



Conference Intern

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 Internship:

The intern will be based at the IAS Secretariat in Geneva, Switzerland and report to the Conference Programme Manager. The internship is full-time and will last 6.5 months from 15 January 2018 to 3 August 2018.

Purpose of the Internship:

The 22nd International AIDS Conference (AIDS 2018) will be hosted in Amsterdam, Netherlands 23-27 July 2018, under the theme Breaking Barriers Building Bridges. More information on IAS can be found at www.aids2018.org.

The Conference Intern will be responsible for assisting the Conference team in the preparation of the AIDS 2018 Conference.

Main Responsibilities:

- Support the conference team in inviting session chairs and speakers for conference sessions (Jan-July, 20 days): preparing invitations, compiling and tracking replies, inviting back-ups, sending session links and guidelines, answering all general inquiries
- Support the conference team by drafting and prepping relevant communications to committee members and session participants (emails, key documents, etc...)
- Support the fraud hunt process, identifying potentially plagiarized submissions (February – 5 days, May – 5 days)
- Administrative tasks such as updating documents, organizing online archives

- Support preparations of committee meetings: logistics, drafting documents and PowerPoint presentations
- Read and respond to inquiries to the conference inboxes
- Support the conference team in the CME application process (drafting document, support to managing conflict of interests form for session participants, etc...)
- Support the conference team inputting and updating the session planner (session database)
- Setup and write minutes from meetings
- Provide onsite support for the AIDS 2018 Poster Exhibition, including logistical support in the poster exhibition area to ensure presenters are able to display their posters, tracking no shows and responding to general questions

Perform additional tasks as requested by the Conference Programme Manager.

Academic Qualifications:

- Currently studying or recently graduated in social science, public health, development, international relations or a related field is required. Candidates expressing a keen interest in this area of work will also be considered.

Experience: (previous internships)

- Previous work in organizing conferences and events would be an asset
- Experience working in an international context.

Skills/Competencies:

- Attention to detail and excellent organization
- Understanding of project management
- Ability to work independently and take initiative
- Ability to multi-task and handle multiple projects simultaneously
- Ability to cope with stress and meet tight deadlines

Languages:

- Excellent written and oral English language communication skills. Knowledge of other languages is an asset.

Benefits from this Internship:

The intern can expect to gain skills and experience in the following areas:

- Event and project management
- Programme development
- International relations and communication
- Public health and HIV

Stipend: 2'000.- CHF/month gross (full time).

How to Apply:

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Friday 24 November 2017. 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.**