

## **ADE Belgium – Recruitment of a young professional and an Evaluation Team Leader**

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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 a **young professional (junior level expert)** and an **Evaluation Team Leader 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.

### **JUNIOR LEVEL EXPERT** **(ref. EVA/JU/2010)**

#### **Job description**

- ✓ Data collection
- ✓ Quantitative and qualitative research analysis
- ✓ Participation to interviews and country visits
- ✓ Drafting reports and making presentations
- ✓ Project management and participation to commercial activities
- ✓ Assistance in team management
- ✓ Regular contacts with clients
- ✓ Design of methodologies and tools

### **EVALUATION TEAM LEADER** **(ref. EVA/TL/2010)**

#### **Job description**

- ✓ Team Leader position, responsible for conducting and managing studies
- ✓ Design evaluation methodologies and tools
- ✓ Organise and supervise quantitative and qualitative research and analysis tasks
- ✓ Take a leading role in interviews and in country visits
- ✓ Bear the final responsibility for deliverables and presentations to the clients
- ✓ Project management, responding to calls for tenders and developing commercial contacts
- ✓ Team management
- ✓ Representing ADE to its clients

## JUNIOR LEVEL EXPERT (ref. EVA/JU/2010)

### Profile

- ✓ 2-4 years of professional experience
- ✓ A university degree at MA or PhD level
- ✓ Solid research, data collection and analytical skills
- ✓ Professional experience in conducting research and studies; experience in evaluation would be an asset
- ✓ A strong interest in evaluation methodology
- ✓ Strong writing and presentation skills
  
- ✓ Knowledge of main computer softwares
- ✓ Strong organisational and planning skills
  
- ✓ Demonstrable ability to work in 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
  
- ✓ Professional experience in conducting research and studies; experience in evaluation would be an asset

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

### Profile

- ✓ Min. 12 years of professional experience
- ✓ A university degree at MA or PhD level
- ✓ Proven track record 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. Other sector / thematic expertise is an asset
  
- ✓ Proven track record in conducting evaluations / research / studies

### We offer

- A challenging job in an international environment and within a company with highly-developed expertise and 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 **January 24, 2011**.

Please also indicate 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.