



Vice President, Technical Assistance & Evaluation

EnCompass LLC

July 2010

Background

EnCompass is seeking experienced and qualified candidates for Vice President of Technical Assistance and Evaluation. This position is a key member of the EnCompass senior management team, providing thought leadership and innovation that contributes to EnCompass' success as a small, women-owned consulting company. Principle duties include oversight and engagement in business development, staff and consultant supervision and development, management of projects, and contracts and contractual relationships for the programs and activities within EnCompass' Technical Assistance and Evaluation practice area. The Vice President is also expected to conduct work in technical areas relevant to the skills brought to EnCompass.

To apply: Please forward cover letter, salary requirements and resume to HR@encompassworld.com

Company Profile

EnCompass is a small, women-owned consulting firm based in the Washington, DC, USA area. Since 1999, we have worked around the globe with governments, donor agencies, non-governmental agencies, and the private sector. EnCompass is a rapidly growing company that offers a range of services, including leadership and organization development, training and facilitation, and technical assistance and evaluation. EnCompass' approach is grounded in participatory and appreciative methodologies. (To learn more about EnCompass, please visit our website at (www.encompassworld.com))

Responsibilities

- Work as a flexible member of the senior management team who can meet at-the-moment needs of the company
- Provide thought leadership and innovation
 - Bring leading edge thinking, methodologies and approaches to EnCompass' work in evaluation, technical assistance, policy analysis, program design and other technical assistance programs
 - Collaborate with EnCompass staff and consultant teams to strengthen design of projects and proposals
 - Build networks and partnerships for innovation, especially across public and private sectors
 - Publish and present significant work in relevant journals, trade publications and conferences



- Manage contracts, including
 - Client and prime contractor relationships
 - Allocation of staff/consultant technical expertise in line with budgets
 - Submission of timely reports and deliverables
 - Work closely with Operations Manager in budget management and accountability
 - Provide technical expertise to develop and implement contracts, managing or contributing to other project teams as needed
- Contribute to business development through
 - Leading and/or contributing to proposal development in collaboration with other staff and consultants
 - Identifying new partners and sources of new business
 - Contributing to improved proposal and business development management practices
- Manage staff and consultants
 - Supervise and support EnCompass staff assigned
 - Manage and support consultants working on relevant programs
 - Recruit new staff and consultants for proposals and new contracts
 - Recruit and expand Global Consulting Network
 - Review and ensure quality performance of consultants
 - Conduct periodic and annual performance appraisals of staff
 - Work with EnCompass principals to foster appreciative work culture and foster collaboration and teamwork for knowledge sharing and learning

Qualifications

General

- A Master's or Doctoral degree in Public Health, Social Sciences, International Development, Economics, Political Science, Statistics or related field
- Minimum of 10 years senior level management experience in international health systems, health policy and research, and extensive background in evaluation methodologies, program development and project implementation
- Extensive professional networks in the international development community
- Strong communication and interpersonal skills, writing and public speaking skills
- Experience working with a variety of international donor organizations (USAID, World Bank, UN)
- Overseas experience in developing countries
- Flexibility and ability to travel



- Ability to work sensitively in multi-cultural environments and build effective working relations with clients and colleagues

Leadership / Management

- Strong planning, organization, critical and strategic thinking and problem solving skills
- Experience in personnel management, supervision and staff evaluation
- Excellent team building and interpersonal communications skills and successful experience in managing and motivating diverse staff and consultant teams
- Demonstrated ability to prioritize and realize results
- Proven track record of managing complex projects in an overseas setting

Technical

- Expertise in health systems, health policy, health research
- Strong research/analytical skills with the ability to think strategically and integrate diverse information from varied sources into conclusion and recommendations
- Successful experience in conducting research and analysis in various technical areas; ability to conduct both quantitative and qualitative studies and data analysis
- Experience in writing reports, analyses, proposals or other technical communications
- Skilled in word processing, database management, spreadsheets (Excel), and web-based programs
- Fluency in language(s) other than English is highly desirable

TO APPLY

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