



Congress & Exhibition Manager
open ended contract, 1 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 Congress & Exhibition Manager, starting 1 October 2010. The position will be full-time, based at the IAS office in Geneva and will report to the Conference Director.

The Congress & Exhibition Manager will be responsible for the planning and implementation of the logistics for the International AIDS Conferences and the IAS Conferences on HIV Pathogenesis, Treatment and Prevention, including :

- o Venue management: build-up, signage, floor plans food & beverage, cleaning and first aid
- o Registration
- o Hotel accommodation and Tours
- o On-site staff: hostesses, volunteers, interpreters
- o Audio visual
- o Transportation
- o Printed matters
- o Participants material
- o Security
- o Traffic flow

Main activities include:

- Developing necessary contracts, timelines and budgets
- Overseeing, liaising and coordinating with the contracted PCO and suppliers
- Coordinating the logistical needs of other departments inside the IAS secretariat working with the conferences and liaising with external consultants and stakeholders
- Managing the conference logistics and the audio visual budget
- Conducting site-visits for future conferences and assess logistical feasibility
- Initiating process developments and improvements
- Participating in the project management team of each conference
- Participating in the IAS Management Group
- Undertaking any other task requested by the Conference Director or the IAS Executive Director

The following skills and qualifications will be vital:

- Experience working with conferences, seminars, workshops, meetings, committees or events
- Ability to work independently and handle many tasks simultaneously
- Be highly organised and systematic, with great attention to details
- Ability to work efficiently under pressure, meet deadlines and occasionally work overtime
- Strong communication and cross-cultural skills, customer oriented
- Fluent in English
- Thorough computer skills in the Microsoft environment (Windows, Excel, Word, Power Point, Outlook)
- Ability to travel (ca. 4 to 6 weeks throughout the period)
- Valid work permit for Switzerland or citizenship of an EU/EFTA member state

The following skills/experiences will be advantageous:

- Experience in working abroad and working for international organizations
- Previous work experience in the field of HIV/AIDS
- Other UN languages

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

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by 15 September.

*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.***