



## Job Opportunity – Analysis and Impact with Universalialia

### Position: Evaluation Analyst

Universalialia is seeking two talented, dynamic, values-driven, and detail-oriented Evaluation Analysts.

### The Firm

As a mission-driven management consulting firm, Universalialia works closely with the world's leading development-focused organisations, in support of their efforts to tackle the world's greatest challenges, striving to build a sustainable and equitable future locally and globally. Universalialia's work is anchored in the values of excellence, equity, diversity, respect, collaborative teamwork and innovative problem-solving.

### The Role

As a member of the Universalialia team, the Evaluation Analyst plays an integral role in contributing to the successful execution of client engagement and building Universalialia's 40+ year reputation for excellence. The main responsibilities and duties are as follows:

#### Project and Quality Management

- Supporting the Project Team Leader and consultants in managing client engagements from beginning to end, including but not limited to research, data collection, data analysis, project management and budgeting.
- Achieving internal Key Performance Indicators (KPIs) set by the company for annual revenue generation.
- Collaborating and cooperating with other members of Universalialia teams, as required, to ensure a consistent delivery of high-quality work on time and on budget.
- Consistently demonstrating alignment with Universalialia's mission, mandate, values and principles.

#### Proposal and Business Development

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

#### Universalialia Practice Areas

- Environment, Security and Conflict Transformation
- Gender Equality and Inclusion
- Performance Measurement
- Organizations and Partnerships Performance

## Required Skills and Experience

### Professional competencies as demonstrated by:

- Strong research and analysis skills, both qualitative and quantitative.
- Ability to work on several projects simultaneously.
- Sector expertise in a field linked to international development and the UN Sustainable Development Goals (SDGs).
- Highly developed verbal and written communication skills in English. Good command of a second language (French, Spanish, Portuguese, Arabic).
- Experience with data management and presentation software (e.g. Dedoose, Atlas.ti, Excel, Powerpoint, Prezi, etc.)

### Personal competencies as demonstrated by:

- A demonstrated passion for the job and stamina to keep working at a high pace.
- Ability to work on several projects simultaneously, with flexibility.
- Ability and willingness to challenge ideas constructively and effectively.
- A global and multicultural perspective.
- Flexibility and integrity.

### Professional experience and academic background:

- A Masters Degree or equivalent is required.
- Two years of relevant experience through internships, employment, voluntary work, academic exchange.

## Employer Value Proposition

- Excellent opportunities for personal and professional development.
- A dynamic international environment and ongoing on-the-job training.
- Attractive remuneration package commensurate with experience and performance.
- Working with a great global team of world-class consultants

## How to apply?

We are interested in pursuing a conversation with the right candidates in Montreal, Quebec and across Canada.

If you are interested and qualified, please send your CV and cover letter in confidence by 2 January 2023 to: [cv@universalia.com](mailto:cv@universalia.com)

Please indicate “An Invitation to Analysts” and your name in the subject line.

We thank all applicants for their interest, but only successful candidates will be contacted.

**Interviews will take place in January-February 2023.**

*If these positions are not right for you, we would appreciate if you could circulate this invitation within your networks.*