



Director, Conferences

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

Purpose of the Position:

The Director, Conferences, a member of the IAS Senior Management team, will oversee the organization of the major IAS conferences: The International AIDS Conference, the IAS Conference on HIV Science and the HIV Research for Prevention Conference.

The IAS is looking for a senior professional to lead an experienced team in providing the key global platforms to present and critically discuss latest HIV research and its impact on service delivery while ensuring that policy and public attention to the HIV epidemic remain strong in support of continued investment on the path towards an end of AIDS as a public health threat.



Main Responsibilities:

- Ensure the successful delivery, in either in-person, hybrid or virtual formats, of IAS-convened conferences by:
 - Providing strategic vision, guidance, budget oversight and workplan management for a team of approx. 15 staff who manage conference programme development and delivery as well as logistical arrangements
 - Establishing and managing relationships with relevant conference committees, government and civil society partners as well as key high level participants
 - Developing and managing conference budgets
 - Working closely with the IAS Communications and Public Affairs Department to develop conference branding and messaging
 - Leading risk management associated with the delivery of large-scale events
 - Leading the process of conference host city identification and negotiating host government and other relevant agreements
 - Directing change management in response to evolving requirements of the HIV field and the evolution of conference technology and logistics
- Contribute to overall organizational management and strategic initiatives.

Perform any additional tasks requested by the Executive Director.

Academic Qualifications:

- A university degree in the humanities or sciences or in event management.

Work Experience:

- At least 8 to 10 years' experience in a similar senior role involving complex conference programme development, event management, and communications. Experience with virtual conference formats is a plus
- Extensive team and project management experience, including experience in budget management
- International experience working with a diversity of stakeholders including scientists, clinicians, community/patient activists, policymakers, donors, celebrity activists across seniority levels and hierarchies.

Skills/Competencies:

- Proven ability to effectively oversee the organization of large, complex multi-stakeholder events



- Strong leadership and judgement skills, excellent people management, interpersonal and communication skills and the ability to motivate commitment and excellence in colleagues and partners
- Political acumen, keen sense of diplomacy and sensitivity in working with staff and partners of diverse backgrounds
- Ability to manage for the delivery of results that are accurate, well-thought out and meticulous
- Ability to work efficiently under pressure and to manage and adjust team workplans appropriately
- Familiarity with the HIV/AIDS and broader global health fields.

Languages:

- Fluency in English is required
- Advanced level proficiency in other languages 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 on a rolling basis. Please note that only shortlisted candidates will be contacted.

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.