



Conference Project Manager – (abstracts AIDS 2022)

About the IAS:

IAS - the International AIDS Society - leads collective action on every front of the global HIV response through its membership base, scientific authority and convening power. Founded in 1988, the IAS is the world's largest association of HIV professionals, with members in more than 170 countries. Working with its members, the IAS advocates and drives urgent action to reduce the impact of HIV. The IAS is also the steward of the world's most prestigious HIV conferences: the International AIDS Conference, the IAS Conference on HIV Science, and the HIV Research for Prevention Conference.

The International AIDS Conferences are the largest gatherings on HIV and AIDS in the world. First convened during the peak of the AIDS epidemic in 1985, they continue to provide a unique forum for the intersection of science, advocacy and human rights. Each conference is an opportunity to strengthen policies and programmes that ensure an evidence-based response to the epidemic. The conference also serves as a focal point to intensify political and financial commitments to AIDS.

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

Details of Employment:

The Conference Project Manager will be based in Geneva, Switzerland and report to the Senior Manager, Conference Programme. The position is full-time and fixed-term to cover a maternity leave from November 2021 until 31 August 2022.

Purpose of the Position:

The 24th International AIDS Conference (AIDS 2022) will be organized as a hybrid event and will take place in-person in Montreal, Canada, and virtually from 29 July to 2 August 2022 with Pre-Conference meetings scheduled on 27-28 July 2022.



The Conference Project Manager is responsible for coordinating the abstract project through all phases of development from system set-up to abstract handling and project evaluation. It requires a strong ability to organize, analyze and evaluate both qualitative and quantitative data (managing more than 8,000+ submissions) as well as demonstrate advanced Excel skills.

Main Responsibilities:

- Lead and oversee the regular and late breaker abstracts submission, reviewing, selection and presentation processes and systems
- Manage Request for Proposal (RfP) process, associated comparisons, and final contracting for suppliers associated with the speaker center project
- Set-up the abstract system with the associated third party supplier
- Coordinate and oversee the abstract selection meeting; including fraud hunt process
- Oversee the planning of the poster exhibition, including overseeing staff onsite
- Manage speaker centre development and onsite delivery, including overseeing consultants and managing suppliers
- Manage web service between the programme database, the online programme and the speaker centre onsite
- Produce reports for the committees on submission and acceptance numbers by track, region, topic, etc.
- Develop project plans and associated budgets for assigned projects; examine budget estimates for completeness, accuracy, and conformance with procedures and regulations
- Liaise with committees, external suppliers and departments within the Secretariat to ensure adherence to project objectives and timelines
- Participate in the conference evaluation and deliver high quality data analysis and reports to senior management and committees
- Perform any additional tasks requested by the Senior Manager, Conference Programme.

Academic Qualifications:

- Advanced university degree in social sciences, international development, business management, public health, public administration, or other relevant discipline or comparable years of experience in the field.

Work Experience:

- At least 3 to 5 years' experience in a similar position
- Demonstrable experience of analyzing and managing large data
- Database and systems development management experience
- Advanced project management experience
- Experience working in an international context and the field of HIV and AIDS.



Skills/Competencies:

- Advanced skills in large data manipulation, analysis and presentations in MS Excel
- Ability to handle large volumes of applications and manage multiple databases
- Excellent computer skills in the Windows environment (MS Office, Outlook)
- Highly organized and systematic, with attention to detail
- Excellent time management skills
- Have an ability to work independently and an aptitude for multi-tasking
- Ability to work efficiently under pressure with a heavy workload and tight deadlines, and occasionally work overtime
- Strong writer and oral communicator
- Sense of diplomacy and cross-cultural interpersonal skills
- Travel requirement: international travel required.

Languages:

- Strong and demonstrated English language communication skills both written and oral are essential for this position.

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 on a rolling basis. 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 to work full-time 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 HIV are strongly encouraged to apply.