



Associate Project Manager, IAS Educational Fund

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 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.

Details of Employment:

The Associate Project Manager, IAS Educational Fund will be based in Geneva, Switzerland and report to the Senior Project Manager, IAS Educational Fund. The position is full-time and one-year maximal duration contract with possibility of extension. The successful candidate should start as soon as possible.

Purpose of the Position:

The rapid pace of scientific discovery in care for people living with HIV and AIDS requires clinicians, HIV service providers and other key stakeholders to remain continually up to date on research



developments and best practices. In 2016, IAS – the International AIDS Society – launched the IAS Educational Fund which provides inclusive educational opportunities for key stakeholders, including HIV health and social service providers, researchers, policy makers and key community actors, to facilitate bridging the gap between evidence-based science, policy and action.

This is accomplished by organizing regional meetings, providing capacity building opportunities to targeted stakeholder groups (scholarships, fellowships, mentorships), organizing webinars and making the content of IAS conferences accessible to wider audiences.

The incumbent will be responsible for providing support in particular to the project management and implementation of regional meetings, webinars and other digital activities and online resources. This requires experience in workshop and event planning and implementation (virtual and in person), in organizing webinars and other virtual and digital activities, as well as having strong language skills.

More information about the IAS Educational Fund can be found at www.iasociety.org/educationalfund.

Main Responsibilities:

Support the organization of IAS Educational Fund meetings in selected regions

- Work with local host organizations to organize workshops, symposia and experts/implementers meetings in different countries (virtual or in person)
- Support the implementation of meetings including (but not limited to):
 - Programme development
 - Pre-reading material selection
 - Speakers and co-chairs liaison
 - Coordination participants invitation and registration
 - Venue, audio-visual and catering
 - Virtual platform set-up
 - Speakers and key participants travel support
 - Reporting
 - Post-meeting material distribution
 - Event budget management
- Support the coordination of post-meeting follow-ups and sustainability activities with local partners

Facilitate remote access to conference, regional meeting and thematic resources

- Support the implementation of post-conference and thematic webinars for IAS Members and their networks
- Support the selection and professional recording of IAS conference sessions for online access after the conference



- Work with suppliers to coordinate the translation of selected conference sessions and material into different languages

Support the monitoring and evaluation activities of the IAS Educational Fund:

- Collect and analyse evaluation survey data and prepare reports
- Monitor and prepare reports on online resources usage
- Support other monitoring and evaluation activities as needed

Perform any additional tasks requested by the Senior Project Manager, IAS Educational Fund and the Director, Governance, Membership and Learning.

Academic Qualifications:

- A degree in public health, health promotion, international relations, social sciences, international education or other relevant discipline is favourable.

Work Experience:

- At least 2 years of work experience, working in a similar role, in HIV and AIDS, public health, education, international relations and/or the not-for-profit sector
- Experience implementing workshops, seminars or conference with international partners (virtual and in person)
- Project management experience, including monitoring and evaluation experience
- Virtual meetings/conference platforms experience an advantage
- Experience working with international partners and varied groups of stakeholders and managing relationships towards deliverables.

Skills/Competencies:

- Knowledge of current issues in HIV science and policy
- Advanced skills with video conferencing tools (for example, Zoom, Teams) an asset
- Knowledge and understanding of tools and technologies applied to virtual meetings
- Excellent time management and organizational skills
- Highly organized and systematic, with meticulous attention to detail
- Ability to work independently and an aptitude for multitasking
- Ability to work under pressure in a fast-paced international and multicultural context
- Sense of diplomacy and cross-cultural interpersonal skills
- Excellent communication skills and customer service attitude
- Advanced computer skills in the Windows environment (MS Office, Outlook)
- Facilitation skills and experience in designing participatory events an advantage
- Eager to learn, hands on attitude and solution oriented
- Ability to travel for work.



Languages:

- Fluency in English (oral and written) is required as well as at least one of the following languages: Portuguese, Russian or Spanish
- Advanced level proficiency in French or Arabic beneficial but not a requirement.

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. Candidates shall mention on their CV their work authorization in Switzerland.

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.