



February 3, 2012

Position Title: Evaluation Specialist
Department: Technical Assistance and Evaluation
Reports to: Vice President

Position Description

EnCompass LLC is currently seeking an Evaluation Specialist to join our staff team. The full-time position is based out of the EnCompass Rockville, MD office. EnCompass works with USAID and other US and UN agencies and the private sector on a variety of technical assistance and evaluation projects as well as training and leadership development programs. Most EnCompass evaluation projects are in the field of international development and global health. We are seeking an evaluator with strong quantitative skills who is available for extensive travel. Experience with global health issues is a plus.

Company Description

EnCompass LLC is a small, women-owned consulting firm based in the Washington, DC area. Since 1999 EnCompass has worked in the United States and internationally with government, international organizations, and in the non-profit and private sectors. EnCompass provides a core group of services: technical assistance and evaluation, leadership and organization development, and training and facilitation. Clients include international and national organizations, such as USAID, the World Bank, and UN agencies. (To learn more about EnCompass, please visit our website at www.encompassworld.com)

Position Duties and Responsibilities

Position responsibilities include, but are not limited to:

- Participate in designing and developing appropriate evaluation and research methodology , preparing logic models, question maps, and overall study designs
- Develop data collection entry and analysis plans, and report outlines with staff and consultants, organizing data collection to correspond with clients' reporting needs
- Develop data collection instruments, conduct interviews, review and synthesize documents, using Atlas TI or statistical software, when appropriate, to analyze data, draft reports, etc.
- Guide clients in using evaluation findings to shape project processes
- Analyze training workshop evaluation data and draft reports on outcomes and event satisfaction
- Conduct research on a variety of project-related topics
- Contribute to proposal development in collaboration with other staff and consultants
- Contribute in company business development by networking in professional circles with prospective clients
- Conduct field work both domestically and internationally
- Other duties as required



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Position Requirements

Minimum Academic Qualifications and Years of Experience

- Master's Degree and minimum of 4 years of experience
- PhD and minimum of 2 years of experience
 - Graduate degree in Evaluation, Public Health, Communications, or a related development field

Technical Qualifications

- Strong experience conducting program evaluations
- Ability to conduct both quantitative and qualitative studies and data analysis using a variety of computer software programs (ACCESS, SPSS, STATA, Atlas.ti, Ethnograph, etc.)
- In-depth understanding of international development concepts, actors and cultures
- Strong research/analytical skills with the ability to think strategically and integrate diverse information from varied sources into conclusion and recommendations
- Experience in writing reports, analyses, proposals or other technical communications
- Strong skills in Internet research and interviewing
- Work experience in international and national organizations, such as Peace Corps, UN agencies or USAID would be a plus
- Knowledge of international health field highly desirable

General Qualifications

- Attention to detail, accuracy and strong time management skills
- Strong technical and general writing skills
- Flexibility and ability to travel for varying lengths of time
- Proven track record of successful teamwork, good presentation/facilitation skills and excellent verbal and written communication skills required
- Ability to deal sensitively in multi-cultural environments and build effective working relations with clients and colleagues
- Ability to manage multiple projects simultaneously and deliver expected results
- Skilled in word processing, database management, spreadsheets (Excel), and web-based programs
- Fluency in language(s) other than English is highly desirable

How to Apply

Please forward cover letter and resume to HR@encompassworld.com.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.



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The incumbent must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

EnCompass LLC is an equal opportunity employer. We value diversity and inclusion in all aspects of our work and welcome a broad diversity of qualified applicants.