



JIAS Monitoring Editor

Fixed term contract, 1 March 2010 – 31 December 2010, full time

The International AIDS Society is the world's membership society for individuals working professionally in HIV/AIDS. The IAS has over 13000 members from 188 countries, and is based in Geneva, Switzerland.

The IAS is the custodian of the world's premier gathering on HIV/AIDS, the International AIDS Conference, which takes place every two years. In the intervening years the IAS organizes the 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/AIDS.

The IAS also runs a number of initiatives, including an open-access electronic journal, JIAS, and the IAS Industry Liaison Forum, a gathering of academia and industry researchers focused on accelerating research in developing countries, as well as a number of other professional development and education initiatives.

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 Monitoring Editor for the *Journal of International AIDS Society*, starting 1 March. The position will be **full-time**, based at the IAS office in Geneva, Switzerland and will report to the JIAS Executive Editor. In this role the candidate will primarily work with editorial team, journal publisher, authors and reviewers, taking part all the steps of manuscripts publication and activities to strengthen capacity of authors from low- and middle-income countries.

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

Managing JIAS Manuscripts:

- Screen incoming manuscripts submitted to JIAS, organize peer-reviews, make suggestions to the Executive Editor and Editors-in-Chief, revise copy edited manuscripts and proof-read before pre-acceptance
- Coordinate Special Issues publication
- Respond to queries of authors, reviewers and prospective authors
- Coordinate the development and maintenance of reviewers' database

Managing JIAS Activities to strengthen capacity of authors from low- and middle-income countries:

- Provide support to certain authors from low- and middle-income manuscripts in suggesting modifications and/or helping them find mentoring
- Coordinate the development of JIAS-related workshops and mentoring programme, including facilitation, managing logistics and preparing adequate documentations

Coordinating General JIAS Activities:

- Maintain regular communications with editorial team, publisher, peer reviewers and other partners and coordinate work between different departments
- In consultation with the Communication department and our publisher, coordinate the development and maintenance of marketing strategy
- In coordination with the Evaluation department, design, collect and analyze survey results of JIAS workshops as well as other JIAS activities
- Organize Co-Editors-in-Chief and Editorial Board meetings
- Train and supervise JIAS interns
- Writing and editing JIAS documents (plan, reports, articles, terms of reference,...)
- Update statistics on authors, citations and readership monthly

The following skills and qualifications will be essential:

- Diploma in scientific or medical field (M.Sc or higher)
- Experience in scientific writing and publication
- Highly organised and systematic
- Ability to work independently and handle many tasks simultaneously
- Excellent written and oral English language communication skills
- Strong cross-cultural skills
- Have meticulous attention to detail
- Have the ability to work efficiently under pressure, meet deadlines and occasionally work overtime
- Excellent computer skills in the Windows environment (particularly Microsoft Excel, Word, Outlook and PowerPoint);
- International work or study abroad experience a plus

Priority will be given to candidates from Switzerland, from an EU/EFTA country or having already a valid Swiss working.

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 30 January 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.***