



Partnerships Officer

About the IAS:

The International AIDS Society (IAS) leads 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 in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of HIV. The IAS is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

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 vulnerable to HIV acquisition – such as men who have sex with men, people who inject drugs, sex workers and transgender people – 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 Partnerships Officer will be based in Geneva, Switzerland and report to the Director, Development and Partnerships. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The incumbent will be responsible for managing the IAS's partnerships to best meet the needs of the organization with a view to strategic positioning and effective collaboration on conferences and other programmes and projects. This will include implementing and updating, if necessary, a partnership strategy; partner identification based on this strategy together with colleagues in different departments; coordinating strategic partner engagement; managing specific relationships; and organizing or coordinating relevant meetings and events jointly with partners.

Main Responsibilities:

Partnership management

- Implement and periodically review the IAS partnership strategy, coordinating existing relationships and identifying potential new partners based on the IAS's strategic priorities
- Arrange, document and follow up to meetings internally and with partners to define and periodically review partnership goals, activities and achievements
- Draft and negotiate partnership agreements
- Maintain records of ongoing and prospective partnerships and related agreements and information material
- Prepare regular updates and internal and external reports.

Partner events

- Maintain an updated calendar of relevant partner events at local and international levels and coordinate IAS participation as needed, including accreditation/registration, coordination of statements or side events, etc.
- Coordinate the implementation of partner-driven activities associated with IAS-organized conferences, including community outreach, conference sessions or side events, etc.

Perform any additional tasks or projects requested by the Director, Development and Partnerships.

Academic Qualifications:

- A university degree in international relations, social science, political sciences or a related field.

Work Experience:

- At least 3 to 5 years' experience in a similar position preferably working in global public health and/or the not-for-profit sector
- Experience working with high-level partners and managing relationships towards deliverables
- Experience in organizing large conferences, seminars, workshops, or other meetings or events
- Experience in the HIV field is a plus.

Skills/Competencies:

- Advanced project management experience
- Ability to work independently and an aptitude for multi-tasking
- Sense of diplomacy and cross-cultural communication skills
- Excellent interpersonal skills
- Highly organized and systematic, with strong attention to detail and the ability to work under pressure
- Excellent computer skills in the Windows environment (MS office, Outlook, Excel, SharePoint).

Languages:

- Excellent English language communication skills, both written and oral (native-level proficiency); 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 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 to work full-time 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.**