



# Associate Project Manager, Scholarships

## 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](http://www.iasociety.org).

## Details of Employment:

The Associate Project Manager, Scholarships 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, Scholarships will report to the Project Manager, Scholarships. The position is full-time and for a maximal duration, to start mid-January 2023 until September 2024.

## Purpose of the Position:

The Scholarship Programme provides financial assistance to qualified and eligible applicants from around the world to attend the three HIV conferences organized by the IAS. This programme aims to make these events financially accessible to people from resource-limited settings, researchers, young people, key and vulnerable populations and community representatives. Each year hundreds of people attend IAS organized conferences through different scholarship programmes for which thousands of people apply from around the world. People can attend the conferences either in person or virtually. Scholarship recipients are key players in the HIV response and can go on to become change-makers with the organization and beyond.

The Associate Project Manager, Scholarships will support the successful preparation and implementation of the Scholarship Programmes.



## Main Responsibilities:

### Communications:

- Respond to queries from scholarship applicants and recipients in the programme mailboxes on a daily basis
- Assist with the Scholarship Programme's group communications (email notifications, inbox management, webpage updates, Facebook group and the pre-departure guide for scholarship recipients)
- Assist in maintaining the scholarship website with up-to-date information on the programme

### ICT and database management:

- In conjunction with the ICT team, support the set-up of the online scholarship profile and liaise with other teams (registrations, abstracts) to improve the experience of applicants and recipients
- Provide feedback to ICT to improve the experience of scholarship recipients in case of technical problems
- Support the Project Manager to manage applications in the CRM database, screening and selecting scholarship recipients

### Logistics:

- Support the coordination of logistics for scholarship recipients for flight bookings, accommodation, accessibility support, per diem or catering
- Liaise with partners and external providers
- Provide administrative support for example in processing invoices and reimbursements

### Reporting and Monitoring and Evaluation (M&E):

- Prepare reports, excel documents and presentations about the programme for other departments, external committees or donors upon request
- Document the project process, participate in programme evaluation (KPIs), and support the post-conference survey and report

### Support during the conferences and educational opportunities:

- Meet and greet scholarship recipients during the conferences, organize and take part in the per diem distribution, help with any queries, and assist them to make the most of their experience through networking, training and other educational opportunities
- Assist in department-wide strategic planning on improving educational offerings for scholarship recipients, IAS Members and other change makers during and after the conferences

Additional tasks may be requested by the Project Manager, Scholarships.



## Academic Qualifications:

- A university degree in social science, public health, 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 is a plus
- 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:

- Project management skills
- Strong written communication and cross-cultural skills
- Ability to work independently and an aptitude for multi-tasking
- Highly organized and systematic, with attention to detail
- Excellent time management and organizational skills
- Customer service attitude and sense of diplomacy
- Ability to work efficiently under pressure in an international context, and occasionally work overtime
- Excellent computer skills in the Windows environment in particular Excel and Outlook
- Ability to manage, screen and review large volumes of applications
- CRM or database management a plus
- Ability to travel internationally to attend the conferences

## Languages:

- Excellent English language communication skills, both written and oral (full professional proficiency); knowledge of other languages is an asset

## 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](mailto: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.