



Job Opportunity – La Francophonie Practice

Position: Senior Consultant

Universalia is seeking a **bilingual**, talented, dynamic, values-driven, and detail-oriented **Senior Consultant**. This position requires significant experience in evaluation; program/project Results-Based Management (RBM) processes, including the practical application of Monitoring and Evaluation (M&E) frameworks; team leadership; 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. If you have experience in any of these areas, we invite you to apply for the position.

Universalia 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, Universalia 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. Universalia's work is anchored in the values of excellence, collaborative teamwork, innovative problem-solving, equality, diversity, and respect.

Position Role and Responsibilities

As a member of the Universalia team, the **Senior Consultant** plays an integral role in contributing to the successful execution of client engagement and building Universalia's reputation for excellence. The main responsibilities and duties are as follows:

Project and Quality Management

- Hold the role of Project Team Leader and manage client engagements from beginning to end, including but not limited to research, data collection, data analysis, project management and budgeting;
- Provide leadership on projects, and provide strong quality control over deliverables;
- Provide management and supervision of internal staff and external consultants, mentorship and coaching of other staff;
- Achieve internal Key Performance Indicators (KPIs) set by the company for annual revenue generation.
- Deliver quality analysis, prepare case studies and prepare (sections of) reports;
- Develop and deliver quality services to clientele;
- Collaborate and cooperate with other members of Universalia teams, as required, to ensure a consistent delivery of high-quality work on time and on budget;
- Consistently demonstrate alignment with Universalia's mission, mandate, values, and principles.

Proposal and Business Development

- To further develop Universalia's position across the Francophonie, in the French-language market;
- To support Universalia's positioning in the global market, beyond the Francophonie.

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.universalia.com



Professional and Personal Qualifications

Professional competencies as demonstrated by:

- Strong research and analysis skills, both qualitative and quantitative;
- Sector expertise in a field linked to international development and the UN Sustainable Development Goals (SDGs);
- Experience in team and capacity building;
- Highly developed verbal and written communication skills in French and English. Good command of a third language is a plus (Spanish, Portuguese, Arabic, etc.);
- Experience with data management and presentation software (e.g., Dedoose, Excel, PowerPoint, etc.).

Personal competencies as demonstrated by:

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

Professional experience and academic background:

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

Employer Value Proposition

- Excellent opportunities for personal and professional development;
- A dynamic international and multi-cultural environment;
- A hybrid work environment;
- Salary range **CAD 100K – 119K**, commensurate with experience.

How to apply?

We are interested in pursuing a conversation with the qualified candidates in Montreal, Quebec and 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 to Consultants – La Francophonie” and your name in the subject line.

Applications are welcome immediately and will be treated on a rolling basis until **25 July 2024**.

We thank all applicants for their interest, but only successful 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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