



# Conference Project Manager – (programme 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](http://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 start as soon as possible until 31 August 2022, with a possibility of extension.

## Purpose of the Position:

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



This position offers a unique opportunity for a person with a background in public health and interest in HIV and AIDS to engage with key actors in the field. As a member of the team responsible for the development and delivery of the main conference programme, consisting of 100+ plenary and symposia sessions along with workshops and a public-facing component, the incumbent will deliver a range of conference sessions, working with conference committees and colleagues to define content and formats, secure speakers, and facilitate session delivery in the in-person and virtual environments of the conference. The incumbent will also develop, in collaboration with the conference logistics team and other IAS departments, unique opportunities to connect in-person and virtual attendees, and refine tools that facilitate access to content in both environments, such as the online conference programme and session roadmaps.

## Main Responsibilities:

- Manage a workplan and timeline for the delivery of assigned conference sessions
- Work closely with committee point people to define session content and formats and identify and secure speakers
- Manage project planning and implementation of conference sessions including the preparation of work plans and key milestones
- Liaise with committee point people to ensure committee-design symposia are on track and balanced in terms of gender, region and key population
- Coordinate a submission and review process for session proposals
- Develop and support effective relationships with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of sessions and workshop activities
- Serve as the focal point for the conference team on matters related to content of the virtual aspects of the conference (collaborate directly with Congress & Exhibition and ICT teams)
- Advise on budgets, prepare progress reports and minutes from meetings and printed material content
- Create a project plan for publishing the online conference programme, liaise with ICT programme team members regarding deliverables and deadlines, and proof and edit the programme for review by the Senior Manager, Conference Programme
- Build session roadmaps to be featured on the conference programme
- Prepare an evaluation and final report on all assigned projects
- Perform any additional tasks requested by the Senior Manager, Conference Programme.

## Academic Qualifications:

- Bachelor's degree or higher in social sciences, international relations, business administration, or other relevant discipline
- Advanced computer proficiency, including advanced skills with virtual meeting management software.



## Work Experience:

- 3+ years' experience in a non-profit, preferably community-based organization
- Experience in HIV research or education, programme planning, development and delivery
- Experience in organizing, coordinating and planning, preferably at an international level
- Experience working collaboratively with multi-sector stakeholders and diverse communities
- Experience with organizing virtual conferences and production of sessions desirable
- Experience with virtual and/or hybrid conferences or other meetings is a plus.

## Skills/Competencies:

- Excellent workplan and timeline management skills
- Effective communication and interpersonal skills
- Ability to work independently with a flexible work schedule including overtime, increasing close and during the conference.
- Financial acumen
- Natural team player
- Travel requirements: international travel required.

## Languages:

- Excellent English language 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](mailto: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.