IAS

Conference Project Manager

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 Conference Project Manager 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 Conference Project Manager will report to the Senior Manager, Conference Programme. The position is a full-time maternity cover for 9 months, to start on 1 November 2023 until 31 July 2024.

Purpose of the Position:

As a member of the team responsible for the development and delivery of the conference programme for AIDS 2024, the 25th International AIDS Conference (consisting of over 100 plenary and symposia sessions along with workshops and a public-facing component), the incumbent will deliver the building of a range of conference sessions, working with conference committees and colleagues to define content and formats, secure speakers, and facilitate session delivery in the in-person and virtual environments of the conference. AIDS 2024 will take place in Munich, Germany, and virtually from 22 to 26 July 2024.

The incumbent will equally be responsible for the development and delivery of the conference programme for HIVR4P 2024, the 5th HIV Research for Prevention Conference (consisting of 24 plenary and symposia sessions), and for working closely with the conference committee to define content and formats. HIVR4P 2024 will take place in Lima, Peru, and virtually from 6 to 10 October 2024.
Main Responsibilities:

- Manage a project plan and timeline for the delivery of assigned conference sessions for AIDS 2024 and HIVR4P 2024
- Prepare and implement in-person and virtual Organizing Committee meetings and support the organizing committee in development of invited speaker sessions, in parallel for both conferences
- Coordinate a submission and review process for session proposals
- Liaise with committee point people to ensure committee-designed symposia are on track and balanced in terms of gender, region and key population
- Develop and support effective relationships with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of sessions
- Communicate all necessary information to invited speakers and moderators, including scheduling briefing sessions in preparation for the conferences
- Advise on budgets, prepare progress reports and minutes from meetings and printed material content
- Supervise the Graduate Assistant, Conference Programme
- Prepare an evaluation and final report on all assigned projects
- Perform any additional tasks requested by the Senior Manager, Conference Programme.

Academic Qualifications:

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

Experience:

- 3+ years’ work experience in a non-profit, preferably community-based organization
- Experience in organizing, coordinating and planning, preferably at an international level
- Experience in HIV research or education, programme planning, development and delivery
- Experience working collaboratively with multi-sector stakeholders and diverse communities
- Experience with organizing virtual conferences and production of sessions desirable
- 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, including advanced skills with virtual meeting management software
- Excellent planning and time management skills
Effective communication and interpersonal skills
- Ability to work independently with a flexible work schedule including overtime, increasing when closer to and during the conference
- Financial acumen and staff management experience desirable
- Natural team player
- Travel requirements: international travel required.

Languages:

- Excellent English language skills both written and oral are essential for this position.

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.