

Editorial Assistant, Journal of the International AIDS Society

Job Advertisement

About the International AIDS Society

The International AIDS Society (IAS) is the world's leading independent association of professionals working in HIV. The society 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 fifty highly dedicated, international staff.

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

About the Journal of the International AIDS Society

The Journal of the International AIDS Society (JIAS) is an online, scientific journal serving the dissemination of essential and innovative HIV-related research. As a peer-reviewed, open access journal JIAS publishes articles from various disciplines and including thematic supplements, as well as encourages contributions from regions most affected by the epidemic.

JIAS is actively involved in capacity building of less experienced authors offering professional development opportunities such as workshops and online courses.

More information on JIAS can be found at www.jiasociety.org.

Details of Employment:

The Editorial Assistant will be employed full-time based in Geneva, Switzerland and report to the Managing Editor of JIAS. The position is fixed term for 11 months from 1 February 2013 until 31 December 2013.

Purpose of the Position:

The Editorial Assistant will be responsible for supporting the editorial process of JIAS, in particular coordinating publication of special issues. This position is an entry-level editing job, assisting the editors in various tasks including the peer review process. The title of the position can be adapted to reflect the experience of the employee.

Main Responsibilities:

- Support the editorial workflow, for example by helping to coordinate and expedite the online peer review process
- Provide administrative, logistics and clerical support as needed, for example by maintaining the journals electronic file system and database
- Support the coordination of special issues, including agreements with external partners and suppliers and maintaining timelines
- Support the organization of meetings and workshops
- Promote the journal through social media and other communication channels
- Evaluate JIAS workshops and related programmes through surveys

Academic Qualifications:

- A minimum of a Masters' degree in a scientific or relevant discipline is required. (Applicants with PhD degrees will also be considered).

Work Experience:

- A minimum of one year general office/work experience
- Experiences in scientific or academic writing, particularly first author scientific publications are desired
- Experience in desk literature research would be advantageous
- Professional experience in editorial work and publishing would be advantageous
- Experience in the HIV field would be advantageous

Skills/ Competencies:

- Proficiency to search and extract information from scientific literature databases such as PubMed
- Excellent command of written English
- Meticulous attention to detail
- Excellent computer skills in the Windows environment (particularly Microsoft Excel, Word, Outlook, Powerpoint, Endnote, Publisher)
- Strong social and stakeholder management skills and service oriented
- Excellent time management and organizational skills
- Ability to occasionally work overtime; availability for travel in June/July 2013

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 strives for the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with HIV are strongly encouraged to apply.**