IAS

Associate Project Manager, Global Village AIDS 2024

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 Associate Project Manager, Global Village will be based in Geneva, Switzerland, and the IAS offers the possibility for Swiss-based employees to work up to 50% from their legal residence. The Associate Project Manager will report to the Senior Conference Project Manager - Global Village and Youth Programme Lead. The position is full-time and fixed-term for 10.5 months, to start on 1 October 2023 until 16 August 2024.

Purpose of the Position:

AIDS 2024, the 25th International AIDS Conference, will take place in Munich, Germany, and virtually from 22 to 26 July 2024. An estimated 15,000 participants from around the world will attend AIDS 2024, and the great majority will do so in person. AIDS 2024 will convene thousands of people living with, affected by and working on HIV to share knowledge, best practices and lessons learnt from the HIV response over the past 40 years, as well as from the responses to COVID-19, mpox and other public health threats. AIDS 2024 in Munich, Germany, and virtually will provide a powerful platform to strategically align around a unified and equitable response to the pandemic. It will signal to the world that the HIV response is united behind an evidence-based approach that puts people first.
The Global Village, open to registered conference participants and the general publics a diverse and vibrant space where communities from all over the world gather to meet, share and learn from each other. It intersects the main conference programme, blending scientific sessions with cultural activities, live performances, networking zones, NGO booths, marketplace booths and art exhibits.

The incumbent will coordinate processes related to the programme building of the Global Village and support the Global Village and Youth Programme Lead.

**Main Responsibilities:**

- Support the delivery of a Global Village that will enable communities to demonstrate the application of science and good leadership, while illustrating how science translates into community action by:
  - Supporting the development and implementation of work plans and key milestones
  - Supporting discussions of the Global Village working group via email, face to face meetings and teleconferences to establish priorities and make programmatic decisions
  - Supporting the submission, review and selection processes for Global Village activities, including the development of review criteria
  - Supporting the chosen activity organizers by equipping them with the necessary materials and guiding them through the processes to ensure their successful participation in the Global Village
  - Supporting the development of the in-person and virtual components of the Global Village programme by collaborating with relevant IAS staff members
  - Supporting the AIDS 2024 Munich Youth Force, where necessary, in the development of activities for the Youth Pavilion in the Global Village
  - Support the Global Village and Youth Programme Lead in maintaining effective relationships with stakeholders and partner organizations, including groups from diverse and affected communities, for the development and delivery of the Global Village
  - Drafting final post-conference reports on results and learnings

- Perform any additional tasks requested by the Senior Conference Project Manager - Global Village and Youth Programme Lead.

**Academic Qualifications:**

- Bachelor’s degree or higher in social sciences, international relations, or other relevant discipline.

**Experience:**

- At least 2 years’ experience in a similar position
Demonstrated experience in contributing to the planning, organization and coordination of a significant community event, preferably at an international level

Experience working with and supporting volunteers and committees

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:

- Advanced computer proficiency
- Attention to detail and excellent organizational skills
- Excellent project management skills and strong sense of priorities
- Effective communication and interpersonal skills
- Ability to work independently with a flexible work schedule including overtime, increasing close to and during the conference
- Ability to cope with stress and meet tight deadlines
- Natural team player
- International travel required.

Languages:

- Strong English language communication skills both written and oral are essential for this position
- Knowledge of other languages is a plus.

Work Environment:

The IAS Secretariat in Geneva is a dynamic and diverse workplace that brings together public health, HIV science, conferencing, programme management and other specialists who all share the IAS’s vision of a world in which HIV no longer presents a threat to public health and individual well-being. We thrive on an exceptional team spirit, put trust in our colleagues’ professionalism, and value new ideas. The IAS promotes a flexible and collaborative workplace which encourages employees to grow their skills and competencies.

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.
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.