Team Assistant

About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS programmes advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The Team Assistant position will be based in Geneva, Switzerland and report to the Conference Programme Manager. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The Team Assistant will provide administrative and logistic support to the Conference Departments; and will also provide administrative support to the Director, Conference and the Director, Resource Mobilization and Development.

This position is 80% administrative – taking minutes, drafting and sending invitation letters, processing reimbursements, arranging travel, and organizing meetings; it is 20% project management – supporting the conference team on event management and side projects. An overview of the main tasks is listed below.

Main Responsibilities:

- Lead the planning, coordination and follow up of committee meetings (Conference Coordinating Committee, Conference Advisory Committee, Future Conferences Working Group, etc.): venue search, prepare agenda, arrange participant travel, accommodation and meeting logistics, take minutes, follow up on action points from the meetings, arrange reimbursements and payments
- Provide support to the conference partners, including committee members, Governing Council members, etc., coordinating registration, accommodation and flights to attend the conference

- Organize and take minutes for the weekly project team meetings
- Coordinate the department updates for monthly project updates/summaries
- Manage the info box for AIDS and IAS conferences
- Coordinate the collation of the post-conference project reports
- Manage the technology for all relevant teleconferences and in-person meetings
- Organize travel for department staff as requested
- Perform administrative tasks for the Director, Conference and the Director, Resource Mobilization and Development which include travel arrangements, expenses claims and occasionally schedule meetings
- Manage the Affiliated Independent Event project: testing the system, accepting/rejecting submissions and being the focal point for event organizers
- Provide support for the Rapporteur project
- Assist in the arrangements of the follow-the-participant meeting and any follow up meeting
- Produce various useful documents for the conference team, like the IAS staff planning guide and a 'who-does-what' list
- Support the Director, Conference in monitoring the conference budget; detailed tracking of meeting expenditures required
- Perform tasks for the C&E team as requested
- Coordinate and collaborate with other assistants to facilitate good communication, help coordinate joint projects; serve as backup for other assistants as needed.

Perform any additional tasks requested by the Conference Programme Manager.

Academic Qualifications:

- A degree in business, events or hospitality management, or a related field is favorable.

Work Experience:

- A least 2 years' experience in an administrative or support position
- Experience in working with meetings or events, a plus
- Experience working for international organizations or abroad, a plus.

Skills/Competencies:

- Well organized and systematic, with attention to detail
- Ability to work independently and handle many tasks simultaneously with limited supervision
- Ability to work efficiently under pressure, meet deadlines and occasionally work overtime
- Excellent communication and customer service skills
- Excellent computer skills in the Windows environment (MS Office, Outlook)
- Familiarity with teleconferencing services (Webex) a plus.

Languages:

- Fluent in English, knowledge of other languages is an asset.

How to Apply:

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Friday 1 June 2018. Please note that only shortlisted candidates will be contacted.

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

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values (learn more [here](#)).

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 or affected by HIV are strongly encouraged to apply.**