Project Manager, Scholarships

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 Project Manager, Scholarships will be based in Geneva, Switzerland and report to the Director, Governance, Membership and Learning. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The Project Manager, Scholarships will manage and coordinate scholarship projects and other participation award programmes for the IAS, to facilitate engagement and enable learning opportunities.
Main Responsibilities:

Planning for scholarships linked to conferences and the IAS Educational Fund:
- Reassess existing processes, adapt them to virtual and hybrid concepts and facilitate the alignment of scholarship programmes across the IAS through a review of application and selection criteria and processes, outreach strategies, adjustments to database design and maintenance, etc.
- Develop project plans and budget forecasts
- Work with IAS focal points to develop selection/allocation plans.

Implementation:
- Set up, modify and maintain all online scholarship systems in collaboration with the ICT team
- Coordinate the scholarship review committees or the relevant IAS team and support them in decision making
- Lead the criteria selection process and approval by the Organizing Committee
- Coordinate the screening of applications and selection of recipients
- Provide the Communications and Public Affairs department with up-to-date information on all programmes for external communication (i.e. websites, social media, newsletters)
- Manage communication with applicants and recipients
- Liaise with external partners to coordinate funding and support
- Coordinate recipients’ registration, accommodation, travel, online access, reimbursements and/or per diem, and assist with immigration needs as required
- Develop new initiatives allowing networking opportunities between scholarship recipients
- Contract global and local services required to deliver scholarship programmes
- Manage onsite support, engagement and learning activities
- Work with IAS Membership and Learning staff to transition scholarship recipients into active IAS Members
- Provide information for grant proposals and post-conference reports.

Evaluation:
- Document the project process, participate in programme evaluation, produce a final report and implement any relevant improvements to the project
- Monitor the contribution of the scholarship programmes towards achieving IAS strategic deliverables and Key Performance Indicators.

Organizational support:
- Perform any additional tasks requested by the Senior Management.
Academic Qualifications:

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

Work Experience:

- At least 3 to 5 years’ experience in a similar position
- Experience working in the field of international events or adult/distance education
- Experience in managing large and complex budgets
- Experience working with databases and ICT systems focused on application-review-response services is an advantage
- Experience working on donor-driven grant programmes in an international development or global health context would be beneficial.

Skills/Competencies:

- Advanced project management skills
- Database management skills
- Excellency in Excel and big data handling
- Strong oral and written communication skills
- Collaborative team player with “customer service” attitude
- Have an ability to work independently and an aptitude for multitasking
- Highly organized and systematic, with attention to detail
- Excellent time management skills
- Sense of diplomacy and cross-cultural interpersonal skills
- Passion for education, and enabling learning opportunities for others
- Ability to work efficiently under pressure in an international context, and occasionally work overtime
- Excellent computer skills in the Windows environment (MS office, Outlook).

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 by Monday, 21 June 2021. 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 the 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.**