



Programme Development & Scholarships Assistant 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

To complement its existing staff of 40 in Geneva, the IAS is seeking a Programme Development & Scholarships Assistant, starting October 2010. The position will be full-time, based at the IAS office in Geneva and will report to the Programme Development Project Manager.

The Programme Development & Scholarships Assistant will assist with the coordination of the International and Media Scholarship Programmes and various Programme Development Department projects.

The role will include the following task, but not exhaustive:

Including, but not restricted to:

International and Media Scholarship Programmes:

- Manage scholarship email inboxes (international and media)
- Develop the online application form and database, including testing (with IT)
- Collaborate on the preparation of text for printed materials and websites
- Update and maintain the scholarship database
- Assist in creation and execution of the scholarship criteria
- Support the Scholarship Review Committee (if applicable)
- Facilitate scholarship selection and notification
- Liaise with other teams for coordinated support of recipients (Abstract, Programme Activities [if applicable], workshop, speaker awards and other pre-conference organizers)
- Produce the pre-departure guide
- Organize accommodation for scholarship recipients
- Organize travel logistics for recipients

- Assist with visa requirements for recipients
- Set up and run the onsite scholarship desk
- Run ad-hoc reports and provide statistical breakdown of applicants and recipients
- Document the project process, participate in project evaluation planning and produce a final report
- Coordinate reimbursements for scholarship recipients

Programme Development:

- Assist the programme development department to establish and maintain internal and external partnerships necessary for the department
- Assist in preparing invitations, request for bids, contracts, timelines, project plans, minutes and reports for the department
- Maintain programme development contacts
- Maintain department documentation and outputs
- When requested, assist at meetings of the governing bodies, committees and subcommittees of the conferences
- Support in managing programme-related conference work, including organizing meetings, responding to telephone and email inquiries, taking minutes, and booking travel
- Share in the coordination of all programme matters regarding the International AIDS Conference and the IAS Conference on HIV Pathogenesis, Treatment and Prevention
- Assist with website updates and maintenance
- Administer the speaker award project for both conferences
- Perform any additional tasks as requested by the Programme Development Project Manager

The following skills and qualifications will be essential:

- Previous experience in organizing seminars, events or conferences
- Ability to work independently and handle many tasks and priorities simultaneously
- Attention to detail
- Highly organized and systematic
- Ability to work efficiently under pressure, meet deadlines and occasionally work overtime
- Strong written communication in English
- Fluency in English
- Strong cross-cultural skills
- Advanced MS Office skills, particularly Excel, Word and Outlook
- Willing and able to travel

The following skills and qualifications are advantageous:

- Fluency in French or Italian an asset
- International work experience and/or experience with an NGO
- Experience working in the field of HIV and AIDS

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 17th 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.***