



JIAS Managing Editor

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

Purpose of the Position:

With an impact factor of 5.553, the *Journal of the International AIDS Society* (JIAS) is an online, open-access, peer-reviewed scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS welcomes submissions on HIV-related topics from across all scientific disciplines, including but not limited to:

- Basic and biomedical sciences
- Behavioural sciences and epidemiology
- Clinical sciences
- Health economics and health policy
- Operations research and implementation sciences
- Social sciences and humanities

JIAS prioritizes submissions from operational research and implementation science as publication of such material can provide valuable information on various algorithms for monitoring and providing support for comprehensive, yet affordable and sustainable treatment, prevention and care programmes in different contexts.

More information on JIAS can be found at www.jiasociety.org.

The incumbent will be responsible for the day-to day running of the journal including the editorial process for manuscripts submitted to the journal, and liaising with Editors-in-Chief, Deputy Editors and Editorial Board, as well as the publisher and other external partners to ensure high quality

and regular publications. Additionally, the incumbent will also be responsible for coordinating capacity-building activities.

The IAS is looking for a candidate who has experience working in or knowledge of the scientific publishing industry, public health and HIV, and is able to quickly pick up new information, think critically and creatively, and take initiative.

Main Responsibilities:

- Manage day-to-day workflows and editorial process for manuscripts submitted to the journal including (but not limited to) peer review in line with the journal's processes and procedures
- Coordinate peer review, online publication, and launch of supplements, and adjudicate any issues that arise throughout the process while ensuring strict adherence to timelines. Serve as the primary liaison for Supplements Guest Editors, as well as publisher's production and marketing teams
- Support Deputy Editors in their handling of direct submissions to maintain speed and excellence of the editorial process
- Oversee contract renewal and training of new Deputy Editors, rotate Deputy Editors as needed and proactively maintain plans for Editor succession
- Liaise with and organize meetings, calls and written updates for Editors-in-Chief, Deputy Editors, Editorial Board and publisher; manage relationships as appropriate
- Organize and facilitate capacity-building opportunities on scientific writing for authors. Manage budget for educational activities, perform surveys to assess stakeholder satisfaction and write reports for donors where relevant
- Stay abreast of and report on open access trends and developments, specifically related to transformative agreements and the state of market and government policies around open-access, both locally and globally
- Conduct research, reporting, monitoring, and analysis of the journal's performance, disciplines, and competitors
- Work with staff and Editors to assess, define, and oversee implementation of near and long-term strategic plans of the journal
- Develop an annual strategic plan that outlines specific actions designed to increase goals of publication, article usage and citations
- Supervise and mentor junior staff.

Perform any additional tasks requested by the JIAS Executive Editor or Director, HIV Programmes and Advocacy.

Academic Qualifications:

- A PhD in a scientific, public health or relevant discipline is required.

Work Experience:

- More than 3 years' experience in scientific publishing of peer-reviewed journals; preferably in HIV field
- More than 3 years' experience in medical or public health research including writing articles for publication in peer-reviewed journals and acting as a peer reviewer
- Experience in managing complex projects and work plans
- Mentoring or teaching experience would be advantageous.

Skills/Competencies:

- Knowledge of scientific literature and publishing; global health knowledge, particularly in HIV desirable
- Proficient with manuscript submission systems, preferably ScholarOne
- Advanced skills in using research databases (e.g. PubMed, Web of Science)
- Proficient at managing multiple projects simultaneously, setting priorities, developing and following through on new areas of work, and meeting deadlines
- Strong analytical skills and meticulous attention to detail
- Ability to manage complex projects with a high level of organization, excellent time management, and attention to detail
- Ability to work effectively in a team or independently, with minimal supervision
- Ability to work professionally under pressure in an international and multi-cultural context
- Strong written and verbal communication skills including writing, facilitation skills and training approaches, and compelling public speaking
- Ability to travel internationally (2-3 business trips per year).

Languages:

- Excellent command of spoken and written 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 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.**