ICT INTERN

Internship - Advertisement:

The International AIDS Society (IAS) is the world’s leading independent association of professionals working in HIV. With more than 12,000 members across 183 countries, 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 Internship:

The ICT Intern will be based in Geneva, Switzerland. The internship is full-time and will last 6 months to start as soon as possible.

Purpose of the Internship:

Under the direct supervision of the ICT (Information Communications Technology) team, the internship will consist of participating in the Conference IT onsite Project in interacting with the different project constituents and its suppliers. The ICT intern will also be in charge of implementing a tool to do the follow-up of the Conference IT onsite need.

Main Responsibilities:

- Implementing the NeedIt website.
- Supporting staff in the office in their day-to-day tasks (helpdesk, training);
- Supporting IT administrative tasks (users/mailbox creation, phone line configuration);
- Collecting IT needs from staff and consultants;
- Supporting the IT Administrator in the daily communication and negotiation with the IT suppliers;
- Helping in budget review and updates based on the effective needs;
- Preparing materials to be shipped to the conference;
- Searching for mobile operator onsite and preparing appropriate documentation for the selection;
- Preparation/optimization of the PC image templates to be deployed in the office for staff and at the conference.
Academic qualifications:

- Bachelor of Science in Information Technology.

Experience: (previous internships)

- First experience with C#/ .NET web technology. .Net MVC would be a plus;
- First experience with AUTOCAD 2011LT or willingness to learn;
- Some first exposure to HIV/AIDS prevention, treatment and care issues.

Skills/Competencies:

- Acquaintance with Microsoft Windows Server 2008 R2;
- Ability to troubleshoot Microsoft office suite 2010;
- Proficiency with DNS, DHCP, Exchange 2010, Active Directory technologies.

Languages:

- Good written and oral communication skills in English. French would be a plus.

Benefits from this internship:

The intern can expect to gain skills and experience in the following areas:

- C# / .Net / MVC Technology
- Html5 / Css3 / Javascript
- Scrum / Agile
- Office365
- Jira

Stipend: 2’000 CHF/month gross (full time).

This internship is ideally suited to a qualified, motivated and eager-to-learn candidate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

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

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.**