



Information Communications Technology (ICT) 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.

[Five IAS Values](#): We are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. 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 will report to the ICT Manager. The internship is full-time and will last 7.5 months from 15 January 2018 to 31 August 2018.

Purpose of the Internship:

Under the direct supervision of the ICT (Information Communications Technology) team, the internship will consist of participating in the 22nd International AIDS Conference (AIDS 2018) ICT onsite Project in interacting with the different project constituents and its suppliers. More information on AIDS 2018 can be found at www.aids2018.org.

Main Responsibilities:

- Supporting staff in the office in their day-to-day tasks (helpdesk, training);
- Supporting ICT administrative tasks (users/mailbox creation, phone line configuration);
- Collecting ICT needs from staff and consultants;
- Supporting the ICT Project Manager, Systems in the daily communication and negotiation with the IT suppliers;
- Helping in budget review and updates based on the effective needs;
- Preparing materials to be shipped to the conference;
- Searching for mobile operator onsite and preparing appropriate documentation for the selection;
- Preparation/optimization of the PC image templates to be deployed in the office for staff and at the conference.

Academic Qualifications:

- Currently studying or recently graduated in Information Technology (BS).

Experience: (previous internships)

- First experience with C#/.NET web technology. .Net MVC would be a plus;
- First experience with AUTOCAD 2011LT or willingness to learn;
- IT Systems / Users Helpdesk;
- Some first exposure to HIV/AIDS prevention, treatment and care issues would be an asset.

Skills/Competencies:

- Acquaintance with Microsoft Windows Server 2008 R2/ Windows Server 2012 R2;
- Ability to troubleshoot Microsoft office suite 2010;
- Proficiency with DNS, DHCP, Exchange 2010, Active Directory technologies;
- Sharepoint management or willingness to learn;
- Office 365 management or willingness to learn.

Languages:

- Good written and oral communication skills in English. French would be a plus.

Benefits from this Internship:

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

- Project Management
- C# / .Net / MVC Technology
- Html5 / Css3 / Javascript
- Scrum / Agile
- Office365
- Jira

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. 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.**