



XIX INTERNATIONAL AIDS  
CONFERENCE JULY 22 - 27  
WASHINGTON DC USA

## **NGO and Marketplace Booths Supervisor** **AIDS 2012 LOCAL SECRETARIAT, Washington, DC**

**(Fixed Term, full-time position)**

Washington, DC has been chosen to host the XIX International AIDS Conference (AIDS 2012), 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.

AIDS 2012 is organized by the International AIDS Society (IAS), in partnership with government, scientific and civil society partners in the United States 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 NGO and Marketplace Booths Supervisor is a full-time position that will start March 2012 and last until August, 2012.

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 Washington, D.C. and reporting to the Global Village Programme Coordinator, the Supervisor will coordinate NGO and marketplace booth activities in the Global Village.

Responsibilities include (but are not restricted to):

- Working collaboratively with local and international planning committees, the IAS and co-organizers and other conference secretariat departments to coordinate NGO and marketplace booths
- Being the key contact for NGO and marketplace booths, responding to inquiries, following-up with applicants
- Training and coordinating a team of volunteers on site
- Organizing and supervising the set up of equipment on site
- Providing all necessary support for the set-up and implementation of NGO and marketplace booths
- Developing activity work plans; preparing progress reports, minutes from meetings, printed material and website content
- Assist with other tasks as assigned by the GV Coordinator

The following skills and qualifications are essential:

- Experience in event organization
- Knowledge and experience of working in HIV/AIDS or related field would be preferable



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- Experience in working in the development field or in working with grassroots organizations
- Output-focused person
- Team building/leadership experience
- Ability to work independently
- Ability to multi-task
- Strong communication and interpersonal skills
- Work well under pressure
- Excellent English speaking and writing skills (knowledge of Spanish is an asset)
- Cross cultural skills
- MS Office, Excel, standard email and internet

A previous experience in a similar position, in an international and/or NGO setting, would be an asset.

Applicants should have an interest in the conference. More information can be found at [www.aids2012.org](http://www.aids2012.org).

Only US residents or permanent residents will be considered.

Your application should be written in English and include your resume or CV, a personal letter (not more than one page), and a specification of your skills as requested above.

**Send your application by email to [recruitment@iasociety.org](mailto:recruitment@iasociety.org) by 24 February, 2012.** Only short listed candidates will be contacted for an interview.

**AIDS 2012 and the IAS is an equal opportunity employer. AIDS 2012 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.**