



Human Resources 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 Human Resources Intern will be based at the IAS Secretariat in Geneva, Switzerland and report to the HR Manager. The internship should start late February 2018 to July 2018.

Purpose of the Internship:

The HR Intern will provide HR support with a focus on recruitment and HR administration. The intern will also provide general administrative support to the Finance and Administration Department.

Main Responsibilities:

Recruitment:

- Draft and publish job advertisements on the appropriate recruitment panel
- Coordinate with the managers and candidates throughout the selection process: pre-screen applications, organize interviews (phone, face-to-face, Skype), monitor tests, participate to interviews
- Draft employment contracts, conventions for an internship, amendments; organize onboarding programmes.

HR Administration:

- Handle the administrative formalities linked to the employee life-cycle including the monthly payroll reporting
- Administer benefits such as accidents, illness, maternity cases
- Manage the work permit processes

- Monitor the absence management system
- Draft work certificates, letters of reference and various attestations
- Research on Swiss legislation and training options
- Provide other HR related administrative tasks and HR reports.

General Administration:

- Provide general administrative support to the Finance and Administration Department as required
- Perform any additional tasks as requested by the HR Manager.

Academic Qualifications:

- Currently studying or recently graduated in business, hospitality management, human resources, psychology or a related field is required.

Experience: (previous internships)

- Experience in administration or recruitment a plus
- Experience working in a culturally diverse environment a plus.

Skills/Competencies:

- Well-organized, attention to details, client-oriented
- Ability to work autonomously, self-starter, enthusiastic
- IT literate (MS Office, Outlook, etc)
- Good written and oral communication skills
- Strong interest in human resources and administration
- Confidentiality, discretion.

Languages:

- Fluent in English and in French is a must.

Benefits from this internship:

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

- Get insights into the work of an HR department
- Improve knowledge of Swiss employment law and Swiss social system
- Acquire experience in dealing with the employee life cycle, state processes, insurance processes, absence management
- Exposure to recruitment process.

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 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.**