



Associate Project Manager, Scholarships (AIDS 2022)

About the IAS:

IAS - the International AIDS Society - 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 International AIDS Conference is the premier global platform to advance the HIV response. As the world's largest conference on HIV and AIDS, it sits uniquely at the intersection of science, advocacy and human rights, bringing together scientists, policy makers, healthcare professionals, people living with HIV, funders, media and community. Since its start in 1985, the conference continues to serve as an opportunity to strengthen policies and programmes that ensure an evidence-based response to HIV and related epidemics.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The Associate Project Manager, Scholarships will be based in Geneva, Switzerland and report to the Project Manager, Scholarships. The position is full-time and fixed-term to start on 17 January 2022 until 30 September 2022.

Purpose of the Position:

AIDS 2022 - the 24th International AIDS Conference - will take place in Montreal, Canada, and virtually from 29 July to 2 August 2022 with pre-conference meetings set to begin on 27 July 2022.

The AIDS 2022 Scholarship Programme will provide financial assistance to qualified and eligible applicants from around the world to attend AIDS 2022. This programme aims to make AIDS 2022



accessible to people from resource-limited settings, researchers, young people, key and vulnerable populations and community representatives.

The Associate Project Manager will support the successful preparation and implementation of the Scholarship Programme for AIDS 2022.

Main Responsibilities:

ICT and database management:

- Support the Project Manager in database management and selection of scholarship recipients
- In conjunction with the ICT team, support the set-up of the online application form and the database for future conferences

Communications:

- Assist with the Scholarship Programme's communication (email notifications, inbox management, webpage updates, Facebook group)
- Liaise with scholarship applicants and recipients
- Liaise with other teams for coordinated support of scholarship recipients (abstracts, programme activities and speaker awards etc.)
- Assist in maintaining the scholarship website and up-to-date information on the programme with funders and partners
- Produce the conference participation guide

Logistics and support to scholarship recipients:

- Coordinate the logistics for scholarship recipients
- Coordinate reimbursements for recipients

Reporting and Monitoring and Evaluation (M&E):

- Assist in running reports for committees and donors upon request
- Assist in preparing relevant presentations and documents for the Organizing Committee as needed
- Contribute to the elaboration of the post-conference survey and report
- Document the project process, participate in programme evaluation, and support the final report
- Support the review of the scholarship project plan, incorporate changes based on evaluation and recommendations and budget for future conferences

Other team support:

- Support other related scholarship programmes as needed (media scholarship, IAS Educational Fund)
- Organizing meetings, teleconferences and taking minutes as needed



Additional tasks may be requested by the Project Manager, Scholarships.

Academic Qualifications:

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

Work Experience:

- 2 years' experience in a similar position
- Experience in working with conferences, seminars, workshops, meetings, committees or events
- Experience working in an international context
- Experience working in the field of HIV and AIDS is a plus.

Skills/Competencies:

- Project management skills
- Possess strong written communication and cross-cultural skills
- Have an ability to work independently and an aptitude for multi-tasking
- Highly organized and systematic, with attention to detail
- Excellent time management and organizational skills
- Sense of diplomacy and cross-cultural interpersonal skills
- Ability to work efficiently under pressure in an international context, and occasionally work overtime
- Excellent computer skills in the Windows environment (MS office, Outlook)
- Ability to handle large volumes of applications
- Customer service attitude
- Database management a plus
- Ability to travel to Montreal, Canada for the duration of the conference.

Languages:

- Excellent written and oral English language communication skills. Another language, particularly French and/or Portuguese 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. Candidates shall mention on their CV their work authorization in Switzerland.

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.