



Associate Project Manager, HIV Programmes and Advocacy

About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS advocates for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The Associate Project Manager, HIV Programmes and Advocacy position will be based at the IAS Secretariat in Geneva, Switzerland and report to the Director, HIV Programmes & Advocacy. The position is open-ended and full time to start early 2018.

Purpose of the Position:

The IAS is seeking an Associate Project Manager to work within the HIV Programmes and Advocacy Department. The incumbent will support the project management and implementation of several IAS programmes, and provide overall administrative, financial and logistical support across a variety of thematic programmes.

Main Responsibilities:

Project specific activities

Towards an HIV Cure

- Contributing to the organization and programme development of the HIV Cure Academies in Uganda and South Africa, and the associated fellowship programme.

Generation NOW

- Contributing to the implementation and monitoring of a small grants programme to support grassroots projects focused on HIV and SRHR integration.

Industry Liaison Forum

- Participating in the organization of thematic roundtables on emerging topics in global health (e.g., regulatory pathways and clinical trial design for long-acting pre-exposure prophylaxis and vaccines).
- Performing a broad consultation of the biomedical industry on their perception of the WHO Prequalification Collaborative Procedure for Accelerated Registration.

HIV Co-Infections and Co-Morbidities

- Participating to the development of a needs assessment at the intersection of HIV with non-communicable diseases.

CIPHER

- Participating in the development and organization of the HIV Exposed and Uninfected Child Workshop at the IAS conferences.

Pre-conferences prior to the IAS conferences

- Providing programmatic, logistical and administrative support to pre-conferences prior to the IAS conferences.

Perform any additional tasks as requested.

Academic Qualifications:

- A degree in public health, development, international relations, biomedical sciences or a related field is favourable.

Work Experience:

- At least 2 years of experience in a similar position; preferably working in HIV or within another disease area of global health relevance
- Project management experience
- Experience organising logistics for conferences, workshops, and committee meetings
- Experience working in an international context
- Advocacy experience valuable.

Skills/Competencies:

- Basic understanding of global health challenges, including those specific to the HIV epidemic and related co-infections and co-morbidities
- Ability to deal with numerous tasks simultaneously and prioritize
- Ability to work independently and take initiative
- Good time management, organizational skills and communication skills
- Meticulous attention to detail
- Customer-service attitude
- Ability to work under pressure in an international context
- Strong computer skills in the Windows environment (particularly Microsoft Excel).

Languages:

- Excellent written and oral English language communication skills (other UN languages a plus).

How to Apply:

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Wednesday 3 January 2018. Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values ([learn more here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with HIV are strongly encouraged to apply.**