



INTERNATIONAL SOCIETY OF SURGERY (ISS)  
SOCIÉTÉ INTERNATIONALE DE CHIRURGIE (SIC)  
Integrated Societies: IATSIC | IASMEN | BSI | ISDS

## 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



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- 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](mailto:surgery@iss-sic.com) / <https://www.iss-sic.com/jobs>

Deadline for submission: May 31, 2025