

## ADE Belgium – Recruitment of an experienced evaluation expert (Publication date 09/06/10)

ADE is a private consultancy company based near Brussels. It supports decision-makers in formulating, monitoring, implementing and evaluating public policy choices in various fields. ADE has three main areas of specialisation: public policy evaluation, assistance to macro-economic reforms and to regional development, and rural development and environment. Its main clients are international institutions and agencies, bilateral and multilateral development organisations, and national public institutions ([www.ade.eu](http://www.ade.eu)).

We are currently looking for an **experienced professional (“medium” or “senior” level) to reinforce our Evaluation Department.**

The Evaluation Department conducts complex public policy evaluations, both in Europe and in third countries. A large proportion of these evaluations concerns donor intervention strategies in the field of development cooperation (sectors/themes, countries/regions). The Evaluation Department also develops our methodologies and tools for conducting such evaluations.

### MEDIUM LEVEL EXPERT (ref. EVA/ME/2010)

### SENIOR LEVEL EXPERT (ref. EVA/SR/2010)

#### Job description

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| <ul style="list-style-type: none"> <li>✓ Provide support to the Team Leader*</li> <li>✓ Apply evaluation methodologies and tools</li> <li>✓ Conduct quantitative and qualitative research and analysis tasks</li> <li>✓ Participate in interviews and in country visits</li> <li>✓ Draft reports and present results to clients</li> <li>✓ Participate in project management and in commercial activities</li> <li>✓ Assist in team management support</li> <li>✓ Maintain regular contacts with clients</li> </ul> | <ul style="list-style-type: none"> <li>✓ Team Leader position, responsible for conducting and managing studies</li> <li>✓ Design evaluation methodologies and tools</li> <li>✓ Organise and supervise quantitative and qualitative research and analysis tasks</li> <li>✓ Take a leading role in interviews and in country visits</li> <li>✓ Bear the final responsibility for deliverables and presentations to the clients</li> <li>✓ Project management, responding to calls for tenders and developing commercial contacts</li> <li>✓ Team management</li> <li>✓ Representing ADE to its clients</li> </ul> |
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\* *The medium level expert is expected to provide support in the different tasks that fall under the responsibility of the Team Leader. In the medium- to long-term she/he should evolve towards taking on a Team Leader position.*

**MEDIUM LEVEL EXPERT**  
(ref. EVA/ME/2010)

**SENIOR LEVEL EXPERT**  
(ref. EVA/SR/2010)

**Profile**

- ✓ Min. 6 years of professional experience
- ✓ A university degree at MA or PhD level
- ✓ Professional experience in conducting research and studies; experience in evaluation would be an asset
- ✓ A strong interest in evaluation methodology
- ✓ Solid research, data collection and analytical skills
- ✓ Strong writing and presentation skills
- ✓ Knowledge of main computer softwares
- ✓ Strong organisational and planning skills
- ✓ Demonstrable ability to work in teams and contribute to the management of teams
- ✓ Professionalism in contacts with clients and stakeholders
- ✓ Fluency in English, knowledge of French and/or other languages would be an asset
- ✓ Specific knowledge of development cooperation issues or in other sectors would be an asset

**Profile**

- ✓ Min. 12 years of professional experience
- ✓ A university degree at MA or PhD level
- ✓ Professional experience in conducting evaluations / research / studies
- ✓ A strong interest in evaluation methodology
- ✓ Demonstrable research and analytical skills
- ✓ Demonstrable writing and presentation skills
- ✓ Knowledge of main computer softwares
- ✓ Demonstrable organisational and planning skills
- ✓ Demonstrable solid experience in the management of large teams
- ✓ Autonomy in contact with clients and stakeholders
- ✓ Fluency in English, knowledge of French and/or other languages would be an asset
- ✓ Demonstrable expertise in the field of development cooperation or of specific interest. Recognised sector / thematic expertise required

**We offer**

- A challenging job in an international environment and within a company with highly-developed expertise and consultancy experience, particularly in evaluations and other types of studies
- The possibility of developing your skills as a professional consultant/evaluator and of applying them to a range of different sectors, both in Europe and/or worldwide
- A rising career path with great prospects
- A full salary package, including the possibility of a company car

**Interested?**

CV and cover letter are to be sent by email to **Donatienne Désirant, HR Assistant** ([donatienne.desirant@ade.eu](mailto:donatienne.desirant@ade.eu)) **before July 9, 2010.**

Please also indicate to which level you are applying and through which channel you learnt about this opportunity. CVs without a cover letter will not be considered.

The selection procedure will be conducted in three phases, including a case study exercise. Only candidates selected to participate in the first phase will receive an answer.