



## JIAS Intern

### About the IAS:

**The International AIDS Society (IAS) 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 IAS promotes and invests in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that 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 vulnerable to HIV acquisition – such as men who have sex with men, people who inject drugs, sex workers and transgender people – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

### Details of Internship:

The internship is based at the IAS Secretariat in Geneva, Switzerland. The internship is full-time and will last six months from 7 September 2020 to 28 February 2021.

### Purpose of the Internship:

With an impact factor of 5.553, JIAS is an online, open-access, peer-reviewed scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS publishes articles from various disciplines, including:

- Basic and biomedical sciences
- Behavioural sciences and epidemiology
- Clinical sciences
- Health economics and health policy
- Operations research and implementation sciences
- Social sciences and humanities

The JIAS intern will assist in the overall mission of the journal to provide a platform for HIV researchers, including less-experienced authors and those from low- and middle-income countries, to disseminate their research findings. In particular, the intern will get the opportunity to support the coordination of special issues focusing on *Global Mental Health and HIV Prevention and Care* and *Addressing the Increasing Role of Marginalized and Vulnerable Populations at High-Risk for HIV in Reaching and Sustaining Epidemic Control in Sub-Saharan Africa*. The intern will also learn about academic publication, peer-review processes, and how to address ethical issues in scientific writing.

More information on JIAS can be found at [www.jiasociety.org](http://www.jiasociety.org).

### **Main Responsibilities:**

- Supporting the editorial workflow, for example by helping to coordinate and expedite the online peer review process
- Providing administrative, logistic and clerical support as needed, for example by maintaining the journals electronic file system and database
- Supporting the coordination of special issues by maintaining timelines and helping facilitate agreements with external partners
- Promoting the journal using social media and other communication channels.

### **Academic Qualifications:**

- Currently studying or recently graduated in a scientific discipline is required.

### **Experience:**

- One year of general office/work experience would be advantageous
- Experiences in scientific or academic writing are desired
- Experience in desk literature research is desired
- Professional experience in editorial work and publishing would be advantageous
- Understanding of current issues in HIV science and policy would be advantageous.

### **Skills/Competencies:**

- Meticulous attention to detail
- Excellent writing and editing skills
- Excellent time management and organizational skills, with the ability to track multiple projects or activities and work effectively to external and internal deadlines
- Strong interpersonal and communication skills and ability to work effectively in a collaborative team environment
- Excellent computer skills in the Windows environment (particularly Microsoft Excel, Word, Outlook, and PowerPoint)
- Proficiency in searching and extracting information from scientific literature databases (e.g. PubMed) a plus.

### **Languages:**

- Excellent command of written and oral English.

### **Benefits from this internship:**

The intern can expect to gain skills and experience in the following areas:

- Getting an insight into scientific publishing
- Gaining skills in literature-based research and scientific writing
- Acquiring experience in project management and evaluation.

**Stipend:** 2'000.- CHF/month gross (full time).

### **How to Apply:**

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

**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) by Monday, 17 August 2020.** 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 HIV are strongly encouraged to apply.**