



Associate Project Manager, Youth Hub

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, Youth Hub 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, Youth Hub will report to the Manager, Capacity Development and Engagement. The position is full-time and for a maximal duration of one year to start as soon as possible, with a possibility of extension pending funding.

Purpose of the Position:

The [Youth Hub](#) brings young people from all over the world together in one digital platform so they can:

- Showcase their leadership
- Link to organizations and resources tailored to their needs
- Engage in capacity building, mentorship and networking
- Access fundraising opportunities

The Youth Hub is led by young people, from conception to implementation. It is responsive, inclusive, accessible, sustainable and innovative. Most important, it is for young people, by young people.

The incumbent will coordinate the day-to-day activities of the “Youth Hub” programme and providing technical support and assistance to the programme.



Main Responsibilities:

- Managing application processes and timelines, including setting up of application systems, managing calls for applications, coordinating review processes and notifying applicants
- Administering seed-grants, including on-boarding, contracting, mentoring and reporting for seed-grant recipients (Young Leaders) in liaison with host institutions
- Implementing curated programmes and curricula comprising engagement, capacity building and networking opportunities
- Organizing training webinars and individual and group mentoring sessions on topics such as project planning, project communications and donor reporting both in-person and virtually
- Coordinating development, testing and troubleshooting of the Youth Hub platform and of ongoing platform maintenance in collaboration with partners and suppliers
- Developing communications and engagement plans, programme materials (content, design), programme announcements, web updates, mailings and social media content
- Engaging with key stakeholders and strategic partners to drive programme development and implementation
- Managing contracts for project consultants and sub-awardees to ensure progress against deliverables
- Contributing to the development of funder reports and developing new grant proposals
- Programme specific monitoring, evaluating and learning through the design of surveys, conducting of interviews and collecting of impact stories
- Budget tracking, including online budget updates, reviewing invoices to align with budget plans and investment agreements.

Perform any additional tasks requested by the Manager, Capacity Development and Engagement or the Director, Governance, Membership and Learning.

Academic Qualifications:

- A degree in global health, social sciences, international relations, educational sciences, business management or a related field.

Work Experience:

- At least 2 years' experience in a similar position working in HIV, human rights or public health
- Experience working with young people in all their diversity an asset
- Experience managing grants, project implementation, reporting and/or programmes, ideally including low and middle income settings 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:

- Is a team player with aptitude for lateral thinking, developing and implementing new ideas
- Displays good stakeholder relationship skills, sense of diplomacy, cross-cultural interpersonal and relationship skills
- Communicates well with and relates to people of different cultures, demonstrating an ability to see issues from other perspectives
- Has excellent computer skills (word processing, presentations, data management) and basic knowledge management skills
- Knowledge of HIV and human rights, and experience in relation to the ethical engagement of young people including up to date knowledge of best programmatic practices, will be advantageous.

Languages:

- Strong and demonstrated English language communication skills both written and oral are essential for this position. 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 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.