



Job Opportunity – Analysis and Impact with Universalialia

Position: Project Analyst

Universalialia is seeking a **fluently bilingual (English and French)**, talented, dynamic, values-driven, and detail-oriented Project Analyst. Universalialia is looking for someone with experience in: Monitoring and Evaluation (M&E), Results-Based Management (RBM), programme/project evaluation, capacity development, as well as fields such as gender equality, WASH, environment, human rights, etc. If you have experience in any of these areas, we invite you to apply.

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, Project Analysts play an integral role in contributing to the successful execution of client engagement and building Universalialia's 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 document review, data collection, data analysis, report writing, project management and budgeting.
- Developing innovative analytics and designing analytic frameworks.
- 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.
- Providing mentorship to junior and data analysts.
- Consistently demonstrating alignment with Universalialia's mission, mandate, values, and principles.

Proposal and Business Development

- Supporting consultants and other analysts through proposal preparation and other business development opportunities.

Universalialia Practice and Focal Areas

- Organization & Partnership Performance Practice
- Environment, Security & Conflict Transformation Practice
- La Francophonie Practice
- Quality Assurance Practice
- Strategy & Impact Practice
- Gender Equality & Inclusion
 - Education
 - Food Security
- Labour, Public Finance, and Economics

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



Required Skills and Experience

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). Familiarity with international development and humanitarian assistance, and/or evaluation/strategic planning consulting.
- Highly effective verbal and written communication in **English and French**, with the ability to read, process information, participate in meetings, take notes, etc. Working knowledge of a third language is highly desirable (particularly Spanish, but also Portuguese, Arabic, Mandarin, etc.).
- Experience with data management and presentation software (e.g., Dedoose, Excel, PowerPoint, etc.)
- Experience with writing research or evaluation reports

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.
- **6-8+ 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 environment and ongoing on-the-job training.
- Working with a great global team of world-class consultants.
- A hybrid working environment.
- Salary range **CAD 65K – 76.9K**, commensurate with experience.

How to apply?

We are interested in pursuing a conversation with the right candidates from [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 Analysts – Project Analyst” and your name in the subject line.

Applications are welcome immediately and applicants will be contacted the first week of January 2025 for interviews. 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.

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