Conference Assistant

Job Advertisement:

Founded in 1988, the International AIDS Society (IAS) is the world’s largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world’s two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on Pathogenesis, Treatment and Prevention brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS advocates 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 at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – 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 Conference Assistant position will be based in Geneva, Switzerland and report to the Senior Manager, Conference. The position is open-ended and full-time to start mid-August 2015.

Purpose of the Position:

The Conference Assistant will provide administrative and logistic support to the Senior Manager, Conference, along with the Conference and Congress & Exhibition (C&E) Departments.

Main Responsibilities:

- Coordinate and follow up on committee meetings (Conference Coordinating Committee, Future Conferences Working Group, and Local Partner, among others): venue search, prepare agenda, take care of participant travel arrangements and meeting logistics, take minutes, follow up on action points from the meetings, arrange reimbursements and payments;
- Be the focal point for the local partners and provide advice and assistance as required;
- Provide support to the conference partners, including committee members, Governing Council members, etc., coordinating registration, accommodation and flights to attend the conference;
- Assist in the arrangements of the follow-the-participant meeting and any follow up meeting;
- Coordinate conferences kick-off meetings: venue, agenda, logistics, follow up;
Produce various useful documents for the conference team, like the IAS staff planning guide and a 'who-does-what' list;
Support the Senior Manager, Conference in monitoring the conference budget; detailed tracking of meeting expenditures required;
Organize and take minutes for the monthly or bi-weekly project team meetings;
Coordinate the department updates for monthly project updates/summaries;
Manage the infobox for AIDS and IAS conferences;
Coordinate the collation of the post-conference project reports;
Manage the technology for all relevant teleconferences and in-person meetings;
Organize travel for department staff as requested.

Perform any additional tasks requested by the Senior Manager, Conference.

**Academic Qualifications:**

- A degree in business, events or hospitality management, or a related field is favorable.

**Work Experience:**

- At least 2 years’ experience in an administrative or support position;
- Experience in working with meetings or events, a plus;
- Experience working for international organizations or abroad, a plus.

**Skills/Competencies:**

- Well organized and systematic, with attention to detail;
- Ability to work independently and handle many tasks simultaneously;
- Ability to work efficiently under pressure, meet deadlines and occasionally work overtime;
- Excellent communication and customer service skills;
- Excellent computer skills in the Windows environment (MS Office, Outlook);
- Familiarity with teleconferencing services (Webex) a plus.

**Languages:**

- Fluent in English, knowledge of other languages is 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 Monday 15th June 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.**