

ILF Research Officer

Job Advertisement

The International AIDS Society (IAS) is the world's leading independent association of professionals working in HIV. It has more than 16,000 members from 196 countries and plays a key role as an independent voice in the global response to AIDS. It is a dynamic professionally run and well governed not-for-profit organization based in Geneva, Switzerland. It has a highly dedicated international staff of fifty.

The IAS is the custodian of the world's premier gathering on HIV and AIDS, the **International AIDS Conference**, which takes place every two years. In the intervening years the IAS organizes the **IAS Pathogenesis, Treatment and Prevention Conference**, a scientific meeting focused on current research and its application in the scale-up of HIV prevention and treatment.

The IAS advocates for the implementation of effective evidence-based policies and programmes that promote and protect human rights. It also runs a number of projects to strengthen research capacity to address HIV and AIDS.

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

Details of Employment:

The ILF Research Officer will be employed full-time based in Geneva, Switzerland and report to the Senior Manager, Research Promotion. The position is fixed-term for 11 months from February 2013 until 31 December 2013.

Purpose of the Position:

The ILF Research officer is responsible for the overall coordination of the IAS Industry Liaison Forum (IAS-ILF), within the Research Promotion team, part of the Research Promotion, Policy and Advocacy and Communications department, including responsibility for attainment of agreed goals, objectives, activities and targets in a timely fashion and will report to Senior Manager, Research Promotion.

Main Responsibilities:

Specific tasks include but not limited to:

- Build effective and sustainable relations within the IAS Secretariat, including with the Executive Director, and with IAS-ILF external partners.
- Support Senior Manager in developing and managing annual budgets and work plans for ILF.
- Develop and present briefing documents and presentations on ILF.
- Work with advisory groups, IAS direction and staff and other external and internal stakeholders to plan, coordinate, deliver and evaluate ILF events and meetings in a timely fashion.
- Organize travel logistics, accommodation, registration & visa for ILF consultants, managers, chairs, speakers, advisory group members if needed.

- Facilitate discussion among ILF advisory group by providing regular updates through ILF discussion forum, teleconferences, and ILF advisory group meetings.
- Manage communication and promotion of ILF activities and outputs, including management of ILF website, facebook and twitter accounts, in close collaboration with the IAS Communications team.
- Provide regular update to ILF advisory group members on ILF activities and progress e.g. through ILF advisory group newsletter.
- Coordinate materials design & printing (flyers, programmes, background documents) for ILF meetings and activities, in close collaboration with the IAS Communications team.
- Provide strategic and scientific input to Senior manager.
- Ensure timely publication and dissemination of ILF reports and publications to increase the ILF visibility and impact, in close collaboration with the IAS Communications team.
- Prepare and make presentations on IAS Research Promotion Activities in particular on ILF at relevant forums.
- Track the terms of ILF advisory group members in line with criteria set in ILF terms of Reference.
- Support the Senior Manager in promoting the work of the ILF at international and regional meetings, and in expert meetings and consultations as requested by the Senior manager for research promotion.
- Request ILF sponsorship from industry members, in close collaboration with the IAS Resource Development department.
- Continuously strive to identify new potential industry partners to involve in the ILF work e.g. new pharmaceutical companies, diagnostic companies, generic drugs companies.
- Prepare annual financial and activity update to ILF advisory group.
- Conduct desk research and write draft reports, background documents, position papers, editorials or commentaries as requested.
- Organize/participate in the development and delivery of additional initiatives as requested.

Academic qualifications:

- Graduate degree (Masters' degree or higher) in clinical, biomedical sciences or public health or similar. Candidates with a PhD degree in relevant field will be prioritized.

Work Experience:

- Experience working in HIV/AIDS or international development.
- Experience managing project budgets and workplans
- Stakeholder management skills
- Knowledge and proven experience in scientific or academic writing and publishing
- Demonstrated capacity to multi-task in fast-paced work environment, maintain schedules, and meet deadlines required.
- Experience from other Non-Governmental Organizations, UN agencies, or pharmaceutical industries are advantages.

Required Skills / Competencies:

- Strong stakeholder management, and being service-oriented
- Excellent verbal and written communication skills
- Excellent organizational, problem-solving and project management skills
- Excellent time management skills, and ability to respect agreed timelines and tight deadlines
- Ability to concentrate and to work efficiently under pressure in a timely manner, and occasionally work overtime
- Ability to manage multiple projects and maintain high quality under deadlines
- Meticulous attention to details
- Ability to express ideas clearly and logically
- Ability to work independently and as part of a team, including interpersonal skills and ability to work in a multicultural environment
- Ability to occasionally travel for work
- Understanding of research, in particular clinical and biomedical HIV research
- Good knowledge of HIV/AIDS prevention, treatment and care issues, preferably in an international context
- Excellent computer skills in the Windows environment (particularly Microsoft Excel, Word and Outlook, PowerPoint, Endonote)

Languages:

- Excellent written and oral English language communication skills, other languages would be an asset.

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by 25 January 2013.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

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 HIV are strongly encouraged to apply.**