



Project Manager, Heart of Stigma

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, Heart of Stigma 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 Project Manager, Heart of Stigma will report to the Senior Project Manager, Heart of Stigma. The position is open-ended and full-time to start as soon as possible.

Purpose of the Position:

The incumbent will specifically be responsible for coordinating the day-to-day activities of the “Heart of Stigma” programme and providing substantive technical direction and assistance to the programme.

Main Responsibilities:

Managing the day-to-day activities of the project: Effective and efficient project management of the “Getting to the Heart of Stigma” programme:

- Budget tracking, including online budget updates
- Managing contracts for all project consultants and sub-awardees to ensure progress against deliverables
- Reviewing invoices to align with budget plans and investment agreements



- Tracking data on key performance indicators and achievements for internal and external reporting purposes
- Managing the development of project deliverables such as online open-access training resources supporting the provision of stigma-free-services, technical briefs translating best practice into practical guidelines, and research agendas for the measurement, mitigation and reduction of HIV-related stigma.

Coordinating and organizing project meetings and events

- Coordinating virtual and in-person meetings such as the Stigma Advisory Board and Community of Practice to foster and strengthen a sustained coordinated response to stigma
- Organizing virtual and in-person events of the project such as workshops, satellite sessions and other dissemination events.

Drafting project documents and reports

- Contributing to the development of funder reports and developing new grant proposals
- Drafting content on the project for IAS internal reporting such as monthly reports and updates to the Governing Council.

Engaging with key stakeholders

- Scheduling and preparing routine check-ins with donors
- Coordinating stakeholders on the Advisory Board and within the Community of Practice.

Supporting specific technical components of the project

- Contributing to research outputs of the project where appropriate
- Coordinating responses to technical assistance requests from ministries and implementers in the HIV response.

Perform any additional tasks requested by the Senior Project Manager, Heart of Stigma, the Senior Technical Advisor or the Director, HIV Programmes and Advocacy.

Academic Qualifications:

- A degree in public health, law, human rights, international relations, development or other relevant discipline, ideally including a focus on stigma.

Work Experience:

- At least 3-5 years' experience in a similar position working in HIV, human rights and public health
- Experience managing grants, project implementation, reporting and/or research programmes, ideally in an eastern and southern African setting



- 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:

- Is a strong team player with aptitude for lateral thinking, developing and implementing new ideas
- Displays strong stakeholder management skills, sense of diplomacy, cross-cultural interpersonal and relationship management skills
- Communicates effectively with and relates to people of different cultures, demonstrating an ability to see issues from other perspectives.
- Has excellent computer skills (word processing, presentations, data management) and knowledge management skills
- Knowledge of HIV and human rights, and experience in relation to stigma and discrimination, including up to date knowledge of the latest relevant scientific research and programmatic practices, will be advantageous.

Languages:

- Strong and demonstrated English language communication skills both written and oral are essential for this position. 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.