



Partnerships 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 Partnership 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 Partnership Officer will report to the Director, Development and Partnerships. The position is full-time and fixed-term to cover a maternity leave from early April until mid-November 2023.

Purpose of the Position:

The incumbent will be responsible for managing the IAS’s relationship with external partners to best meet the strategic and programmatic needs of the organization. This will include partners’ identification and assessment, in collaboration with other IAS departments; coordinating strategic partners engagement; managing specific relationships; and organizing or coordinating relevant meetings and events jointly with partners.

Main Responsibilities:

Partnership management

- Implement the IAS partnership strategy, coordinating existing relationships and identifying and assessing potential new partners based on the IAS’s strategic priorities
- Arrange, document and follow up to meetings internally and with partners to define and periodically review partnership goals, activities and achievements
- Draft and negotiate partnership agreements



- Maintain records of ongoing and prospective partnerships and related agreements and information material
- Prepare regular updates and internal and external reports.

Partner events

- Maintain an updated calendar of relevant partner events at local and international levels and coordinate IAS participation as needed, including negotiation of agreements, accreditation/registration, coordination of statements or side events, etc.
- Coordinate the implementation of partner-driven activities associated with IAS-organized conferences, including but not limited to community outreach, conference sessions or side events, etc.

Internal events

- Define and coordinate community projects for IAS conferences including the upcoming IAS 2023 and AIDS 2024
- Coordinate partner participation as needed, including negotiation of agreements and reports.

Perform any additional tasks requested by the Director, Development and Partnerships.

Academic Qualifications:

- A university degree in international relations, social science, political sciences, or a related field.

Work Experience:

- At least 3 to 5 years' experience in a similar position preferably working in global public health and/or the not-for-profit sector
- Experience working with high-level partners and managing relationships towards deliverables
- Experience in organizing large conferences, seminars, workshops, or other meetings or events
- Experience in the HIV field 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:

- Advanced project management experience
- Ability to work independently and an aptitude for multi-tasking
- Sense of diplomacy and cross-cultural communication skills



- Excellent interpersonal skills
- Highly organized and systematic, with strong attention to detail and the ability to work under pressure
- Excellent computer skills in the Windows environment (MS office, Outlook, Excel, SharePoint)
- Ability to travel overseas in July 2023

Languages:

- Excellent English language communication skills, both written and oral (native-level proficiency); 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.