

GLOBAL VILLAGE COORDINATOR

Vienna, Austria has been chosen to host the XVIII International AIDS Conference (AIDS 2010), the largest international meeting on HIV, where every two years 25,000 participants representing all stakeholders in the global response to HIV meet to assess progress and identify future priorities.

The XVIII International AIDS Conference (AIDS 2010) will be held 18 – 23 July in Vienna. The event will bring together the world's foremost researchers, health-care workers, civil society, policy makers, activists, people living with HIV/AIDS and donors to share current knowledge on a full spectrum of issues about the global epidemic. With more than 2,500 international journalists expected to attend, the conference is the single most widely covered health event in the world.

AIDS 2010 is organized by the International AIDS Society (IAS), in partnership with government, scientific and civil society partners in Austria and international partners from civil society and the United Nations. Based in Geneva, Switzerland, the IAS is the world's leading independent association of HIV professionals. In order to effectively organize the conference, a Local Secretariat is being set up in Vienna, Austria, headed by the Senior Coordinator – Local Secretariat.

To complement its existing staff, the IAS is seeking **Global Village Coordinator**. The position will be full-time and the assignment will be from August 2009 until 30 September 2010.

The Global Village, open to registered conference participants and the general public, provides learning and interactive open spaces to share experiences of diverse communities affected by and responding to HIV/AIDS.

Based in Vienna and reporting to the Project Manager for Programme Activities the **Global Village Coordinator** will :

- Help plan, coordinate and implement Global Village activities for the conference
- Develop and support effective working relations with stakeholders and partner organizations, including groups from diverse and affected communities, in the development and delivery of Global Village activities
- Coordinate and support the work of the Global Village working group
- Coordinate and schedule Global Village activities such as forums, interactive spaces, the community market and networking areas
- Be the key contact for Global Village activities, respond to inquiries, follow-up with applicants
- Support and coordinate a review process for proposals, including the development of criteria, research, assessment and analysis
- Assist with Global Village outreach, marketing and promotion
- Work collaboratively with local and international planning committees, the IAS and co-organizers and other conference secretariat departments
- Develop activity work plans; prepare progress reports, minutes from working group meetings and printed material content

The following skills and qualifications are prerequisites:

- Two to three years' experience in a non-profit, preferably community-based organization
- Experience in programme planning, development and delivery
- Experience in organizing, coordinating and planning a significant community event and/or conference event, preferably at an international level
- Excellent organizational, problem solving, interpersonal, cross cultural and team skills
- Experience working collaboratively with multi-sector stakeholders and diverse communities
- Excellent communication skills, including speaking, writing and presenting in English
- Ability to speak Russian fluently
- Good understanding of HIV/AIDS and related international development issues
- Ability to handle multiple tasks and meet deadlines under pressure in an intense, complex, multi-stakeholder environment
- Computer skills in various software applications
- Experience working with and supporting volunteers and committees; group and process facilitation skills
- Experience with International AIDS Conferences would be a strong asset
- Able to work a flexible work schedule including some evenings and weekends, increasing near and during the conference

All applications must include a CV and cover letter (no more than one page) explaining how your experience, education and training have prepared you for the position.

Please send your application by email to recruitment@iasociety.org by Friday May 22, 2009. Only short listed candidates will be contacted for an interview.

Inquiries can be directed to Andrea Nannipieri +41 22 7100 825.

Only candidates from Austria, from an EU/EFTA country or having already a valid Austrian 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.