



Project Manager, Global Village and Youth Programme (AIDS 2018)

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 Project Manager, Global Village and Youth Programme will be based in Geneva, Switzerland and report to the Global Village Team Lead. The position is full-time and fixed-term to start as soon as possible until 17 August 2018.

Purpose of the Position:

The Global Village of the 22nd International AIDS Conference (AIDS 2018), open to registered conference participants and the general public, will provide learning and interactive open spaces to share experiences of diverse communities affected by and responding to HIV. The AIDS 2018 Youth Programme will aim to support the meaningful participation of young people throughout all levels of the conference, including planning and development. The programme will also aim to ensure the visibility of youth throughout the conference, including the Global Village.

The Project Manager, Global Village and Youth Programme will coordinate and support the Global Village and Youth Programme team as well as plan, organize and implement activities for the conference based on guidance from the Global Village and Youth Programme Working Group.

More information on AIDS 2018 can be found at www.aids2018.org.

Main Responsibilities:

- Develop and support effective working relations with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of Global Village and Youth Programme activities
- Coordinate the work of approximately one staff and three members of a contracted professional conference organizer (PCO) working on various aspects of the Global Village including sessions, market place booths, networking zones, cultural activities and exhibits
- Develop an IAS Youth Engagement Strategy for 2018 in collaboration with the Communications team (situation analysis, baseline survey on engagement, 2016 focus group findings, how we want to engage with young people leaders/drivers at the committee level to programme level) – and report to Executive Management
- Nominations and engagement of Global Village and Youth Programme Working Group, convene Working Group meetings
- Coordinate and support the work of the Global Village and Youth Programme Working Group
- Help with the coordination and scheduling and/or placement of the Global Village and Youth activities such as sessions, interactive spaces and networking areas as well as the Global Village Opening Ceremony
- Ensure the Global Village sponsors, donors and supporters receive the agreed visibility and/or benefits
- Be the key contact for Global Village and Youth Programme activities, respond to inquiries, and delegate to the team as required
- Support and coordinate a review process for activities proposals, including the development of criteria, research, assessment and analysis; support and coordinate the set-up of the online application review system, including liaising with the external abstract system management provider to update, improve and test the system; Assist with Global Village and Youth Programme outreach, marketing and promotion
- Support Working Group members to select activities at the programme activity planning meeting
- Work collaboratively with local and international planning committees and conference secretariat departments
- Develop activity work plans; advise on budgets, prepare progress reports, and coordinate content submission for printed and online materials
- Prepare a final post-conference report for the Global Village and Youth Programme at AIDS 2018.

Perform any additional task requested by the Global Village Team Lead or Director, Conference.

Academic Qualifications:

- A degree in social science, international relations or other relevant discipline or comparable years of experience in the field.

Work Experience:

- At least 3 to 5 years' experience in a non-profit, preferably community-based organization;
- Experience in programme planning, development and delivery
- Experience in organizing, coordinating and planning a significant community event and/or conference event, preferably at an international level

- Experience working with and supporting volunteers and committees; group and process facilitation skills
- Experience working collaboratively with multi-sector stakeholders and diverse communities
- Experience working in the field of HIV, international development and related youth issues would be a strong asset.

Skills/Competencies:

- Excellent organizational, problem solving, interpersonal, cross cultural and team skills
- Excellent communication skills, including speaking, writing and presenting in English
- The ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
- Excellent computer skills in various software applications (MS Office)
- Be able to work a flexible work schedule including some overtime, increasing near and during the conference.

Languages:

- Strong and demonstrated English language communication skills both written and oral are essential for this position
- Knowledge of Dutch is a plus.

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 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.

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.**