



JIAS Graduate Assistant

About the IAS:

IAS - the International AIDS Society - convenes, educates and advocates for a world in which HIV no longer presents a threat to public health and individual well-being. After the emergence of HIV and AIDS, concerned scientists created the IAS to bring together experts from across the world and disciplines to promote a concerted HIV response. Today, the IAS and its members unite scientists, policy makers and activists to galvanize the scientific response, build global solidarity and enhance human dignity for all those living with and affected by 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.

More information on IAS can be found at www.iasociety.org.

Details of Employment:

The JIAS Graduate Assistant will be based in Geneva, Switzerland and report to the JIAS Managing Editor. The position is full-time and fixed-term for 6 months to start ideally mid of October.

This position is intended for **recent graduates and paid at the Geneva minimum wage.**

Purpose of the Position:

With an impact factor of 6.707, the *Journal of the International AIDS Society* (JIAS) is an online, open-access, peer-reviewed scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS welcomes submissions on HIV-related topics from across all scientific disciplines, including but not limited to:

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

JIAS prioritizes submissions from operational research and implementation science as publication of such material can provide valuable information on various algorithms for monitoring and providing support for comprehensive, yet affordable and sustainable treatment, prevention and care programmes in different contexts.



More information on JIAS can be found at www.jiasociety.org.

The JIAS Graduate Assistant will assist 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. The incumbent will support the coordination of the review pipeline as well as of the development of special issues. During the employment, the incumbent will learn about academic publication, peer-review processes, and how to address ethical issues in scientific writing.

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.

Perform any additional tasks requested by the JIAS Managing Editor.

Academic Qualifications:

- Recently graduated in a scientific discipline is required.

Work Experience:

- One year of general office/work experience
- 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
- Although not essential for this position, the IAS acknowledges the value of the experience of living with HIV and will consider this when evaluating applications.

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.

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.

The IAS is committed to ensuring a diverse, equitable and inclusive work environment and to the greater involvement of people living with HIV (GIPA) in all aspects of our work. To help us achieve this, we welcome applications from all qualified candidates who share the IAS values ([learn more here](#)), regardless of their sex, gender identity, sexual orientation, HIV status, race, national origin, cultural or ethnic background, disability, religion, or age.