

Job Opportunity – Analyst/Junior Consultant

As a member of the Universalialia team, the Junior Consultant plays an integral role in contributing to the successful execution of client engagement and building Universalialia's reputation for quality service.

Main Duties and Responsibilities:

Project and Quality Management

- Supports Consultants/ Project Team Leader in managing client engagements from beginning to end (including but not limited to research, data collection, data analysis, project management and budgeting and staff) so that Universalialia is seen as a preferred service provider.
- Achieve internal key performance indicators set by the company for annual revenue generation.
- Collaborates and cooperates with other members of Universalialia teams, as required, to ensure consistent delivery of high quality work.
- Consistently demonstrate alignment with Universalialia mission, mandate and values.

Proposal and Business Development

- Pro-actively supports Consultants to help secure new business through proposal development and other business development support.

Required Skills and Experience:

Professional competences as demonstrated by:

- Strong research and analysis skills reflected by the ability to deliver on time and on budget, high quality work.
- Ability to work on several projects simultaneously.
- Sector expertise in a field linked to international development.
- Highly developed verbal and written communication skills in English and French. Good command of a third language desirable (Spanish, Portuguese, Arabic).

Personal competencies as demonstrated by:

- A demonstrated passion for the job and stamina to keep working at a high pace.
- Flexibility & Resilience.
- Ability and willingness to challenge constructively and effectively.
- Unquestioned integrity.

Professional experience and academic background:

- Master's degree is desirable.
- 2 years experience in development through internships, employment, voluntary work, academic exchange.

If you are interested and meet the qualifications, please submit a cover letter and your CV in confidence to: Luc Franche lfranche@universalialia.com or Juan David Gonzales jdgonzales@universalialia.com