

Job Description

Consultant (Level 1)

Itad is recognised as a leading consultancy in international development, particularly in performance monitoring systems, evaluation, and programme design, across a range of sectors. We have a very strong record in major institutional and thematic evaluations for a wide range of agencies. Itad is a well-established consultancy, going through a period of expansion in response to the strong demand for services in monitoring and evaluation. We are recruiting to permanent staff posts at Consultant level.

Your skills and experience will include:

- Post-graduate degree in an applied development field and relevant work experience.
- 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 and experience in one or more of the following areas:
 - Public sector governance
 - Empowerment and accountability
 - Private sector development
 - Health
 - HIV/AIDS
 - Climate change
 - Social protection
 - Food security
- Strong analytical, facilitation, presentation and writing skills.
- Good communication and interpersonal skills, e.g. proven ability to deal with staff, collaborators and partners from a wide range of backgrounds and cultures
- Fluency in written and spoken English
- Proficiency in one or more of the other UN languages would be an advantage

Duties and responsibilities:

A. Project acquisition

- 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

B. Project Implementation – Technical

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

C. 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

D. 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

Benchmarks

Itad consultants are required to prepare annual workplans that include financial benchmarks 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 benchmarks 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 alice.parsons@itad.com with 'Consultant' in the subject line.

Applicants must have the right to live and work permanently in the UK.