



Manager, HIV Prevention Research and Development

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 Manager, HIV Prevention Research and Development will be based in Geneva, Switzerland and report to the Deputy Director, HIV Programmes and Advocacy. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The Global HIV Vaccine Enterprise (the Enterprise) unites stakeholders to share knowledge, foster collaboration, enable solutions and expand support critical to the development of - and future access to - an HIV vaccine. This is within the broader context of enabling progress towards enhanced research, development and innovation for HIV prevention efforts.

The Manager, HIV Prevention Research and Development will be responsible for the coordination and implementation of the activities of the Enterprise towards delivering on its strategic plan under the direction of the Deputy Director, HIV Programmes and Advocacy.

Main Responsibilities:

- Lead the operational management of the Enterprise, under the direction of the Deputy Director, HIV Programmes and Advocacy, specifically in
 - developing an annual work plan, specific project plans, key performance indicators and associated budgets for programme activities; coordinating activities according to agreed timelines, within available budgets and in coordination with other IAS teams and consultants, as needed
 - tracking budgets and reviewing expenses against grant allocations
 - implementing distinct projects within the Enterprise programme

- organizing virtual and face-to-face meetings with a variety of stakeholders from public and private sectors, donor organisations and other partners including the Enterprise Advisory Group.
- Line manage an Associate Officer, and other staff as appropriate, including annual objective setting, professional development and performance evaluation
- Identify and coordinate activities with external technical experts, consulting firms and other partners
- Write reports, policy briefs, briefing notes and other documents for internal and external audiences
- Develop grant proposals and reports, in collaboration with the Deputy Director and the Development and Partnerships department
- Act as a key liaison for joint activities across the HIV Programmes and Advocacy department, and other teams at the IAS
- Coordinate the communication activities of the Enterprise in cooperation with the IAS Communications department
- Work closely with the Advocacy Officer to develop Enterprise advocacy activities.

Perform any additional tasks as assigned by the Deputy Director, HIV Programmes and Advocacy and by the Director, HIV Programmes and Advocacy.

Academic Qualifications:

- A PhD in a relevant scientific area, or an advanced degree in public health, social science, or other relevant discipline with proven experience in, and knowledge of, basic and clinical HIV prevention research and development.

Work Experience:

- More than 5 years experience in a similar managerial role, working in HIV prevention or other relevant area of public health
- Experience in managing people
- Experience managing complex multicenter, international projects
- Experience working with a diversity of stakeholders and decision makers at different levels of seniority
- Experience working with international conferences, seminars, workshops, meetings, as well as committees and other advisory and governance mechanisms.

Skills/Competencies:

- Strong understanding of current issues on the HIV prevention research and development agenda and the HIV vaccine field
- Demonstrated interest in HIV prevention, vaccines, and research and development
- Advanced project management skills and excellent time management ability
- Excellent communication skills, in particular strong written communication
- Highly organized and systematic, with meticulous attention to detail
- Respected and effective management approach
- Sense of diplomacy and cross-cultural interpersonal skills, and a customer service attitude
- Ability to work independently and an aptitude for multi-tasking
- Ability to work under pressure in an international and multi-cultural context
- Advanced computer skills in the Windows environment (MS Office, Outlook)
- Ability to travel for work.

Languages:

- Fluency in English (oral and written) is required. Working knowledge of French or other languages (oral and written) is beneficial.

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 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.**