Project Manager, Strategy and Planning

Job Advertisement

The International AIDS Society (IAS) is the world’s leading independent association of professionals working in HIV. The IAS plays a key role in promoting the priorities of its members through strategic communications, advocacy, and global convening.

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 application in the scale-up of HIV prevention and treatment.

The IAS advocates for the implementation of effective evidence-based policies and programmes that promote and protect human rights in the field of HIV. IAS Advocacy and Research Promotion work focuses on advancing a strong global response and promoting the right of all people to an evidence-based response to HIV, including access to evidence-based HIV prevention, treatment, care and support. In addition, IAS promotes research and capacity building in low- and middle-income countries.

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

Details of Employment:

The Project Manager, Strategy and Planning position will be based in Geneva, Switzerland and report to the Senior Manager, Strategy and Planning. The position is open-ended and full-time, to start as soon as possible.

Purpose of the Position:

The Project Manager, Strategy and Planning will maintain strong and effective partnerships with key stakeholders and will co-ordinate the evaluation of IAS conferences and programmes. The Project Manager, Strategy and Planning, will support the Senior Manager, Strategy and Planning in advancing the priorities of the IAS.

Main Responsibilities:

Partnerships

- Supports the development and maintenance of strong partnerships for the IAS with important stakeholders;
- Coordinates the development and implementation of Memoranda of Understanding with each partner that outlines responsibilities and deliverables;
- Oversees the continuous updating of the partnerships and tracks partnerships’ effectiveness;
- Coordinates the high level, high profile events convened by the IAS;
- Coordinates the recruitment, selection and management of the international, local and regional science, leadership and community/civil society partners for the IACs and the Local Partner for the IAS conferences;
- Oversees and supports the outreach work of the IAC civil society partners, including reporting and information dissemination;
Strategic Planning
• Provides advice and support for the IAS secretariat on strategy development, evaluation, planning and project management.

Evaluation
• Co-ordinates the evaluation and reporting of the IAS and International AIDS Conferences;

Supervise the Associate Project Manager as needed.

Perform other tasks as required by the Senior Manager, Strategy and Planning.

Academic Qualifications:
• A university degree in international relations, social science, political sciences or a related field is favorable.

Work Experience:
• At least 3 years’ experience in a similar role preferably working in global public health and/or not-for-profit;
• Experience in organizing large conferences, seminars, workshops, meetings, committees or events;
• Experience in project management, planning and evaluation methodologies;
• Experience working with high-level partners and managing complex relationships towards solid deliverables.

Skills/Competencies:
• Adept communication skills, written or otherwise;
• An ability to work independently on complex deliverables;
• Cross-cultural interpersonal skills;
• Knowledge of HIV/AIDS sector and community, preferably in an international context is desirable;
• Knowledge of the International AIDS Conference and its partners is desirable.

Languages:
• Fluency in English is required;
• Advanced level proficiency in French or any of the UN languages is beneficial.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by Monday 23rd March 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.