



Programme Development Manager

open ended contract, September 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 Programme Development Manager, starting September 2010. The position will be full-time, based at the IAS office in Geneva and will report to the Conference Director.

The Programme Development Manager will manage and lead the development of conference programme building, oversee the scholarships projects, and supervise the secretariat team working on these projects.

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

- Develop timelines and processes for programme building for each conference
- Coordinate the preparations for the establishment of the various programme governance structures (programme committees and working groups) based on input from relevant parties
- Recruit and manage staff dedicated to each project and/or programme committee
- Coordinate the work of the conference programme committees
- Overall responsible for facilitation at all programme committee meetings, JPCs and Marathon Meetings
- Oversee the coordination of agendas, invitations, meeting logistics and travel arrangements
- Prepare background/supporting documents and action items for committees
- Directs the invitation and confirmation process for abstract reviewers, presenters, session chairs, moderators and invited speakers
- Ensure coordination of onsite speakers' support and facilities (session hall hostesses, AV equipment, signage, Speaker Centre)

- Manage the scholarship project including selection criteria, implementation and selection
- Coordination of scholarship review committee
- Manage related programme and scholarship budgets
- Manage staff dedicated to administration of individual programme and scholarship components
- Oversight of content of programme printed matters; approve programme-related text for publications and websites
- Submits programme secretariat progress reports to the CCC, conference project staff and management as well as external communication
- Interact with other conference secretariat and IAS departments to streamline efforts (IT and IT Development, Policy and Communications, Conference & Exhibitions, among others)
- Participate in the project leader team of each conference
- Participate in the IAS Management Group
- Undertake other committee work deemed necessary by the conference governance structure
- Undertake any other task requested by the Conference Director or the IAS Executive Director

The following skills and qualifications will be essential:

- Previous experience with committee building, organizing seminars, events or conferences
- Proven history of facilitation with multiple and complex stakeholders
- Knowledge and experience with the International AIDS Conference and IAS conferences
- Experience managing teams
- Strong written communication in English
- Excellent project management skills

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 15th 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.***