# Ein Bild, das Text, Schrift, Informationen enthält.INTERNATIONAL SOCIETY OF SURGERY / SOCIÉTÉ INTERNATIONALE DE CHIRURGIE (ISS/SIC)

## APPLICATION FORM FOR SECRETARY-GENERAL

### SECTION 1: PERSONAL INFORMATION

* Full Name:
* Title (Dr., Prof., etc.):
* Date of Birth:
* Nationality:
* Address:
* Email Address:
* Phone Number:
* ISS/SIC or Integrated Society Membership (Yes/No - Since Year):
* Total Years of Membership:

### SECTION 2: REQUIRED DOCUMENTS

* ☐ Curriculum Vitae
* ☐ Short motivation letter for the position
* ☐ Vision statement for the ISS/SIC (maximum one A4 page)
* ☐ Names and contact details of three referees

### SECTION 3: POSITION DESCRIPTION

SECRETARY-GENERAL OF THE ISS/SIC

The Secretary-General is the executive and strategic head of the ISS/SIC and is responsible for:  
- Advising and supporting the President and Executive Committee  
- Managing the ISS/SIC Secretariat in Zurich  
- Implementing strategic goals of the Society and its Integrated Societies  
- Coordinating communication among the Society's organs and members  
- Organizing the biennial International Surgical Week – “The World’s Congress of Surgery”  
- Leading strategic planning, budgeting, operations, and inter-society liaison

Key Competencies

- International recognition in Surgery  
- Fiscal and project management skills  
- Strategic planning and human resource management  
- Communication and innovation in service delivery

Eligibility Criteria

- Active member of ISS/SIC or its Integrated Societies for at least 10 years  
- Demonstrated leadership and international engagement in surgical fields

Commitment

- 4-year term, renewable up to 8 years at the discretion of the Council  
- This is an honorary (unsalaried) position  
- Expenses incurred will be reimbursed; an honorarium may be awarded

### SECTION 4: DECLARATION AND COMMITMENT

By signing below, I declare that:  
- All information provided is accurate to the best of my knowledge  
- I understand the voluntary nature of the position  
- I commit to fulfilling the responsibilities of Secretary-General if appointed  
- I am prepared to serve a term of 4 years, with a possible renewal to 8 years  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### SUBMISSION INSTRUCTIONS

Please submit the completed form along with all required documents to:  
surgery@iss-sic.com / https://www.iss-sic.com/jobs  
Deadline for submission: May 31, 2025