

Job description: International AIDS Conference Coordinator World AIDS Campaign

Job Title:	International AIDS Conference Coordinator
Reporting To:	Constituencies Programme Manager
Location:	Amsterdam, the Netherlands or Vienna, Austria
Contract Length:	7 months
Salary:	Negotiable
Start Date:	11 th January 2010

Organisation

The World AIDS Campaign is a global coalition of national, regional and international civil society groups united by the call for governments to honour their AIDS commitments under the slogan "Stop AIDS. Keep the Promise". The campaign is governed by a steering committee of global constituency-based networks and supported by professional staff in Cape Town, South Africa and Amsterdam, the Netherlands.

Vacancy Summary

The next International AIDS Conference, to be held from the 18th to the 23rd of July 2010 in Vienna, is a major gathering of civil society, professionals, policy makers, communities and people living with HIV to assess the status, lessons learnt and ways forward of the HIV response. As 2010 is the year by which governments committed to achieving universal access to prevention, treatment, care and support, it is particularly important to prepare well in advance.

The World AIDS Campaign is driven by the communities most affected by HIV and we campaign for the recognition of the human rights of all. During the last International AIDS Conference in Mexico 2008, World AIDS Campaign focused on bringing leaders from different communities together, among other things through organizing Leadership encounters, the Youth Partnership initiative, Leadership Summit and many other activities. More information can be found at www.worldaidscampaign.org

To support the work for the 2010 International AIDS Conference, to be held in Vienna, World AIDS Campaign seeks to recruit an enthusiastic and committed individual to fill the following position:

Responsibilities

Working with World AIDS Campaign staff and partners, the International AIDS Conference Coordinator will manage the development and implementation of World AIDS Campaign plans in the International AIDS Conference, building on our participation in the previous international AIDS conference, both in terms of logistics and content, within often tight and competing deadlines.

These tasks include:

- Facilitating the World AIDS Campaign's staff Vienna working group, composed of staff from all World AIDS Campaign's programmes
- Coordinating with World AIDS Campaign staff and partners in Vienna events to ensure deadlines are met, sessions developed on time, and budgets are respected
- Working with the Global Programme Team and other relevant staff to plan and coordinate the Global Campaigners Meeting linked to the International AIDS Conference
- Working with relevant staff to plan, coordinate and develop other sessions that will take place throughout the conference
- Working with relevant staff to plan and coordinate development and dissemination of resources for distribution at Vienna, including liaising with designers and printers as needed
- Managing a newly developed International AIDS Conference section of the World AIDS Campaign website, including updating content
- Acting as main contact for the International AIDS Conference, including via the World AIDS Campaign helpdesk

- Traveling when necessary to Vienna to make logistical arrangements as well as to meet with Vienna based organisations
- Regularly updating the World AIDS Campaign staff on progress
- Additional projects required by the Constituencies Programme Manager, such as administrative support
- Providing support to World AIDS Campaign staff throughout the conference
- After the conference, to conduct an evaluation of the impact of the World AIDS Campaign's participation at the conference

Profile and qualifications:

The ideal candidate will have proven experience in project management as well as:

- A good understanding of the HIV/AIDS and human rights advocacy priorities of people living with HIV, key populations and affected communities;
- Experience in conference/event organising;
- Experience in working with and an understanding of various sectors working on HIV
- Proficiency in English both written and spoken;
- Desirable: fluent in Russian or another Eastern European language
- Ability to work in an international and multicultural environment;
- Excellent facilitation and coordination skills;
- Excellent attention to detail and ability to work in a high stress environment under tight deadlines.
- Excellent inter personal communications skills, and experience in working on projects in a consultative manner.
- Excellent written communication skills, particularly for publications and other formats. Experience in website writing and coordination.
- Computer skills, including internet navigation and various office applications.

Above all else these positions require sensitivity and humility. We are a world campaign of local voices, which entails listening and being sensitive to the priorities and concerns of our partners and responding appropriately.

The World AIDS Campaign is an equal opportunity employer dedicated and focused on diversity. We offer an attractive remuneration package, commensurate with experience.

APPLICATIONS FROM PEOPLE LIVING WITH HIV AND FROM WOMEN ARE PARTICULARLY WELCOME

NOTE: The government of The Netherlands requires the World AIDS Campaign to solicit first from the European Union common market. If no candidate is found from the EU, candidates outside the EU may be asked for an interview. If the successful candidate emerging from this selection process is from outside the EU, the World AIDS Campaign will do everything within its power to support the application for a work permit for the candidate. However, the final decision is that of the government of The Netherlands and is outside the control of the World AIDS Campaign.

Due to the short nature of the contract, there will be no relocation package available. Interested candidates can submit their CV with a cover letter and a recent writing sample to viennacoord@worldaidscampaign.org

Closing date for applications is 9th December 2009. Only shortlisted candidate will be contacted.