

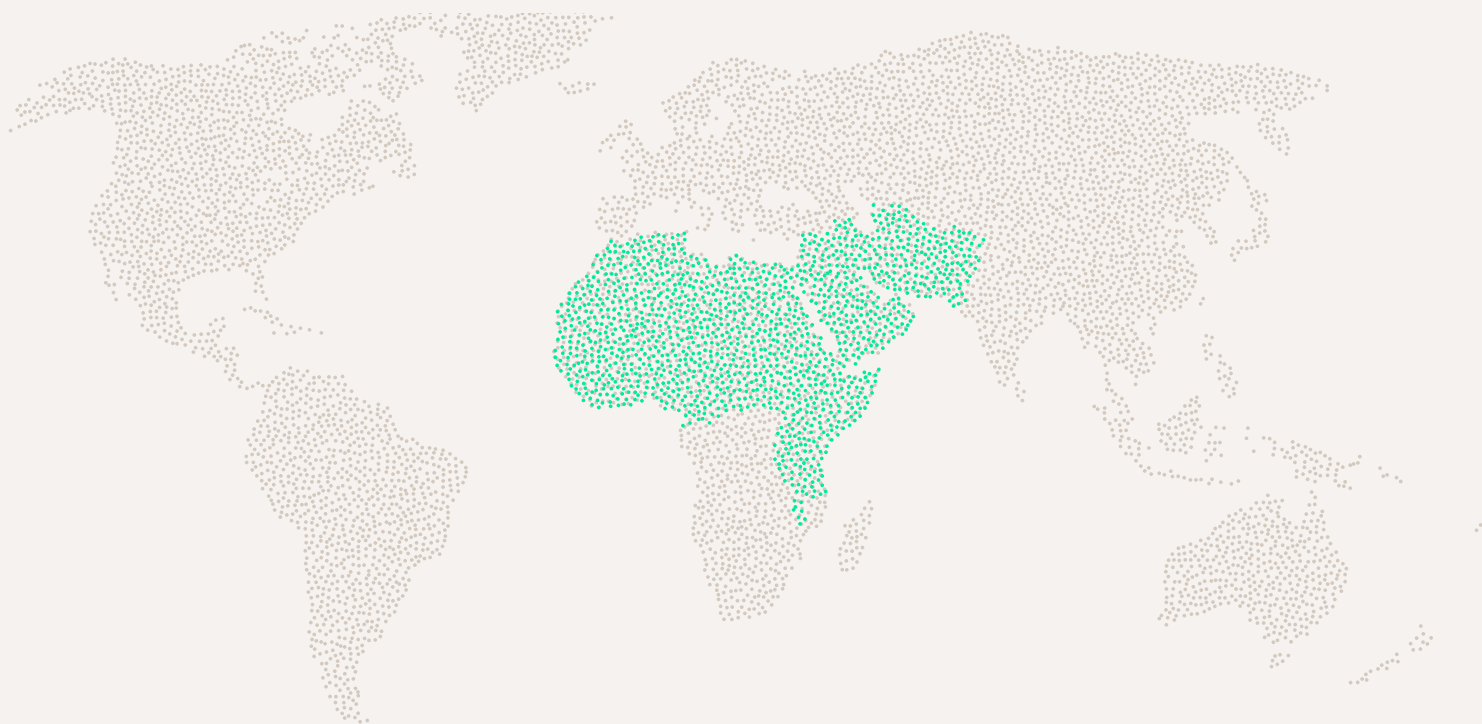
Job description

AO Trauma Middle East and Northern Africa Education Committee (AO TMENAEC) chairperson

AO Trauma Middle East and Northern Africa is looking for:

A highly motivated trauma/orthopedic surgeon who is altruistic, a true team player, and has a vision and clear understanding of how to best lead and further develop education in the Middle East and Northern Africa. The candidate should have an education from a reputable institution and a background in orthopedic trauma surgery, ideally combined with an excellent understanding of medical education and strategic awareness. He/she should have a broad international experience and be able to work in multicultural environments. As a leader, he/she must possess strong and refined people skills and a dedication to sharing and encouraging ideas across professional and cultural boundaries.

Position	AO Trauma Middle East and Northern Africa Board Member (Education)
Function	Education Officer—Chairperson AO Trauma Middle East and Northern Africa Education Committee
Territory	Middle East and Northern Africa
Reporting to	Chairperson AO Trauma Middle East and Northern Africa Regional Board (AO TMENA Board)
Term	3 years as Chairperson (one re-election possible)



Responsibilities:

Accountabilities

Accountable to the AO Trauma Regional Middle East and Northern Africa Board (AO TMENAB) and represents the members of the AO Trauma Middle East and Northern Africa community:

- Lead AO Trauma Middle East and Northern Africa education without bias, enact all AO Trauma Terms of Reference, and implement guidelines and policies
- Ensure that AO Trauma Middle East and Northern Africa remains a surgeon-led community that creates value for its members
- Oversee the AO Trauma Middle East and Northern Africa education budget with fiscal prudence and diversify its potential revenue streams
- Communicate the annual AO Trauma Middle East and Northern Africa education budget and plans to the AO TMENAB as well as to the AO TMENA Education Committee (AO TMENAEC) members and the AO Trauma Education Commission (AO TEC)
- Initiate and encourage innovative educational programs and services for the advancement of the AO Trauma Middle East and Northern Africa community
- Identify and engage potential successors in accordance with succession planning

Chairs and actively contributes to the following AO Trauma governance meetings:

AO Trauma Middle East and Northern Africa Education Committee (AO TMENAEC)

- Conduct, manage, and facilitate at least two AO TMENAEC meetings per year in an efficient and effective manner (i.e., cost- and time-conscious). Tasks include preparing all documentation, taking minutes and following up action points according to agreed guidelines, policies, and budgets
- Ensure that the structure of the AO TMENA Education Committee (AO TMENAEC) mirrors the strategic intent and needs of the organization and is congruent with AO Trauma's templates of governance
- Ensure fair delegation of the tasks and projects to the appropriate AO TMENAEC members
- Regularly review and amend the AO TMENA education strategy and initiate corrective measures when necessary
- Contribute (with the AO Trauma Middle East and Northern Africa Regional Director) to the implementation and regular reporting of the AO TMENA annual budgeting processes
- Supervise and monitor the implementation of resolutions, action plans, initiatives, and projects (i.e., milestones and budget)
- Sign and distribute the minutes of the AO TMENAEC meetings to all relevant parties
- Encourage and facilitate an open information exchange policy and collaborative teamwork within the AO TMENAEC

AO Trauma Middle East and Northern Africa Regional Board (AO TMENAB)

- Participate and actively contribute to AO TMENAB meetings at least two times per year
- Ensure that the interests of AO TMENA education in the AO TMENAB are well represented
- As a full member of the Middle East and Northern Africa Regional Board participate and actively contribute to discussions and decisions that affect Middle East and Northern Africa as a whole beyond education
- Provide regular educational reports (with the support AO Trauma Middle East and Northern Africa Regional Director) to the AO TMENAB

AO Trauma Education Commission (AO TEC)

- Participate and actively contribute to the global AO Trauma Education Commission meetings (AO TEC) that take place at least three times per year
- Ensure that the interests of AO TMENA education in the AO TEC are understood and well represented
- As a full member of the AO TEC you will shape the future of the AO Trauma education strategy
- Provide regular educational reports (with the support of the AO Trauma Middle East and Northern Africa Regional Director) to the AO TEC
- Support projects initiated by the global AO TEC and ensure its implementation in Middle East and Northern Africa
- Keep the members of the AO TEC informed about Middle East and Northern Africa activities and vice versa Education Events Planning (ANA)
- Supervise the Middle East and Northern Africa Educational Events planning process based on the Annual Needs Assessment (ANA) including the 3-year plan in close collaboration with the AO TMENAEC members and the AO TMENA staff
- Solve Middle East and Northern Africa educational issues when escalated from the AO TMENA management

Requirements

Essential criteria

- AO Trauma member of a Middle East and Northern Africa country
- Previous experience in a Middle East and Northern Africa AO Trauma officer role. Must be a current and past chairperson of any AO TMENA Country Chapter or current or past member of any AO TMENA committees
- A same function can only be held once by the same person
- A practicing trauma and/or orthopedic surgeon with demonstrated knowledge and experience in trauma, ideally holding a leadership position at an academic or comparable institution
- An active AO Trauma community member with considerable international experience as AO Trauma faculty and chairperson in AO courses, symposia, etc., and preferably, exposure to the Davos Courses
- Has successfully completed a Faculty Education Program Course (FEP or T4T)
- A recognized member or officer of key national, regional, or international trauma associations
- Does not hold other governance positions in AO Trauma. If elected from within the same governance body and keen to assume the position, he/she will be required to resign from the prior position as soon as the term as new chairperson begins
- Ready to prepare, attend, and actively participate in various governance meetings (i.e., AO Trauma Middle East and Northern Africa and AO Trauma International)
- Highly motivated to develop and manage interpersonal connections across professional specialties and to continue to build up AO Trauma Middle East and Northern Africa as the leading Trauma body in the region
- A good and clear communicator as well as a good listener and facilitator
- Prepared to volunteer up to 1–2 days per month away from his/her clinical practice and to be reasonably accessible at his/her clinical practice

- Prepared to spend up to 1 day per month on meeting preparations, and correspondence by email or telephone
- Able to work in multicultural teams and environments
- Willing to travel internationally
- Have a good command of English (written and spoken)
- Any other global languages are advantageous
- Have experience in working with committees/boards

Highly desirable criteria

- Have a good reputation in research and have published extensively in high-impact academic journals
- Show proven innovation within his/her own institution or affiliated orthopedic bodies
- Have a broad personal network and strong relationships with international opinion leaders in trauma and/or orthopedic surgery
- Have a sound business awareness, i.e., understand business strategy and marketing-like activities
- Be a good project manager and delegator and also willing to use diplomatic skills
- Have a good knowledge of Mac or Microsoft Office, ideally combined with other IT interests and skills

Remuneration

As per AO Foundation's guidelines