



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.

About Universalialia:

Universalialia is a Montréal-based management consulting firm specialized in helping public, private, multilateral, and non-governmental clients measure, assess, and improve the social impact of their programming, with a focus on international humanitarian and development assistance. <https://www.universalialia.com/en>

Main Duties and Responsibilities:

Universalialia is looking for an analyst/junior consultant for full-time work (Monday-Friday, 37.5 hours/week) at our Montréal (Westmount) offices, starting February 1st, 2020. This is an opportunity to gain exposure to the work of a globally operating consulting firm, and to work within a fast-paced, delivery-oriented, multi-cultural environment on some of the world's most pressing issues.

Tasks that would be conducted as part of this short-term contract include:

Project and Quality Management

- Support Consultants/Project Team Leaders in managing client engagements from beginning to end of projects (including but not limited to research, data collection, data analysis, preparation of reports, project management and budgeting and staff) so that Universalialia is seen as a preferred service provider.
- Achieve internal key performance targets set by the company for annual revenue generation.
- Collaborate and cooperate 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 support Consultants to help secure new business through proposal development and other business development support.

Required Skills and Experience:

Professional and technical qualifications:

- Strong research and analysis skills reflected in the ability to deliver on time and on budget high quality work.
- Ability to work on several projects simultaneously.
- Sector expertise in a field related to international development.
- Strong verbal and written communication skills in English. Good command of a second language highly desirable (French, Spanish, Portuguese, Arabic).
- Solid knowledge of Microsoft Office applications, especially Excel.
- Knowledge of software for quantitative and statistical analysis such as SPSS, STATA, R, or others would be a strong asset.

IMPROVING PERFORMANCE TO MAKE A DIFFERENCE



Personal qualifications:

- 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 in a multicultural working environment.
- Unquestioned integrity.

Professional experience and academic background:

- Master's degree is required, in international development, political science, other social sciences, law, or management, or other relevant degrees.
- 2 years experience through internships, employment, voluntary work, and academic exchange.

If you are interested and meet the qualifications, please submit a cover letter and your CV in confidence to: Sophie Pénicaud spenicaud@universalia.com or Luc Franche lfranche@universalia.com

The deadline for applications is THIS SUNDAY, January 19, 11.59pm EST. Shortlisted candidates will be contacted by Monday, January 20, 5pm. Unfortunately, we will not be able to respond to candidates who are not shortlisted.

Thank you for your interest!