



Conference Director

open ended contract, October 2010, full time

The International AIDS Society (IAS) is the world's leading independent association of HIV professionals. It has more than 14,000 members from 190 countries. The IAS is a non-profit organization acting as an independent voice in the global response to AIDS on behalf of its members. It is based in Geneva, Switzerland.

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 applicability in the scale-up of prevention and treatment of HIV.

The IAS plays a leading role in policy and advocacy, working to implement effective, evidence-based policies and programmes to enhance the global response to AIDS. The IAS engages in a range of policy and advocacy activities on behalf of its membership, including promoting knowledge and dialogue onsite at the conferences, as well as promoting dialogue and advocacy for an evidence-based response to AIDS in other fora. The IAS is committed to working across the full range of responses to AIDS and works with industry through the IAS Industry Liaison Forum (IAS-ILF). The IAS-ILF aims to accelerate scientifically promising, ethical HIV research in resource-limited settings, with a particular focus on the role and responsibilities of industry as sponsors and supporters of research. The Journal of the International AIDS Society (JIAS) is a peer-reviewed, primary-source online journal dedicated to the publication and dissemination of vital HIV and AIDS research relevant to developing countries. More information on IAS can be found on www.iasociety.org

The IAS is seeking a Conference Director, starting October 2010. The position will be full-time, based at the IAS office in Geneva and will report to the Executive Director.

The Conference Director will be responsible for the International AIDS Conferences, IAS Conferences, Regional Conferences, and in charge of all staff and activities of the Conference Group:

- Programme Development
- Programme Activities
- IT
- Congress & Exhibition

And also managing activities from other departments, but related to the conferences:

- Communications
- Evaluation
- Policy & Advocacy
- HR
- Finance
- Resource Development

Main activities include:

- Management of the conference secretariat and projects, ensuring budget and time constraints are met
- Preparation and follow-up of the conference budgets in front of the Governing Council, Executive Committee, the IAS GC Financial sub-committee and the Conference Coordinating Committees
- Responsibility for the preparations and follow-up of the Conference Coordinating Committees
- Line Management of the Conference Group staff
- Contribution to the development of the overall vision and strategic planning of the organization;
- Transparency of financial conference reporting and accountability to donors, with the support of the Head of Resource Development and the Financial Manager;
- Ensuring the organizational principles of diversity and social responsibility are implemented;
- Ensuring the development and maintenance of strong partnerships internationally, regionally and nationally for the conferences, including the UN family, public/private initiatives, research organizations, governments and civil society organizations;
 - in the planning for not decided conferences
 - in the work with the Conference Coordinating Committees
- Maintaining strong technical knowledge of issues related to HIV/AIDS and the HIV response.

2. Key Relationships

- Other IAS Group and departments
- Executive Director
- Government agencies
- Conference partners and stakeholders
- AC Forum

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

The applications will be considered in real-time, as they come in, and the interviews with suitable candidates may take place before the closing date.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by 21st September 2010.

*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.***