

**Conference Project Managers
(2 positions)**

About the IAS:

The mission of the International AIDS Society (IAS) is to lead collective action on every front of the global HIV response through its membership base, scientific authority, and convening power.

Founded in 1988, the IAS is the world's largest association of HIV professionals, with members from more than 180 countries working on all fronts of the global AIDS response. Together, we advocate and drive urgent action to reduce the global impact of HIV.

The IAS is the steward of the world's two most prestigious HIV conferences – the International AIDS Conference and the IAS Conference on HIV Science. These conferences have established a gold-standard meeting that convenes the world's top scientists, civil society members and policymakers to jointly discuss the fight against HIV.

The IAS promotes and invests in HIV advocacy and research on key issue areas through our strategic programmes, initiatives, and campaigns that advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at www.iasociety.org.

About AIDS 2020:

The International AIDS Conference is the largest gathering on HIV and AIDS in the world. First convened during the peak of the AIDS epidemic in 1985, it continues to provide a unique forum for the intersection of science, advocacy and human rights. Each conference is an opportunity to strengthen policies and programmes that ensure an evidence-based response to the epidemic. The conference also serves as a focal point to intensify political and financial commitments to AIDS. The 23rd International AIDS Conference (AIDS 2020) will take place in San Francisco and Oakland, US, on 6-10 July 2020. It is expected to convene nearly 20,000 delegates from more than 170 countries.

For more information, visit www.aids2020.org.

Details of Employment:

The Conference Project Managers (2 positions) will be based in San Francisco, California and will report to the Conference Programme Manager based at the International Secretariat in Geneva. The positions are full-time and fixed-term to start from 1 October 2019 to 31 July 2020.

Purpose of the Position:

The Conference Project Managers will oversee the development of high-quality sessions and/or workshops for the programme of the 23rd International AIDS Conference (AIDS 2020), which promote and enhance opportunities for knowledge transfer, skills development and collaborative learning. Workshops will be selected from proposals submitted through the AIDS 2020 website. The proposals will be reviewed by an independent reviewing committee with each proposal assessed by at least two reviewers. The final selection will be conducted by the AIDS 2020 professional development workshop working group, composed of members selected from the conference programme committees. Workshops can be 90 or 180 minutes in length and in languages other than English. The other sessions will be committee-designed symposia.

Main Responsibilities:

- Manage project planning and implementation of conference sessions and workshops (science, leadership and community), including the preparation of work plans and key milestones
- Liaise with committee point people to ensure committee-design symposia are on track and balanced in terms of gender, region and key population
- Facilitate discussions of the workshop/session working group via email, face-to-face meetings and teleconferences to establish learning priorities for AIDS 2020 and to make programme decisions
- Coordinate a submission and review process for workshop/session proposals, including the development of review criteria
- Work with the working group to ensure the workshops are cutting-edge, interactive professional development learning experiences for high impact, particularly among developing country and early career health workers and researchers
- Support working group members to select activities at meetings
- Coordinate and schedule assigned sessions and workshops within the programme schedule
- Develop and support effective relationships with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of sessions and workshop activities
- Serve as the key contact for all assigned sessions and workshops, responding to inquiries and following-up with applicants
- Work collaboratively with local and international planning committees and conference secretariat departments
- Advise on budgets, prepare progress reports and minutes from working group meetings and printed material content
- Create a project plan for publishing the online conference programme, liaise with IT and Programme team members regarding deliverables and deadlines, and proof and edit the programme for review by the Conference Programme Manager and the Conference Director
- Prepare an evaluation and final report on all assigned projects
- Perform other projects and tasks as needed.

Academic Qualifications:

- A degree in social science, international relations or other relevant discipline or comparable years of experience in the field.

Work Experience:

- At least 3 to 5 years' experience in a non-profit, preferably community-based organization
- Experience in HIV research or education, programme planning, development and delivery
- Experience in organizing, coordinating and planning workshops, preferably at an international level
- Experience working with and supporting volunteers and committees; group and process facilitation skills
- Experience working collaboratively with multi-sector stakeholders and diverse communities.

Skills/Competencies:

- Excellent organizational, problem solving, interpersonal, cross cultural and team skills
- Excellent communication skills, including speaking, writing and presenting in English
- Understanding of HIV and related international development issues
- Ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
- Excellent computer skills in various software applications (MS Office)
- Ability to work a flexible work schedule including some overtime, increasing near and during the conference.

Languages:

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

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 by Friday, 10 May 2019. The interviews will be conducted on 3-4 June 2019 in San Francisco. Please note that only shortlisted candidates will be contacted.

Only candidates from the US or candidates in possession of a valid US work visa will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values (learn more [here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with or affected by HIV are strongly encouraged to apply.**