



UITP (International Association of Public Transport) is a passionate champion of sustainable urban mobility and is the only worldwide network to bring together all public transport stakeholders and all sustainable transport modes. We have more than 1,700 member companies coming from 100 countries. Our members are public transport authorities and operators, policy decision-makers, research institutes and the public transport supply and service industry.

We are currently looking for a:

Manager for Research and Membership Services

Reporting directly to the head of Asia Pacific Research and the Head of Asia Pacific (AP) Office, the Manager contributes to strengthen the activities of the UITP Asia Pacific Division and UITP Asia-Pacific Centre for Transport Excellence (AP CTE).

She/he is responsible for supporting the Head of AP Research to develop knowledge content and research projects related to AP CTE. She/he is will also be providing services to members in the region, in particular she/he supports the Head of the Asia Pacific office for activities in South East Asia and related to transport authorities.

She/he shall contribute to global knowledge projects from the Asia Pacific perspective.

RESPONSIBILITIES

1. Manage the work, involvement and expectations of the Asia Pacific Organising Authorities platform (studies, reports, position papers, articles);
2. Conduct research, knowledge development and data collection for research projects, under the direction of the Head of Asia Pacific Research. The projects are often co-funded by the Land Transport Authority of Singapore on topics of public transport, urban transport and sustainable mobility in the Asia Pacific Region conciliating the needs of the sector and the association and the expectations of Asia-Pacific members;
3. Support AP CTE innovative projects such as co-creation workshops and start-up challenges;
4. Manage and develop membership in the South East Asia region and deliver services (i.e. trainings and workshops) in line with the UITP Asia Pacific business plan;
5. Play an active role in facilitating external stakeholder relationship management relating to UITP AP CTE office in Singapore;
6. Ensure that knowledge content and research output in the Asia Pacific Region contributes to added value services to the direct benefits of the members and answers the priorities of the Integrated Global Work Programme;

7. Draft and contribute to Asia Pacific and global publications, including study reports, knowledge papers, policy briefs, newsletters, and other content;
8. Facilitate the sharing of content and information to different audiences (members, decision makers, internal stakeholders) using different communication means;
9. Lead public transport policy driven activities (ie: working groups, thematic events, etc) in Asia Pacific;
10. Be responsible and perform all required administrative tasks linked to his/her job in conformity with UITP head office requirements; and
11. Fulfills his/her responsibilities and interacts with UITP staff according to the RISE values.

PROFILE

- University degree, Master - MS/ MSc/ M. Tech/ M. Plan / MBA in Transportation Engineering/ Transportation Planning / Urban Planning / Urban Policy / Public Policy, will be an asset
- 5+ years' experience in roles responsible for delivering research projects (policy research, and/or market research) and/or consultant projects on urban mobility/urban planning is an asset
- Strong understanding of the South East Asia public transport environment
- Organizational skills
- Ability and willingness to travel
- Excellent written and spoken English, other languages are an asset
- Good relational competences (sense of listening, empathy, ability to lead group discussion, team work, diplomacy)
- Service oriented
- Capability to work both in team but also autonomously with limited set of inputs
- IT literate
- Sense of initiative, problems solving
- Ability to work under pressure
- Integrity and professionalism

UITP offers an opportunity to work in a dynamic and international environment and contacts with its members worldwide.

The position is based in Singapore, contract of 2 years (under consultancy contract, renewable).

Deadline for application: 7 February 2021

Starting date: asap