Global Village and Youth Programme Officer
AIDS 2014 LOCAL SECRETARIAT, Melbourne

Melbourne, Australia has been chosen to host the 20th International AIDS Conference (AIDS 2014) in July next year; the largest international meeting on HIV, where every two years up to 25,000 participants representing all stakeholders in the global response to HIV meet to assess progress and identify future priorities. AIDS 2014 is organized by the International AIDS Society (IAS), in partnership with government, scientific and civil society partners in Australia 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.

The Global Village and Youth Programme Officer is a full-time position that will commence in early January until August 2014.

Accessible to both registered conference participants and the general public, free of charge, the Global Village and Youth Programme offers a unique platform for diverse activities that bridge all areas of science, leadership and community. The programme promotes networking among key stakeholders provides space for dynamic interactive sessions, community dialogue, and cultural activities such as installations, art exhibitions, and performances from around the world.

The Global Village and Youth Programme supports the leadership, active participation and visibility of young people throughout all levels of the conference, including the planning and development of youth related activities, such as the Youth Pavilion.

Based in Melbourne, Australia, and reporting to the Global Village and Youth Programme Coordinator, the Programme Officer will assist with the management and support of the Global Village and Youth Programme at AIDS 2014, and will be expected to carry out the following responsibilities:

**KEY RESPONSIBILITIES:**

- Assist in planning, coordinating and implementing Global Village and Youth Programme activities, including the provision of logistical support, scheduling, and resource mobilization for volunteers, conference materials and equipment;
- Assist in organizing, coordinating and supporting the work of the Global Village and Youth Programme Working Group, including activity selection and placement;
- Responsiveness to general inquiries which relate to “how to get involved” in the Global Village and Youth Programme for AIDS 2014;
- Assist with coordination of the Global Village and Youth Programme application process, including outreach, marketing and promotion, and follow-up to applicants as required;
- Assist with developing programme activity work plans and budgets, progress reports, minutes from Working Group meetings and printed material content, as required;
- Assist in preparing a final post-conference report for the Programme Activities team at AIDS 2014;
- Prepare events related documentation as required, including: drafting of invitations, contracts, contact listings/directories, build up/down plans and schedules;
• Develop and maintain systems and processes which effectively record, manage outputs (deliverables) of the Global Village and Youth Programme for AIDS 2014;
• When required, assist at meetings of the governing bodies, committees and working groups for AIDS 2014; and,
• Perform other duties as determined by the Global Village and Youth Programme Coordinator.

The following selection criteria are essential for the Global Village and Youth Programme Officer position:

**ESSENTIAL SELECTION CRITERIA**

1) Experience in a non-profit, preferably community-based organization;
2) Excellent organizational, coordination and problem solving skills;
3) Demonstrated skills and experience in contributing to the planning, organization and coordination of a significant community event, preferably at an international level;
4) Strong communication skills, including the ability to interpersonally liaise across a diverse range of stakeholders, cross-culturally, with community, government, donors, academic and private sector. Communication skills required are extended to writing and presenting in English;
5) Ability to handle multiple tasks and meet deadlines under pressure in a fast-paced, complex, multi-stakeholder environment;
6) Ability to provide general administration relevant to the planning and coordinating an large scale event;
7) Competency in Microsoft Office Suite applications (Word, Excel, Power Point, Outlook), and a willingness to learn and use tailor designed applications for events logistics procurement administration;
8) Able to work a flexible schedule including some evenings and weekends, increasingly during the lead up and conference period;
9) Experience working with and supporting volunteers and committees;
10) Applicants should demonstrate an interest in the conference. More information can be found at www.aids2014.org; and,
11) Only candidates from Australia or currently holding a valid Australian work permit will be considered.

**PREFERRED BUT NOT ESSENTIAL SELECTION CRITERIA:**

12) Experience or understanding of International AIDS Conferences or the HIV sector is an advantage, but not essential;
13) A working understanding of the principles central to community development is highly desirable; and,
14) Ability to speak one of the United Nations recognised international languages, especially Spanish or French is an asset.

**APPLICATION GUIDANCE**

All applications are to be written in English, including a cover letter which addresses the key selection criteria outlined in this job description (maximum 3 pages), and a current curriculum vitae (CV) (maximum 2 pages). Please send your application to recruitment@iasociety.org, by 27 November 2013. Only short listed candidates will be contacted for an interview.

AIDS 2014 and the IAS is an equal opportunity employer. AIDS 2014 and the IAS are committed to recruiting and sustaining a skilled, effective, and diverse secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. People living with HIV, women, and members of minority groups are strongly encouraged to apply.