



Communications Officer

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

Purpose of the Position:

The incumbent will be the primary writer and content producer supporting all aspects of the IAS communications needs. We are looking for a savvy and thoughtful writer who is strongly tied into the HIV/AIDS and/or global health space.

Main Responsibilities:

- Draft and edit polished and original opinion pieces, statements, articles, media releases and advisories;
- Draft and edit polished communications materials such as fact sheets, web content, publications, talking points, etc.;
- Review and decipher highly scientific materials to be easily understood across audiences;
- Manage editorial planning and prioritization across all IAS departments and programmes;
- Closely fact check and carefully copy edit all written materials;
- Identify and recommend key communications and advocacy opportunities and moments;
- Develop and offer ideas of concepts for new angles and approaches for written materials;

- Manage media monitoring and reporting to identify opportunities, track communications impact, and support overall brand management of IAS;
- Co-ordinate the production process for publications and other communications material, including;
- Manage agreements with external partners and suppliers while maintaining timelines;
- Support media relations, contacts management, outreach lists and materials;
- Manage all media logistics for IAS conferences, including media registrations, press conferences, briefings, speaker outreach, and on-site support;
- Project manage deliverables within the communications team and across departments;
- Execute communications strategies that support and advance the work of IAS.

Academic Qualifications:

- Advanced university degree (Master's degree or equivalent degree) in communications, journalism, public policy, public health or related field or a first-level university degree in combination with communications experience.

Work Experience:

- Demonstrated professional experience in the field of global health writing and communications;
- International experience a strong plus.

Skills/Competencies:

- Must have a firm understanding of the HIV/AIDS and/or the global health landscape;
- Technical and scientific knowledge of HIV/AIDS is a strong plus.
- Excellent written and verbal communications skills; a demonstrated ability to create persuasive and clear communications in all forms, for a variety of audiences;
- Strong organizational skills, coordination skills and ability to multi-task;
- Ability to manage multiple projects simultaneously with meticulous attention to detail and tight deadlines;
- Knowledge of relevant international and domestic broadcast media, a keen sense of what makes and shapes the news, and the ability to make well-informed decisions in targeting appropriate media outlets and reporters;
- Stress tolerance and resilience, ability to work under pressure with multiple and shifting priorities;
- High-energy self-starter who can operate with minimal supervision but also knows when to ask for counsel;
- Ability to work well as a team member, as well as work independently.

Languages:

- Native English or full professional proficiency is a requirement;
- Knowledge of other languages is an asset.

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.**