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 Graduate Assistant, Conference Programme 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 Graduate Assistant will report to the Senior Manager, Conference Programme. The position is full-time and fixed-term for 10 months, to start on 1 October 2023 until 31 July 2024.

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

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 position will support the Conference Programme department in the delivery of a range of invited-speaker conference sessions and the overall development of the conference programme.

**Main Responsibilities:**

- Support the Conference Programme team in conference session building activities, data entry, statistics and stakeholder communications
- Support the Conference Project Manager to organize committee meetings
- Assist the Conference Project Manager in supporting committee members to build invited speaker sessions at the in-person meeting in Munich, Germany, in November 2023
- Prepare and send invitations to moderators and speakers
- Schedule moderator and speaker briefing calls (zoom) in preparation for the conference
- Manage the programme email inbox
- Prepare an evaluation and final report on assigned projects
- Perform any additional tasks as requested.

**Academic Qualifications:**

- Recently graduated with a university degree in social sciences, international relations, or other relevant discipline.

**Experience:**

- Ideally, experience assisting in organizing conferences, seminars, workshops, meetings, or other events
- Experience working collaboratively with multi-sector stakeholders and diverse communities 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:**

- Strong computer skills (MS office) and quick understanding of new software / system functioning
- Ability to work independently and an aptitude for multi-tasking
- Organized with attention to detail
- Open-minded and a strong team player
- Effective communication and interpersonal skills
- Ability to work efficiently under pressure in an international context.
Languages:

- Strong English language communication 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.