



# INTERNATIONAL SOCIETY OF SURGERY (ISS) SOCIÉTÉ INTERNATIONALE DE CHIRURGIE (SIC)

Integrated Societies: IATSIC | IASMEN | BSI | ISDS

## SECRETARY GENERAL

### **PREAMBLE:**

The International Society of Surgery ISS/SIC is one of the most distinguished and prestigious surgical societies in the world. The first international surgical meeting of the Society was held in Brussels in 1905, chaired by the legendary Theodor Kocher. The mission of the ISS/SIC and its Integrated Societies is to support all aspects of care for the surgical patient, and to:

- Enhance surgical education, training, practice, and research around the world with an emphasis on less developed and resource-challenging countries.
- Organize the biennial International Surgical Week ISW – the World's Congress of Surgery.
- Publish the World Journal of Surgery WJS.

### **POSITION OF SECRETARY-GENERAL OF THE ISS/SIC**

The Secretary-General is the key functionary of the ISS/SIC and will function as the Executive Director of the Society, responsible for the supervision of all aspects of the Society to enable its smooth functioning.

### **KNOWLEDGE, SKILLS, AND COMPETENCIES:**

- International credibility in the field of surgery.
- Skills in fiscal management.
- Service delivery innovation.
- Problem solving and analysis.
- Project management.
- Human resource management.

### **KEY PERFORMANCE AREAS:**

The Secretary-General of the ISS/SIC will

- Advise and render support to the President and Executive Committee of the ISS/SIC.
- Leads the ISS/SIC Administrative Office (Secretariat), located in Zurich, Switzerland.
- Implement and supervise the strategic goals of the ISS/SIC and the Integrated Societies.
- Manage communication between the Administrative Office, the Executive Committee, the Council of the Society, and the Members of the Society and its Integrated Societies.
- Assume responsibility for the organization and coordination of the biennial International Surgical Week ISW - the World's Congress of Surgery of the ISS/SIC.
- Supervise the coordination of the ISS/SIC newsletter.

### **DUTIES:**

As the head of the ISS/SIC Administrative Office team, the incumbent will report to the President and the Council through the Executive Committee of the Council. He/she will:



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- Provide strategic and operational directions to the Administrative Office of the Society (The Secretariat), including weekly meetings with the Administrative Office.
- Manage and coordinate planning and monitoring.
- Ensure processes.
- Ensure and supervise risk management for the Congress and the Society.
- Supervise the budget and other resources of the Administrative Office.
- Represent the Society in public interactions.

## REQUIREMENTS:

- Active membership of the ISS/SIC and/or its Integrated Societies for a minimum of 10 years
- The following must be submitted:
  - Curriculum vitae.
  - A short motivation for the position, and the applicant's vision for the ISS/SIC (maximum one A4 page).
  - Name and contact details of three referees.
  - Application form

## DURATION OF APPOINTMENT:

The position is an Honorary (unsalaried) appointment.

The appointment is for a period of 4 years, which may be renewed at the discretion of the Council of the Society on the recommendation of the Executive Committee of the Council. The ISS/SIC will reimburse expenses incurred by the incumbent necessitated by the duties of this position and an honorarium may be awarded by the Executive Committee.

## HOW TO APPLY:

Submit your application documents (CV, motivation letter, referees, and application form) by 31 May 2025 to:

**Email:** [surgery@iss-sic.com](mailto:surgery@iss-sic.com)

**Subject line:** *Application for Secretary-General Position – ISS/SIC*

For further inquiries or to request the application form, please contact the ISS/SIC Administrative Office at:

**Email:** [surgery@iss-sic.com](mailto:surgery@iss-sic.com)

**Website:** [www.iss-sic.com](http://www.iss-sic.com)