



Project Manager (Differentiated Service Delivery), HIV Programmes and Advocacy

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 Project Manager, HIV Programmes and Advocacy, will be based in Geneva, Switzerland. The IAS offers the possibility for Swiss-based employees to work up to 50% from their legal residence. The Project Manager will report to the Senior Project Manager, HIV Programmes and Advocacy. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The incumbent will be responsible for project management and administration of the [Differentiated Service Delivery \(DSD\)](#) programme. The incumbent will provide overall programmatic coordination, budgeting, financial and logistical services to the DSD programme as well as support for the HIV Programmes and Advocacy department.



Through its programmes, the department harnesses research, shapes the evidence base and amplifies the voices of communities living with and affected by HIV to influence policy across and beyond the HIV care continuum. Specifically, through the DSD programme, the IAS aims to scale up and improve access to and quality of prevention, testing, treatment, and support services for people living with and affected by HIV.

Main Responsibilities:

Coordination and project management

- Coordinate the implementation of the DSD workplan, keeping track of progress on key grant deliverables
- Coordinate the process of identification and execution of sub-awards associated with the programme
- Manage contracts, payments and other agreements with sub-award recipients, consultants and other partners, including tracking timelines, deliverables and expenditures
- Lead internal budget monitoring and tracking, including online budget updates
- Track and collect data on key performance indicators and achievements for internal and external reporting purposes
- Lead or support, as needed, the drafting of donor reports and grant proposals, as well as internal monthly programme updates
- Facilitate the design, translation and dissemination of key programme materials, including virtual/web-publications

Organization of meetings and events

- Coordinate virtual, hybrid and in-person events by inviting speakers, organizing audio visual recordings, and documenting outcomes
- Support participants in the lead-up to and during events through registration, technological support and general guidance

Support specific technical components of the project

- Contribute to the drafting of concept notes and other technical materials, where appropriate
- Synthesize and summarize scientific materials, such as conference abstracts, for different target audiences

Perform additional tasks and support additional programmes as requested by the Senior Project Manager, HIV Programmes and Advocacy, and the Senior Technical Advisor.

Academic Qualifications:

- A degree in public health, international development, social science, business administration, project management, and a related field or relevant work experience.



Work Experience:

- At least 3-5 years of experience in a similar position, preferably working in global health or development at an international level
- Experience coordinating and administering projects and working across functional areas
- Experience coordinating virtual, hybrid and/or in-person meetings, conferences and other events
- Experience working with external partners, donors, service providers and/or consultants an advantage
- Experience working in the HIV field and demonstrated interest in healthcare provision 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:

- Good understanding of global health challenges, including those specific to people living with and affected by HIV
- Highly organized and systematic, with strong attention to detail both in writing and budget administration
- Ability to work independently with minimal supervision and take initiative
- Sense of diplomacy as well as cross-cultural communication skills
- Ability to work efficiently under pressure in an international context
- Strong computer skills in the Windows environment and in utilizing virtual meeting platforms
- Ability to travel internationally (1-2 business trips per year)

Languages:

- Excellent written and oral English language communication skills. Working knowledge of additional languages, particularly French and/or Portuguese, 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.