



Job Opportunity – Performance, Quality and Strategy Practice

Position: Quality Assurance Specialist

Universalialia is seeking a bilingual, talented, dynamic, values-driven, and detail-oriented professional to fill the position of **Quality Assurance Specialist**. This position requires significant experience in evaluation; quality assessment and control of evaluation and research products; program/project Results-Based Management (RBM) processes; team leadership and client engagement; and capacity building. It also requires sectoral experience in diverse fields such as education, nutrition, agricultural development, and health, and experience in cross-cutting dimensions such as gender equality, environment, human rights and inclusion.

Universalialia Practice Areas

- Organization & Partnership Performance
- Gender Equality & Inclusion
- Environment, Security & Conflict Transformation
- La Francophonie
- Performance, Quality & Strategy

The Firm

As a mission-driven management consulting firm, Universalialia works closely with the world's leading development-focused organizations, 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, collaborative teamwork, innovative problem-solving, equality, diversity, and respect.

Position Role and Responsibilities

As an employee of Universalialia and member of its Performance, Quality & Strategy (PQS) Practice Area, the **Quality Assurance Specialist** plays an integral role in contributing to successful client engagement and in building Universalialia's reputation for excellence. The main responsibilities and duties of the position are as follows:

- Ensure effective management of various projects in Universalialia's quality assurance (QA) portfolio, including coordinating and liaising with international clients and with both internal colleagues and independent consultants collaborating on QA projects;
- Conduct quality assessments of evaluation and research products;
- Conduct quality assurance and control of quality assessments conducted by internal and external QA reviewers;
- Conduct quality assurance of evaluation reports produced by other Universalialia teams;
- Prepare and write annual QA meta-analysis reports summarizing trends in quality of evaluation products reviewed;
- Contribute to the development of technical and financial proposals related to Universalialia's PQS practice;
- Collaborate with PQS Practice Leader and CEO in establishing and achieving internal Key Performance Indicators (KPIs) for annual revenue generation.

IMPROVING PERFORMANCE TO MAKE A DIFFERENCE

245 Victoria Avenue, Suite 200, Westmount, Quebec, Canada H3Z 2M6, Tel: (514) 485-3565, Fax: (514) 485-3210

www.universalialia.com



▪ Professional and Personal Qualifications

- Expertise in quality assessment and assurance/control, team leadership and project management of international development interventions;
- Solid research and analysis skills, both qualitative and quantitative;
- Strong verbal and written language and communications skills primarily in English with French language capacity as well. Good command of a third language is a plus (Spanish, Portuguese)
- Experience in team and capacity building;
- Ability to work on several projects simultaneously and with flexibility;
- Ability and willingness to challenge ideas constructively and effectively;
- A Masters or equivalent in a relevant field;
- **8+ years** of relevant work experience.

Employer Value Proposition

- Excellent opportunities for personal and professional development;
- A dynamic international and multi-cultural environment;
- A hybrid work environment;
- Salary range **CAD 80K – 99K**, commensurate with experience.

How to apply

We are interested in pursuing a conversation with qualified candidates from all across Canada.

If you are interested and qualified, please send your CV and cover letter in confidence to:
cv@universalia.com

Please indicate “An Invitation Specialist - PQS” and your name in the subject line.

Applications are welcome immediately and will be treated on a rolling basis until **10 May 2024**.

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

If this position is not right for you, we would appreciate it if you could circulate this invitation within your networks.

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