Project Manager, HIV Programmes

Job Advertisement

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 Pathogenesis, Treatment and Prevention 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 advocates 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 Project Manager, HIV Programmes will be based in Geneva, Switzerland and report to the Manager, CIPHER. The position is open-ended and full-time, to start in September 2015.

Purpose of the Position:

The incumbent will be responsible for project management and implementation of the CIPHER programme including the development of its activities.

The Collaborative Initiative for Paediatric HIV Education and Research (CIPHER) of the International AIDS Society (IAS) is aimed at optimizing clinical management and delivery of services to infants, children and adolescents affected by HIV in resource-limited settings through advocacy and research promotion. CIPHER has three main objectives:

- Promoting and investing in targeted research to address priority knowledge gaps in paediatric HIV;
- Convening stakeholders and establishing collaboration mechanisms to strengthen communication, knowledge transfer and exchange among paediatric HIV cohorts;
- Advocacy and outreach to support evidence-informed clinical, policy and programmatic decision making.
Main Responsibilities:

- Develop content of CIPHER activities and contribute to the development of the programme;
- Prepare and update project concept notes, project plans and timelines, guidelines, funding proposals and budgets;
- Coordinate and support the work of relevant CIPHER working groups;
- Organize meetings in consultation with advisory committees including preparation of agendas and invitations;
- Write meeting reports and interim and final project reports for donors and other stakeholders;
- Develop evaluation surveys and draft evaluation reports.

Perform any other responsibilities and projects as determined by the Manager, CIPHER.

Academic Qualifications:

- Master’s degree or higher in Biomedical Sciences, Health Sciences, Public Health, Pediatric or other relevant fields.

Work Experience:

- Depending on academic level, minimum of 3 to 5 years of experience at a similar position, preferably experience working in HIV/AIDS, pediatrics and public health;
- Experience in organizing and facilitating events, roundtables etc;
- Experience in managing complex project budgets and work plans;
- Experience working with a diversity of stakeholders;
- Experience in scientific or academic writing and publishing.

Skills/Competencies:

- Excellent project, time management and organizational skills;
- Excellent scientific writing skills;
- Sense of diplomacy, cross-cultural interpersonal skills;
- Ability to work efficiently under pressure, and occasionally work overtime;
- Excellent computer skills (Word Processing, Presentations, Database);
- Database creation and management experience would be desirable;
- Good knowledge of HIV/AIDS preferably in an international context.

Languages:

- English language proficiency: written and oral; and knowledge of other UN languages would be an asset.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Monday 15th June 2015.

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

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.