

Job Description

Senior Evaluator

Responsible to: Julian Barr - Technical Director

Role: Senior evaluation consultant & project manager

ITAD is recognised as a leading consultancy for monitoring and evaluation in international development and with a very strong record in major institutional and thematic evaluations for a wide range of agencies. With an increasing focus within development agencies and governments on results and accountability, so the demand for evaluation is also increasing. ITAD is recruiting to respond to this demand and to broaden our evaluation expertise.

Working closely with other evaluation specialists within ITAD, you will be able to develop strong working relationships with clients, partners and stakeholders and will have the ability to lead, manage and motivate others. You will market the company to clients and partners; develop new leads (including writing expressions of interest and full proposals); undertake fee-earning work in the UK and overseas; and lead and manage consultancy teams on complex and high profile evaluations. You will contribute to company management through an active role in our devolved management structure and to the company's professional development by tracking and sharing new directions and opportunities in evaluation.

Your skills and experience will include:

- Post-graduate degree in an applied development field, and a minimum of 10 years' relevant work experience.
- Familiarity with different approaches to evaluation, such as theory-based, realistic, and experimental evaluation
- A track record in managing and leading evaluation assignments for a range of international clients or as a staff member within a major aid agency or NGO
- Technical expertise in at least one major aspect of data collection and analysis, such as: qualitative methods; survey design; survey sampling; and quantitative statistical analysis
- Technical expertise in one of ITAD's sectors or disciplines such as governance, aid effectiveness, health, natural resource management or the environment. We are also looking to expand our portfolio in areas such as climate change and disaster mitigation.
- Proven strong report-writing and presentation skills
- Fluency in written and spoken English
- Proficiency in one or more of the other UN languages would be an advantage

Duties and responsibilities:

A. Strategic Direction

- Provide strategic and intellectual direction on evaluation and performance management in ITAD
- Promote and achieve knowledge sharing in the broad area of evaluation and performance management

B. Project acquisition

- Guide the Business Development team on a strategy for business development in the area of evaluation
- Assess business leads identified by the Business Development team
- Work with the Business Development team to produce EOIs and prepare project proposals, including establishing project teams and consortia where appropriate

C. Project Implementation - Technical

- Provide technical inputs to projects, either in the UK or overseas, as agreed with clients and Directors
- Undertake assignments individually or as a leader or member of a team, to achieve a target annual turnover and gross profit in line with company targets

D. Project Implementation - Management

- Manage such projects as fall within your areas of expertise and/or interest, including:
 - Managing sub-contracted external UK and overseas-based consultants, partner organisations, and consortium members
 - Monitoring and managing the financial performance of projects under your management, in line with project budgets and financial targets
 - Liaising with accounts staff to ensure prompt purchase and sales ledger invoicing

E. Marketing & Networking

- Develop and maintain networks of freelance consultants and associates with skills in M&E
- Build partnerships with like-minded organisations with complementary skills and interests
- Seek out and pursue new business opportunities through direct contacts
- Assist with production of materials for the evaluation and M&E sections of the ITAD web site
- Assist with maintaining project information in ITADIS and intranet
- Actively network with clients and partners to promote ITAD's interests in evaluation and to maintain current awareness of opportunities and ideas in these areas

F. General Administration

- Collaborate with other ITAD staff in the general day-to-day running of the company
- Prepare such reports and workplans as required by the Board of Directors

G. Professional Development

- Undertake professional development as agreed with your line manager, to ensure that your professional knowledge and skills are current and that you have clear and distinct expertise to offer on projects
- Maintain your CV and ensure that it describes sets of skills and experience that can be utilised on ITAD projects

Targets

ITAD consultants are required to prepare annual workplans that include financial targets for fee-earning and project management as well as objectives for professional development and collaborative working. You will be expected to work efficiently and effectively to achieve performance targets that relate to your job.

Rewards

We offer a competitive remuneration package. Salary will be negotiable depending on experience and qualifications. We also provide matched stakeholder pension contributions, a performance related bonus, and attractive conditions of service.

To apply

Please send your CV and a covering letter explaining your qualifications and interest in the post, (Word format) to mail @itad.com with 'Senior Evaluator' in the subject line.