



## Associate Project Manager, HIV Programmes and Advocacy

### 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 Employment:

The Associate Project Manager, HIV Programmes and Advocacy will be based in Geneva, Switzerland and report to the Director, HIV Programmes and Advocacy. The position is full-time and fixed term to start as soon as possible until 31 January 2021.

### Purpose of the Position:

The incumbent supports the project start-up, management and administration of the 'Getting to the heart of stigma' project funded by the Bill and Melinda Gates Foundation and other IAS HIV programmes and advocacy campaigns in relation to stigma, discrimination and human rights.

### Main Responsibilities:

Key tasks include:

- Organize in person and virtual meetings, including logistical arrangements, coordination with participants and supporting document preparation and follow up
- Support the coordination of the authors involved in writing academic papers in relation to programme priorities
- Support the context review for country engagement and mapping of potential national partners and stakeholders in four African countries
- Draft and administer contracts and track timely delivery of consultancy services
- Monitor project workplans and timelines and liaise with colleagues, consultants and project partners to ensure timely delivery and reporting
- Process invoices, monitor project spending and raise any potential issues with line manager
- Support the development of a results framework and contribute to progress monitoring of the project
- Contribute to progress monitoring of contribution of the project to key performance indicators.

Perform any additional tasks as requested.

#### **Academic Qualifications:**

- A degree in public health, development, law, human rights, international relations or a related field.

#### **Work Experience:**

- At least 2 years of experience in a similar position; preferably working in HIV or within another disease area of global health relevance
- Project management experience
- Experience organizing logistics for in-person and/or virtual conferences, workshops, and committee meetings
- Experience working in an international context
- Experience working with stakeholders in an African context.

#### **Skills/Competencies:**

- Basic understanding of global health and human rights challenges, including stigma, including those specific to the HIV epidemic
- Ability to deal with numerous tasks simultaneously and prioritize
- Ability to work independently and take initiative
- Good time management, organizational skills and communication skills
- Meticulous attention to detail
- Customer-service attitude
- Ability to work under pressure
- Strong computer skills in the Windows environment.

#### **Languages:**

- Excellent written and oral English language skills (other languages a plus).

#### **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) 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 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.**