activities in Bangkok (**BMA and MOT, OTP**), concentrating on the host city and on a small range of priority partner cities such as Chiang Mai, Vientiane, among others.
- Supervise the development of **online versions** from **sourcebook** modules (some are already existing) based on modules of the Sourcebook
- In order that the project can be sustainable, develop a **strategy** for the ongoing development and **dissemination** of materials,
- Closely cooperate with **ESCAP.**

All works will be documented and handed over to the project director.

23.9.08 Carlos F Pardo