



Senior 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 Senior 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 Senior Project Manager, Heart of Stigma will report to the Senior Technical Advisor. 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 driving the implementation and grant management of the 'Heart of Stigma' programme of the IAS. The incumbent will oversee the planning and execution of the programme including budgeting, staffing and management of sub-awardees.

Main Responsibilities:

Programmatic strategy and leadership: Provide strategic direction to the programme in alignment with the theory of change and broader IAS strategy, including:

- o Leading efforts to foster debate and dialogue on HIV-related stigma, and connect the latest thinking on stigma between HIV, other areas of public health, and other disciplines



- Routinely updating the stakeholder mapping of key actors and institutions involved in stigma reduction efforts related to HIV, public health and other disciplines
- Overseeing efforts to convene communities of practice in relation to stigma, and engage with stakeholders to foster and strengthen a sustained and coordinated response to stigma
- Providing thought leadership on HIV stigma, including through the drafting and development of academic papers in relation to stigma and related programme priorities
- Serving as a spokesperson for the IAS on the importance of removing stigma as a barrier in accessing quality and comprehensive health services
- Developing and reviewing communications materials, including annual reports, event reports, and promotional materials in relation to scaling up effective stigma reduction efforts.

Project coordination and implementation: Lead the operational management of IAS activities in relation to stigma by:

- Managing the grant implementation of the 'Getting to the Heart of Stigma' project, including developing the programmatic workplan towards achieving programme outcomes; overseeing the budget; and leading progress monitoring and evaluation
- Mentoring and managing staff and consultants, and facilitating internal capacity building on stigma
- Supervising the process of identification and execution of sub-awards associated with the programme
- Leading and directly contributing to the drafting of internal and external reports
- Collaborating across IAS departments for the effective implementation of the project, including with the IAS departments of Communications and Public Affairs; Governance, Membership and Learning; Development and Performance; and Conference.

Stakeholder engagement and partnership development: Managing critical relationships with funders, global normative agencies, key implementing partners and others by:

- Convening the IAS Stigma Advisory Board, including preparation of agendas and overseeing follow up actions
- Strengthening existing partnerships with experts in HIV-related stigma, and developing new collaborations with experts on stigma in other disciplines
- Developing concept notes and funding proposals to expand the portfolio of work in key related areas such as reducing self-stigma and stigma within healthcare settings, in collaboration with the Development and Performance team
- Supporting stakeholders to engage with results from the evidence review on stigma and advocate for the evidence generated from the programme to inform their strategic thinking accordingly
- Responding timeously to requests for technical support from governments in target countries, normative agencies, funders, and other collaborators.



Contribute to other programmatic areas in the HIV Programmes and Advocacy department including any additional tasks requested by the Senior Technical Advisor and Director, HIV Programmes and Advocacy.

Academic Qualifications:

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

Work Experience:

- Significant experience (at least 10 years) in HIV, human rights and public health
- Experience (at least 5 years) in managing a similar project
- Considerable experience in - and passion and commitment to addressing - stigma
- Considerable experience in managing grants, project implementation and/or research programmes, ideally in an African setting or with partners in Africa
- Experience with facilitation and influential interpersonal communication approaches
- Experience working with diverse stakeholders
- Considerable experience writing for diverse audiences, ideally including scientific writing and academic publications, strategy documents, donor reports and programmatic guidance documents
- 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:

- 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
- Manages for results translating strategic aims into achievable plans to achieve quality results, with established priorities, monitor them, making periodic adjustments as required
- Promotes a learning environment in the office empowering staff to address their development needs and promotes an open atmosphere of mutual feedback and support
- Is a strong team player with aptitude for lateral thinking, developing and implementing new ideas
- Has excellent computer skills (word processing, presentations, data management) and knowledge management skills.



Languages:

- o 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.