Associate Research Officer, HIV Programmes

Job Advertisement

The International AIDS Society (IAS) is the world's leading independent association of professionals working in HIV. The IAS plays a key role in promoting the priorities of its members through strategic communications, advocacy, and global convening.

The IAS is the custodian of the world’s premier gathering on HIV and AIDS, the International AIDS Conference, which takes place every two years. In the intervening years the IAS organizes the IAS Pathogenesis, Treatment and Prevention Conference, a scientific meeting focused on current research and its application in the scale-up of HIV prevention and treatment.

The IAS advocates for the implementation of effective evidence-based policies and programmes that promote and protect human rights in the field of HIV. IAS Advocacy and Research Promotion work focuses on advancing a strong global response and promoting the right of all people to an evidence-based response to HIV, including access to evidence-based HIV prevention, treatment, care and support. In addition, IAS promotes research and capacity building in low- and middle-income countries.

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

Details of Employment:

The Associate Research Officer, HIV Programmes will be based in Geneva, Switzerland and report to the Manager, CIPHER. The position is open-ended and full-time, to start as soon as possible.

Purpose of the Position:

The incumbent will be responsible for project management and implementation of the CIPHER programme including the development of its activities.

The Collaborative Initiative for Paediatric HIV Education and Research (CIPHER) of the International AIDS Society (IAS) is aimed at optimizing clinical management and delivery of services to infants, children and adolescents affected by HIV in resource-limited settings through advocacy and research promotion. CIPHER has three main objectives:

- Promoting and investing in targeted research to address priority knowledge gaps in paediatric HIV;
- Convening stakeholders and establishing collaboration mechanisms to strengthen communication, knowledge transfer and exchange among paediatric HIV cohorts;
- Advocacy and outreach to support evidence-informed clinical, policy and programmatic decision making.

Main Responsibilities:

- Develop content of CIPHER activities and contribute to the development of the programme;
- Prepare and update project concept notes, project plans and timelines, guidelines, funding proposals and budgets;
- Coordinate and support the work of relevant CIPHER working groups;
- Organize meetings in consultation with advisory committees including preparation of agendas and invitations;
• Write meeting reports and interim and final project reports for donors and other stakeholders;
• Develop evaluation surveys and draft evaluation reports.

Perform any other responsibilities and projects as determined by the Manager, CIPHER.

Academic Qualifications:

• Master’s degree or higher in Biomedical Sciences, Health Sciences, Public Health, Pediatric or other relevant fields.

Work Experience:

• Depending on academic level, minimum of 2 years of experience at a similar position, preferably experience working in HIV/AIDS, pediatrics and public health;
• Experience in organizing and facilitating events, roundtables etc;
• Experience in managing complex project budgets and work plans;
• Experience working with a diversity of stakeholders;
• Experience in scientific or academic writing and publishing.

Skills/Competencies:

• Excellent project, time management and organizational skills;
• Excellent scientific writing skills;
• Sense of diplomacy, cross-cultural interpersonal skills;
• Ability to work efficiently under pressure, and occasionally work overtime;
• Excellent computer skills (Word Processing, Presentations, Database);
• Database creation and management experience would be desirable;
• Good knowledge of HIV/AIDS preferably in an international context.

Languages:

• English language proficiency: written and oral; and knowledge of other UN languages would be an asset;

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Tuesday 31st March 2015.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

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.