

Part time CAD operator

ITDP Africa

Organisation

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

ITDP has played a role in several projects in the African region, including the implementation of high-quality bus rapid transit (BRT) systems, cycling networks, and pedestrian projects. ITDP played a pivotal role in the implementation of Johannesburg's silver-standard Rea Vaya BRT corridors and in Cape Town's MyCiTi BRT. ITDP also supported the development of the Dar Rapid Transit BRT system in Dar es Salaam. ITDP is currently preparing a Sustainable Mobility Plan for the city of Kisumu and working on street designs to reclaim street space for pedestrians in Ruiru.

About the position

The CAD Operator will support the team by preparing high quality AutoCAD drawings and GIS maps. S/he will work closely with the senior members of the team, consultants, and partner organisations. The CAD operator will be based in Nairobi and will report to the Africa Program Director.

Responsibilities

- Prepare street designs in section and plan view.
- Prepare GIS maps.
- Conduct surveys and process data.
- Other duties as assigned.

Key qualifications

- A bachelor's degree in architecture, civil engineering, urban planning, or other relevant field.
- 1 year of related experience (internship experience is acceptable)
- Experience in preparation of AutoCAD drawings, including urban design drawings and maps (not just buildings).
- Experience in spatial analysis using GIS software and data analysis using Excel.
- Familiarity with the Adobe suite preferred.
- Excellent writing skills in English. Swahili skills preferred.

Key attributes

- Strong commitment to advancing ITDP's mission and to environmental and social justice.
- Ability to communicate well, verbally and in writing.
- Commitment to quality and ability to get the details right.
- Ability to manage multiple priorities and projects, even when under pressure.

How to apply

Interested applicants can apply by sending the following information to africajobs+apply@itdp.org:

- Resume.
- Samples of written work: thesis abstract, technical reports, etc.
- Samples of visual representations such as street design drawings, GIS maps, or infographics.
- A one-page note on improving the bus system in your city (with three specific interventions).

We are unable to consider applications without the above details. Shortlisted candidates will be expected to conduct an AutoCAD proficiency exercise at the ITDP office. The position will remain open until filled.