



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 will report to the Senior Technical Advisor, HIV Programmes and Advocacy. The position is full-time and short-term to start as soon as possible for 18 months maximal duration.

Purpose of the Position:

The Senior Project Manager will provide technical leadership for the IAS’s [Heart of Stigma](#) programme, which aims to support stakeholders in the HIV response to scale up efforts to eliminate HIV-related stigma and discrimination.

The incumbent will be responsible for overseeing and executing the Heart of Stigma programme. The incumbent will manage the planning and execution of the programme including budgeting, staffing and management of sub-awardees.

Through its programmes, the HIV Programmes and Advocacy 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.



Main Responsibilities:

Programmatic strategy and leadership: Provide strategic direction to the programme in alignment with the Heart of Stigma's logical framework and broader IAS strategy, including:

- Oversee efforts to convene communities of practice in relation to stigma, and engage with stakeholders to foster and strengthen a sustained and coordinate response to stigma
- Routinely update the stakeholder mapping of key actors and institutions involved in HIV-related stigma and discrimination reduction efforts related to HIV, public health and other disciplines
- Provide thought leadership on HIV-related stigma and discrimination, including through the drafting and development of academic papers in relation to stigma and related programme priorities
- Serve as a spokesperson for the IAS on the importance of removing HIV-related stigma and discrimination as barriers in accessing quality and comprehensive health services
- Develop and review communications materials, including annual reports, event reports, and promotional materials in relation to scaling up effective HIV-related stigma and discrimination reduction efforts.

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

- Manage the grant implementation of the 'Heart of Stigma' project, including developing the programmatic workplan towards achieving programme outcomes; oversee the budget; and lead progress monitoring and evaluation
- Mentor and manage staff and consultants, and facilitating internal capacity building on HIV-related stigma and discrimination
- Supervise the process of identification and execution of sub-awards associated with the programme
- Lead and directly contribute to the drafting of internal and external reports
- Collaborate 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 Partnerships; and Conferences.

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

- Coordinate relevant steering committees and advisory boards, including preparation of agendas and overseeing follow up actions
- Strengthen existing partnerships with experts in HIV-related stigma and discrimination, and develop new collaborations with experts in other disciplines
- Support 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
- Develop concept notes and funding proposals to expand the portfolio of work in key related areas, in collaboration with the Development and Partnerships team.



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

Academic Qualifications:

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

Experience:

- At least 7 years of experience in a similar position, preferably working in global health or development at an international level
- Experience working with a diversity of stakeholders in a convening and facilitating role
- Experience managing complex projects
- Considerable experience in - and passion and commitment to addressing - stigma and discrimination
- 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 able to self motivate and implement strategic initiatives in evolving environments
- 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
- Has excellent writing and communication skills - for scientific and lay audiences - and ability represent the programme in public forums
- Is able to work efficiently under pressure in an international context
- Is able to travel internationally (3-4 business trips per year).



Languages:

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