



## Job Opportunity

### Analyst/Junior Consultant

#### *Who are we?*

Universalialia is a Canadian management consulting firm established in 1980. The firm specializes in monitoring, evaluation, learning, strategic planning, and accompanying performance improvement processes in organizations throughout Canada and in more than 90 countries worldwide. Internationally, the firm serves a broad and diverse range of multilateral and bilateral development agencies, foundations, and non-governmental organizations that work in international development. Our work covers a range of sectors including partnerships, environmental governance, food-water-energy nexus and security, education, human rights, philanthropy, gender equality and social inclusion. (see [www.universalialia.com](http://www.universalialia.com))

We are currently recruiting Analyst/Junior Consultants to join our team. This is an opportunity for young professionals to learn and develop skills and experience in monitoring and evaluation consultancy in international development. The Analyst/Junior Consultant plays an integral role in contributing to the successful execution of quality service provision and client engagement, furthering Universalialia's 40-year reputation for excellence.

#### *Main Duties and Responsibilities:*

- Supports Consultants and Project Team Leaders as needed through the full project management cycle, including but not limited to coordinating and liaising with clients and internal/external consultants, participating in client and project team meetings, document review and primary data collection (stakeholder interviews), financial and human resources coordination.
- Conducts qualitative and quantitative data analysis and contributes to report writing.
- Collaborates and cooperates with Universalialia Consultants and Project Team Leaders to ensure consistent delivery of high-quality work.
- Pro-actively supports Universalialia staff to help secure new business by contributing to proposal development and other business development support.

#### *Required Skills and Experience:*

- Strong research and analysis skills reflected by the ability to deliver on time and on budget, high quality work.
- Solid experience in a range of data collection and analysis methods to generate evidence-based insights. Experience with both qualitative data analysis and quantitative data (using excel and SPSS/STATA) is a plus.
- Sector expertise in Universalialia practices fields and/or other sectors linked to international development. Experience in evaluation is an asset.

IMPROVING PERFORMANCE TO MAKE A DIFFERENCE

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- Excellent, clear, and concise writing style in English and strong capacity in oral and written French. A good command in other official languages of the UN (Spanish, Portuguese, Arabic) is an asset.
- Excellent organizational skills, including the ability to multi-task, sometimes on several different projects simultaneously.
- Bachelor's degree in relevant field. Master's degree a plus.
- 2 years experience in international development through internships, employment, voluntary work, academic exchange.
- Strong computer skills including Office, on-line collaboration tools, and graphic software. Experience in preparing visuals and graphics to support reporting, including use of PPT, LucidChart, and other programs.

The ideal candidate is reliable, flexible, and resourceful. Must demonstrate strong interpersonal and communication skills and be committed to teamwork while also being able to work autonomously. Should demonstrate alignment with Universalia's core values of respect, equity, integrity, innovation, and excellence in delivering services that support clients in their progress towards the UN Sustainable Development Goals.

### **Offer conditions**

**Location:** This is a Montreal-based position. A flexible telework arrangement can be discussed.

**Start date:** As soon as possible.

*Universalia is an equal opportunity employer and invites all qualified candidates to apply. Canadian citizenship, permanent residence, or valid work permit will be required. We appreciate the interest of all applicants; only candidates under consideration will be contacted.*

To apply, please send a Cover letter and detailed and updated CV to:

**Pilar Albareda ([palbareda@universalia.com](mailto:palbareda@universalia.com)) before July 12, 2021**