

Communications Assistant
(6-months from April to September 2013)

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. IAS Policy and Advocacy work focuses on advancing a strong global response and promoting the right of all people to an evidence-based response to HIV, including access to evidence-based HIV prevention, treatment, care and support. In addition, IAS promotes research and capacity building in low- and middle income countries through its Research Promotion programmes, the Industry Liaison Forum (ILF) and Journal of the International AIDS Society (JIAS).

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

Details of Employment:

The Communications Assistant will be employed full-time based in Geneva. The position is fixed term for 6 months from April to September 2013. The Communications Assistant will be required to travel to Kuala Lumpur, Malaysia, as part of the IAS secretariat on occasion on the 7th IAS Conference on HIV Pathogenesis, Treatment and Prevention (IAS 2013) in June/July 2013. The position might be extended depending on budget and needs.

Purpose of the Position:

The incumbent will be responsible for assisting with the coordination of various Communications projects. The Communications Assistant will ultimately report to the Communications Senior Manager but on a day to day basis will take direction from the Communications and Media Officer and the Web Officer.

Main Duties/Responsibilities:

Including, but not restricted to:

- Draft and editing texts including fact sheets, biographies and content for the IAS websites, publications and other media related projects such as media packs.
- Support the coordination of publications and other communications material, including agreements with external partners and suppliers and maintaining timelines
- Manage the IAS presence on Social Media under the supervision of the Communications and Media Officer
- Support media relations and implementation of existent media database
- Manage independently other projects (media training, press conference bookings...)
- Support the organization of meetings and other events (media briefings, interviews...)

Academic Qualifications:

- A degree in communications or similar area is required.

Work Experience:

- A minimum of one/two years in a communications role

Skills/Competencies:

- English mother tongue (or totally bilingual – writing and oral)
- Expertise in English grammar and spelling
- Meticulous attention to detail
- Strong computer skills in the Windows environment (particularly Microsoft Excel, Word, PowerPoint and Outlook)
- Proven ability to use Social Media
- Ability to work well as a team member, as well as work independently
- Ability to multi-task and handle multiple projects simultaneously
- Ability to meet tight deadlines

The following skills and qualifications are advantageous:

- French or another UN language
- Experience working in an international context
- Experience working in the field of HIV/AIDS prevention, treatment and care

Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to recruitment@iasociety.org by March 11th, 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.
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