



Scholarship Programme 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. He/she will report to the Conference Programme Manager and will work with the Associate Project Manager responsible for the Scholarship Programme. 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 intern will support the day-to-day running of the AIDS 2018 Scholarship Programme.

Main Responsibilities:

- Support the Associate Project Manager in database management
- Assist with the Scholarship programme's communication (notifications, inbox management, webpage updates)
- Support the coordination of logistics for scholarship recipients (working with the dedicated service providers and associated IAS staff). This includes:

- Flights bookings
- Rooming list handling
- Registration for the conference
- Per diem preparation and distribution
- Visa support (with immigration team)
- Assist in the planning and coordination of on-site events for scholarship recipients
- Assist in preparing and running the scholarship desk on-site
- Contribute to the elaboration of the post-conference survey and report.

Perform any additional task requested by the Conference Programme Manager.

Academic Qualifications:

- Currently studying or recently graduated in social science, 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,
- Previous experience with application and/or database management is beneficial,
- Experience working in an international context and/or in the field of HIV and AIDS.

Skills/Competencies:

- Strong computer skills in the Windows environment (particularly Microsoft Excel)
- Ability to work under pressure in an international context
- Ability to deal with many tasks simultaneously and prioritize
- Highly organized and systematic, with meticulous attention to detail
- Customer-service attitude
- Understanding of project management
- Ability to work independently and take initiative.

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
- 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.

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.**