



JIAS Editorial 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 JIAS Editorial 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 JIAS Editorial Assistant will report to the JIAS Managing Editor. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

With an impact factor of 6.707, the *Journal of the International AIDS Society* (JIAS) is an online, open-access, peer-reviewed scientific journal serving the dissemination of essential and innovative HIV-related research. JIAS welcomes submissions on HIV-related topics from across all scientific disciplines, including but not limited to:

- Basic and biomedical sciences
- Behavioural sciences and epidemiology
- Clinical sciences
- Health economics and health policy
- Operations research and implementation sciences
- Social sciences and humanities

JIAS prioritizes submissions from operational research and implementation science as publication of such material can provide valuable information on various algorithms for monitoring and providing support for comprehensive, yet affordable and sustainable treatment, prevention and care programmes in different contexts.

More information on JIAS can be found at www.jiasociety.org.

The Editorial Assistant will be responsible for supporting the editorial process of JIAS, in particular coordinating publication of special issues and communication as well as assisting the editors in



various tasks including the peer review process. For anyone looking to join the scientific publishing field in the context of global public health, being part of the small team at this very fast-evolving journal is an opportunity not to be missed.

Main Responsibilities:

- Manage and expedite the peer review process under the guidance of the Managing Editor as well as with the support of the deputy editors, including inviting and following up with reviewers daily
- Liaise with the Journal publisher and follow up on action items
- Maintain daily the journal's electronic file system, online platform and manuscript database
- Manage editorial inbox, including answering general queries
- Promote the journal through social media and other IAS communication channels
- Arrange and coordinate agreements with suppliers including for printing special issues and production of promotional material, ensuring adherence to timelines
- Support the organisation of meetings as well as the organisation of IAS mentoring activities (including workshops)
- Write meeting and evaluation reports following journal activities
- Perform surveys and statistical analyses of journal article performance for the editorial newsletter and annual meeting

Perform any additional tasks requested by the IAS Managing Editor.

Academic Qualifications:

- A minimum of a Masters' degree in a scientific, public health or relevant discipline is required.

Work Experience:

- A least 2 years experience in a similar position, preferably working in HIV/AIDS or public health
- Experience in public health research including writing articles for publication in peer-reviewed journals and acting as a peer reviewer an asset

Skills/Competencies:

- Knowledge of scientific literature and publishing; global health knowledge, particularly in HIV desirable
- Scientific or academic writing advantageous
- Advanced skills in using research databases (e.g. PubMed, Web of Science)
- Excellent skills in scientific writing and editing
- Excellent skills in the Windows environment (particularly Microsoft Excel, Word, Outlook, Powerpoint, Endnote, Publisher)



- Good time management and organizational skills, ability to prioritize and multitask
- Meticulous attention to details
- Ability to work independently and solve problems
- Strong social and stakeholder management skills, independent and service-oriented
- 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.

Languages:

- Advanced level of spoken and written English (other UN languages a plus).

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.