



AO CMF Asia Pacific Regional Affairs Officer Job description

AO CMF seeks: *A highly motivated individual of regional repute and good scientific and clinical recognition. The successful applicant will lead the AO CMF Asia Pacific (AP) regional affairs by overseeing and managing all educational activities in the region. The applicant needs to be able to work in a multicultural environment with no travel restrictions and is expected to have the vision to lead and contribute to AO CMF AP region and to help the board set new standards, positioning AO CMF as a leader in craniomaxillofacial (CMF) surgery.*

Position	AO CMF AP Regional Affairs officer
Territory	Regional
Reporting to	AO AP Regional Board Chair
Term	Three years (with option to renew for one additional term)
Start date	1 July 2026
End date	30 June 2029

Requirements

General

- Must be an active CMF faculty residing in the region
- Applicants must have maintained paid membership status for five consecutive years at the time of application.
- Must have good regional reputation, strong interpersonal skills, and recognition as a leader
- Be able and willing to work in an ecumenical, constructive, and inclusive way with surgeons of different surgical backgrounds, including but not limited to oral and maxillofacial surgeons, plastic surgeons, otolaryngologists, head and neck surgeons, ophthalmic and oculoplastic surgeons, and neurosurgeons
- Must have regional or international experience (e.g., fellowship, faculty or research travel)
- Recognized member or officer of key national or regional CMF associations are preferred.
- Must be a good communicator and listener with the ability to work in multicultural environments
- Candidates with good project management and delegation skills, as well as willingness and ability to act diplomatically are preferred
- Team builders who can set direction and motivate teams to work together to achieve goals are preferred
- Good command of the English language is desired
- Must be willing and prepared to travel regionally to represent interests of the regional board
- Must be prepared to spend the equivalent of an average of three days per month on AO CMF affairs

Education related

- Must be active AO CMF AP faculty with at least five years of AO teaching experience after board approval, preferably holding a position at a university or academic institution
- Recognition for outstanding educational achievement is preferred
- Must be highly motivated to build, manage and maintain educational programs
- Must have attended FEP and CEP training

Responsibilities

- Accountability to the AO CMF AP Board
- Contributes to the achievement of the AO CMF AP Board objectives
- Part of the NomCom for country representative elections
- Establishes the proposal for the education course plan yearly with the country representatives, and in line with needs and given timelines (ANA planning)

- Reviews, shares, and discusses results of educational events evaluations with the regional Educational Commission officer, resulting in continuous improvements of the educational offerings
- Recommends course chairs, international and regional faculty and ensures impartiality in selection and rotation, diversity, and inclusion
- Runs regular online meetings with the team of country representatives
- Motivates the country representatives to come up with proposals for value- adding and need-based activities, and recommendations for young ambassadors
- Motivates the country representatives to find opportunities for interaction with local and regional societies
- Recommends candidates for Faculty Development trainings
- Collaborates closely with other AO CMF AP board officers (Chair, Education, Community Development and R&D), other AO bodies, the approved industrial partner, and the regional manager, for the planning and execution of approved activities
- Complies with the AO Code of Ethics and the AO Shared Values
- Ensure AOCMF AP educational activities' compliance with the binding AO Foundation rules, regulations and contractual obligations