**Associate Project Manager**

**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 will be based in Geneva, Switzerland and report to the Senior Manager, Conference Programme. The position is open-ended and full-time to start as soon as possible.

**Purpose of the Position:**

The Associate Project Manager will provide support to the IAS conference programme team with programmatic projects related to in-person, hybrid and virtual conferences. This position may be involved in other conferences or IAS projects as needed.

**Main Responsibilities:**

- Manage project planning and implementation of specific projects such as CME and rapporteurs, prizes and awards, including the preparation of work plans and key milestones. These can vary from one conference to another
- Support the abstract project, together with the Abstracts Project Manager
- Support the session building process with the Senior Project Manager
- Where necessary, manage external suppliers contracted for specific projects, which includes drafting and finalizing contracts, liaising with the supplier to ensure the project is on track and deliverables are met
- Develop and support effective relationships with stakeholders and partner organizations, including groups from diverse and affected communities and serve as the key contact for all assigned projects, responding to inquiries and following-up with internal and external stakeholders
- Advise on budgets, prepare progress reports and minutes from internal and external meetings and printed material content
- Prepare an evaluation and final report on all assigned projects
• Provide support to other related conference projects as requested by the Senior Manager, Conference Programme and the Director, Conferences.

Academic Qualifications:

• A degree in social science, international relations or other relevant discipline or comparable years of experience in the field.

Work Experience:

• 2 years’ experience in a similar position
• Experience in working with conferences, seminars, workshops, meetings, committees or events
• Experience working in an international context
• Experience working in the field of HIV and AIDS.

Skills/Competencies:

• Project management skills
• Possess strong written communication and cross-cultural skills
• Have an ability to work independently and an aptitude for multi-tasking
• Highly organized and systematic, with attention to detail
• Excellent time management and organizational skills
• Sense of diplomacy, cross-cultural interpersonal skills and customer service attitude
• Ability to work efficiently under pressure in an international context, and occasionally work overtime
• Excellent computer skills in the Windows environment (MS office, Outlook)
• Ability to handle large volumes of applications
• Database management a plus.

Languages:

• Fluent in English (oral and written). Working knowledge of other UN languages is beneficial.

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.