



Knowledge Management Officer

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 Knowledge Management Officer 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 Knowledge Management Officer will report to the Membership and Learning Officer. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The Knowledge Management Officer will work with teams across the IAS to capture and structure content to be made available to IAS Members and other stakeholders on a number of digital platforms. This includes audio/visual material from conferences, other convenings and webinars; online learning courses and other re-purposed material, as well as live events and learning activities. The incumbent will continuously adapt and add features and activities that enhance engagement and benefits to IAS Members and other stakeholders.

Main Responsibilities:

- Map and analyse content creation across the IAS; define, together with the chosen supplier and the Digital Project Manager, a suitable digital platform structure; and continuously adapt the structure and features to enhance access and engagement



- On an ongoing basis monitor content creation across the IAS and select, post and administer the content to be shared via digital knowledge platforms
- Analyse historical content, define criteria for identifying items with lasting shelf-life and integrate these into the platforms
- Work across the organization to coordinate a schedule of live events and e-learning
- Create a structure for online communities of users, monitor usage and work with community moderators internal and external to the IAS to adapt or discontinue communities, as needed
- Develop and implement cross-functional processes to engage with content owners from other departments
- Use reporting features to monitor frequency of use and satisfaction levels and use this information to further enhance the platforms
- Work with the Communications and Public Affairs department to promote usage of the knowledge platform
- Collaborate with potential partners to identify suitable content for cross-posting.

Academic Qualifications:

- A degree in social science, public health, development, international relations, international education or other relevant discipline.

Work Experience:

- At least 3-5 years' experience in a similar knowledge management position; preferably working in HIV, public health, or education; non-for-profit sector experience is a plus
- Experience working in a culturally diverse environment
- Experience working in e-learning systems is 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:

- Excellent time management and organizational skills
- Ability to work independently and an aptitude for multi-tasking
- Highly organized and systematic, with meticulous attention to detail
- Ability to analyse and summarize large amounts of information
- Ability to work effectively under pressure and meet deadlines
- Strong customer service attitude
- Ability to influence and coordinate stakeholders to deliver projects on time, within scope and on budget
- Advanced computer skills in the Windows environment (MS Office, Outlook and Zoom)
- Technical savvy and understanding of information systems an advantage



Languages:

- o Fluent in English, 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.