



HIV Programmes and Advocacy Graduate Assistant

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 HIV Programmes and Advocacy Graduate Assistant 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 Associate Officer, HIV Programmes and Advocacy. The position is full-time and fixed-term start as soon as possible until 15 December 2023.

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

Purpose of the Position:

This is a graduate entry-level position to support the Global HIV Vaccine Enterprise (the Enterprise).

The HIV Programmes and Advocacy Graduate Assistant will support the Enterprise team in their day-to-day activities. These activities include virtual and in-person meetings, webinars, communications and administrative support.



Main Responsibilities:

Coordinate meetings and events, including:

- Contribute to the smooth running of virtual, hybrid and in-person events by setting up, inviting speakers, coordinating audio visual recordings and supporting documentation of meetings.
- Support participants in the lead-up to and during events through registration, technological support and general guidance.
- Organise logistics for meetings and events including venue, audio visual equipment, catering, transportation and meeting materials including travel arrangements.

Support communication, outreach and marketing of activities, including:

- Provide administrative and clerical support as needed, for example by monitoring the Enterprise inbox, drafting emails.
- Support the expansion of and upload new content to the Enterprise website.
- Prepare statistics / charts for internal and donor reports.

Perform any additional tasks requested by the Associate Officer, HIV Programmes and Advocacy and the Director, HIV Programmes and Advocacy.

Academic Qualifications:

- Recently graduated with a university degree in public health, public policy, international development or related field.

Experience:

- Ideally, previous internships and/or work experience in administration, project management and/or virtual event organization would be a distinct advantage
- Experience working in a culturally diverse environment would be an asset.
- 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 in the Windows environment (Excel, PPT) and quick understanding of new software / system functioning
- Ability to work independently and an aptitude for multi-tasking
- Well organized and systematic, with meticulous attention to detail
- Open-minded, good team player and a positive can-do attitude
- Strong social and communication skills
- Zoom and virtual meeting platforms experience an advantage
- An understanding of HIV and/or the global health landscape would be an advantage.



Languages:

- o Excellent written and oral English language communication skills.

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.