Internship – 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 Internship:

The internship is based at the IAS Secretariat in Geneva, Switzerland. The duration of the internship will be 6 months from 1st May 2015 to 31st October 2015; the dates are flexible.

Purpose of the Internship:

Industry remains negatively perceived and excluded from key discussions; the International AIDS Society’s Industry Liaison Forum (ILF) aims to change this, enhancing the response to the epidemics. The ILF is a mechanism to constructively engage industry and other stakeholders on issues in line with IAS Member Priorities (namely Key Affected Populations, Paediatric HIV/CIPHER, Towards an HIV Cure and Co-Infections). The ILF is designed to take advantage of the IAS’s key strengths: its well-respected convening power; its acknowledged independence from industry and other key partners and stakeholders; and its diverse working groups composed of some of the world’s top thought leaders and scientific experts in a wide array of fields.

The ILF activities include the ILF Advisory Group, IAS-Industry Consultations and ILF Thematic Roundtables. Key parts of most activities involve the preparation and lead up to these discussions, advocacy matched with broad dissemination of the proceedings, and follow up on action points. Activities are chosen to strengthen IAS Member Priorities and to highlight challenges and opportunities for industry. This work is guided by a strong, multi-stakeholder advisory group; it aims to enhance the impact of the global response to HIV and related co-morbidities.

The IAS is seeking an intern to work within the HIV Programmes Department under the direct supervision of the ILF Research Officer. The intern will be involved in all activities (see below) related to the ILF and will get insights into project management, event organization, reporting and strategic planning, as well as knowledge of the HIV/AIDS epidemics (including co-infections) and the different stakeholders (from industry, academia, governmental and intergovernmental organizations, NGOs, etc.).

Main Responsibilities:

Potentially including, but not restricted to:

- Preparing background documents (e.g., briefing notes on organizations and persons, newsletters, concept notes for different activities, slide sets, minutes, short reports);
- Providing administrative support (e.g., scheduling meetings and conference calls, liaising with the ILF Advisory Group);
• Providing logistical support (e.g., venue, audio-visual equipment and catering for events, travel support);
• Assisting in the evaluation of activities (e.g., events scheduled in July 2015 as part of IAS 2015);
• Contributing ideas to the ILF in general (e.g., overall strategy, activities, communication, website).

**Academic Qualifications:**

• Degree in public health, international relations, biological sciences, medicine or a related field is highly favourable.

**Internship and/or Work Experience:**

• Experience in project management and/or event organization a plus;
• Experience working in a culturally diverse environment a plus.

**Skills/Competencies:**

• Basic understanding of and interest in global health challenges related the HIV/AIDS epidemics, especially where industry is involved;
• Excellent project management, time management and organizational skills;
• Ability to work efficiently under pressure;
• Very meticulous attention to detail (e.g., for the production of high-quality documents);
• Good computer skills in the Windows environment (Word, Outlook, PowerPoint).

**Languages:**

• Excellent written and oral English communication skills (other languages a plus).

**Benefits of this internship:**

The intern will get:
• Insights into the work of an international, non-governmental organization;
• Insights into project management, event organization, reporting and strategic planning;
• Insights into advocacy, research promotion and relation building activities in the context of global public health and the HIV/AIDS epidemics;
• Opportunities to network and collaborate with leaders from different organizations;
• Unique exposure to the interface of global public health, research and industry.

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

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate 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 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.**