



Conference Project Manager

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 Conference Project Manager position will be based in Geneva, Switzerland and report to the Conference Programme Manager. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The project manager is responsible for coordinating the **abstract project** through all phases of development from system set-up to abstract handling and project evaluation. It requires a strong ability to organize, analyze and evaluate both qualitative and quantitative data (managing more than 10,000+ submissions) as well as demonstrate advanced Excel skills.

Main Responsibilities:

Specific

- Lead and oversee the regular and late breaker abstracts submission, reviewing, selection and presentation processes and systems;
- Deliver high quality data analysis and reports to senior management and committees;
- Manage Request for Proposal (RfP) process, associated comparisons, and final contracting for suppliers associated with the abstract and speaker center projects;
- Set-up and test the abstract system with the associated third party supplier;
- Take responsibility for the coordination of the fraud hunt process;
- Plan and manage the poster exhibition, including overseeing staff onsite;
- Manage speaker centre development and onsite delivery, including overseeing consultants and managing suppliers;

- Manage web service between the programme database, the online programme and the speaker centre onsite.
- Manage the recordings for the conference including selecting rooms for recording, prioritizing sessions for upload, selecting the interface for presentation online, etc.
- Produce reports for the committees on submission and acceptance numbers by track, region, topic, etc.
- Manage the rapporteur project including soliciting nominations for the rapporteur teams, working with the tracks to select the lead rapporteurs, preparing onsite briefings, and setting up the rapporteur center onsite.

General

- Develop project plans and associated budgets for assigned projects; examine budget estimates for completeness, accuracy, and conformance with procedures and regulations;
- Liaise with committees, external suppliers and departments within the Secretariat to ensure adherence to project objectives and timelines;
- Document and evaluate the project process including development of post-conference reports;
- Participate in the conference evaluation.

Perform any additional tasks requested by the Conference Programme Manager or Conference Director.

Academic Qualifications:

- Advanced university degree in social sciences, international development, business management, public health, public administration, or other relevant discipline or comparable years of experience in the field.

Work Experience:

- At least 3 to 5 years' experience in a similar position;
- Demonstrable experience of analyzing and managing large data;
- Database and systems development management experience;
- Advanced project management experience;
- Experience in working with conferences, seminars, workshops or committees;
- Experience working in an international context;
- Experience working in the field of HIV and AIDS.

Skills/Competencies:

- Advanced skills in large data manipulation, analysis and presentations in MS Excel;
- Ability to handle large volumes of applications and manage multiple databases;
- Excellent computer skills in the Windows environment (MS Office, Outlook);
- Highly organized and systematic, with attention to detail;
- Excellent time management skills;
- Have an ability to work independently and an aptitude for multi-tasking;
- Ability to work efficiently under pressure with a heavy workload and tight deadlines, and occasionally work overtime;
- Strong writer and oral communicator;
- Sense of diplomacy and cross-cultural interpersonal skills;
- Ability to work as part of a team and customer service attitude.

Languages:

- Fluent in English (oral and written). Working knowledge of other UN languages is beneficial.

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. The applications will be selected on a rolling basis. 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.

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.**