



## JIAS 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 programmes advocate 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](http://www.iasociety.org).

### Details of Internship:

The internship is based at the IAS Secretariat in Geneva, Switzerland and will report to the JIAS Executive Editor. The internship is full-time and will last 7 months from 1 April 2018 to 31 October 2018.

### Purpose of the Internship:

The JIAS intern will be responsible for supporting the editorial process of JIAS, in particular coordinating publication of special issues.

The Journal of the International AIDS Society (JIAS) is an online, scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS has an Impact Factor of 6.296 (2016 Journal Citation Report® Science Edition - a Clarivate Analytics product) and ranks 6th out of 84 “Infectious diseases” journals and 22nd out of 150 “Immunology” journals. As a peer-reviewed, open access journal JIAS publishes articles from various disciplines and including thematic supplements, as well as encourages contributions from regions most affected by the epidemic.

JIAS is actively involved in capacity building of less-experienced authors offering professional development opportunities such as workshops and online courses.

More information on JIAS can be found at [www.jiasociety.org](http://www.jiasociety.org).

### **Main Responsibilities:**

- Supporting the editorial workflow, for example by helping to coordinate and expedite the online peer review process;
- Providing administrative, logistics and clerical support as needed, for example by maintaining the journals electronic file system and database;
- Supporting the coordination of special issues, including agreements with external partners and suppliers and maintaining timelines;
- Supporting the organization of meetings;
- Promoting the journal through social media and other communication channels.

### **Academic Qualifications:**

- Currently studying or recently graduated in a scientific discipline is required.

### **Experience:**

- One-year general office/work experience would be advantageous;
- Experiences in scientific or academic writing are desired;
- Experience in desk literature research are desired;
- Professional experience in editorial work and publishing would be advantageous;
- Experience in the HIV field would be advantageous.

### **Skills/Competencies:**

- Meticulous attention to detail;
- Excellent computer skills in the Windows environment (particularly Microsoft Excel, Word, Outlook, Powerpoint, Endnote, Publisher);
- Excellent written and editing skills;
- Excellent time management and organizational skills, with the ability to track multiple projects or activities at any one time;
- Proficiency to search and extract information from scientific literature databases (e.g. PubMed) a plus.

### **Languages:**

- Excellent command of written and oral English.

### **Benefits from this internship:**

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

- Getting an insight into scientific publishing;
- Gaining skills in literature-based research and scientific writing;
- Acquiring experience in project management and evaluation.

**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](mailto:recruitment@iasociety.org) by Friday 9 March 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 or affected by HIV are strongly encouraged to apply.**