



Web Master

About the IAS:

The mission of the International AIDS Society (IAS) is to lead collective action on every front of the global HIV response through its membership base, scientific authority, and convening power.

Founded in 1988, the IAS is the world's largest association of HIV professionals, with members from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences – the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

The IAS promotes and invests in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that 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.

Details of Employment:

The Web Master position will be based in Geneva, Switzerland and report to the Director, Communications. The position is open-ended and full-time **to start as soon as possible**.

Purpose of the Position:

The incumbent will be responsible for responsible for developing, updating and maintaining the IAS website and the conferences websites. This requires experience in graphic design as well as technologies such as HTML, CSS, Javascript CMS: Wordpress, eZ Publish, DNN, Drupal, Joomla, Sharepoint, and Sitefinity.

Main Responsibilities:

- Develop and design websites based on user experience and web optimization best practices
- Manage, review and publish all web content for the IAS, the IAS Conference on HIV and the International AIDS Conferences (iasociety.org, ias2019.org, aids2020.org)
- Provide guidance on how to translate web text into a user friendly web page
- Provide web guidance on how to build web SEO based on best practices and web analytics and organizational goals
- Build and develop wire frames for redesign projects that align with the organizational growth

- Develop and maintain work plan to coordinate with all departments in the organization for web updates
- Ensure consistency, quality and up to date content on all websites
- Work between ICT and other departments to guide and translate between programming, user experience and design to develop online applications
- Keep up-to-date on web industry standards and user experience trends to develop and design websites in line with the organization's evolving priorities
- Serve as link between visual curation and user experience across web platforms
- Work within the Communications team to produce digital deliverables according to editorial content production
- Manage conference photos archive and online galleries
- Edit and retouch photos as needed.

Perform any additional tasks requested by the Director, Communications.

Academic Qualifications:

- A degree in communications or similar area is required
- Training in web development.

Work Experience:

- Significant years of experience in a similar role
- Proven ability to design and develop websites
- Experience in managing multiple websites
- Experience in designing both for online and printed materials.

Skills/Competencies:

- Proficiency in HTML, CSS and Bootstrap, knowledge of Javascript
- Strong knowledge of web Content Management Systems (CMS) and SEO
- Strong visual design skills with sensitivity to user-system interaction
- Proficiency in Adobe Creative Cloud, Photoshop and Illustrator
- Well organized, ability to multitask, attention to detail and adherence to deadlines
- Ability to work independently and within a team
- Problem solver; relationship-builder; and strong inter-personal skills
- Stress tolerance and resilience, ability to work under pressure with multiple and shifting priorities.

Languages:

- Native or advanced in English
- 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 reviewed 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.

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.**