

Application process

Checklist:

- Read the booklet thoroughly.
- Familiarize yourself with the application process.
- Prepare your plan of action.
- Fill out the application form.

How to Apply:

Applications must be submitted using this application form [[Here](#)] no later than **31/10/2024** .
Late applications will **not be considered**.

EB:

Message:

MedSIN BuMSA was and remains proud of its members' dedication, motivation and commitment, In order to achieve the ultimate goal of our cherished federation. As a member of the executive board, you are responsible for steering the LMO, taking action, and making decisions for the organization's sustainability. You also have to serve as an essential bridge between all the parties involved, including the rest of the TOs, and ensure their efficiency and cooperation, you are also liable for the finances, interacting with externals, and speaking on behalf of their entity whenever required, but what matters most is that they work together to ensure that their beloved members have the optimal potential environment in which to develop, prosper, and grow.

Due to the current state of the country, the majority of the activities and initiatives during this term had to be placed on hold. Despite this, we do not believe that our next generation of EB leaders will give up or lose motivation because they will find a way to adapt to whatever challenges lie ahead and will never lose hope in the future.

“ If there is hope in the future, there is literally power in the present.”

Available positions:

Position	Job description
President	- Continues assessment, monitoring and evaluation of EB and standing committee's work - Attend LMOs meetings and represent MedSIN BuMSA at all events. - Send reports and documents to medSIN-Sudan EB. - Cooperate with the local EB to improve the quality of activities and empower members - Assign tasks to EB members and support them whenever necessary - Provide long-term plans and visions that are subsequently put into action-Ensuring credentials completion and acquisition
Secretary General (SecGen)	- Continues assessment, monitoring and evaluation of the standing committee's work. - Attend LMOs meetings and represent MedSIN BuMSA at any national event if needed - Write reports, proposals or any required documents. - Work together with the EB to enhance the quality of activities and capacitate members - The stamp is only now under BuMSA and its SecGen, and the official request is conducted by the president himself. - Making sure of adopting IOGs to achieve model activities - Investigative authority on any TOs member with one member of the Advisory board. - Communicate with CBSDD for completion of voting rights requirements - Send reports and documents to the

	president - Work together with the EB to enhance the quality of activities and capacitate members - Conduct EB, TOs and individual local officers meetings and write minutes - Keep local officers motivated and ensure good workflow - Help local officers to achieve their plans and goals. - The SecGen is responsible for all of the archiving system of the LMO, by ensuring an effectively updated database.
Vice president of external affairs (VPE)	- Continues assessment, monitoring and evaluation of external affairs work with BuMSA External Relations Secretary, financial status and budget with BuMSA Financial Secretary. - Attend LMOs meetings or national events to represent MedSIN-BuMSA - Send reports and documents to the president - active networking to create opportunities for MedSIN BuMSA - Liaise with other students organizations for any kind of engagement and participation - Re-establish relations between LMOs and NGOs with BuMSA External Relations Secretary - Improve MedSIN-BuMSA source of income with BuMSA Financial Secretary. - Work with the president and BuMSA External Relations Secretary to establish adequate sponsors network and contracts to ensure LMO sustainability - Proficient distribution of funds within the LMO

Selection criteria:

- Motivation
- Knowledge of MedSIN-Sudan Constitution & Bylaws and internal processes.
- Plans to carry out the relevant tasks.
- Experience in administrative work.
- Attended at least one MedSIN-Sudan general assembly.
- Availability
- Considerable activity management skills
- Good communication & team working skills.
- Respecting deadlines and being responsive.
- Familiarity with the G-suit.

Important notes and resources:

[IFMSA Website](#)

[How to write an application manual](#)

[MedSIN-Sudan constitution and bylaws.](#)

[MedSIN-Sudan Manual](#)

[MedSIN-Sudan CoC](#)

[MedSIN-BuMSA regulations.](#)

Local officers:

Message:

The foundation of our work consists of standing committees, where we may address and discuss critical topics related to sexual and reproductive health and rights, public health, human rights and peace, medical education, and professional and research exchange. These standing committees are run locally by motivated individuals with the skills, knowledge, enthusiasm, and most importantly, the drive to thrive in a particular SC. Therefore please don't hesitate to apply for the respective area that captures your interest, as you might be one of the next leaders of our beloved BuMSA.

Available positions:

Position	Job description
Local officer (SCORP, SCOPH, SCORA, SCOME, SCORE, SCOPE)	- Continues assessment, monitoring and evaluation of standing committee work - Attend the monthly national meetings and the TOMs. - Send reports and documents to SecGen & CC to the president and the national team - Work with EB and follow their instructions - Work together with EB and CBSDD to enhance the quality of activities, capacitate members and ensure the activation of their SCs. - Conduct monthly meetings with their LTs members - Keep team members and members motivated and ensure good workflow - Work to achieve the plans and goals mentioned in their PoA.

Selection criteria:

- Motivation
- Availability
- Experience in respective standing committee in general
- Sufficient knowledge about respective standing committee nationally and locally.
- Good understanding and a clear plan for the respective committee.
- Great teamwork skills
- Creative ideas to develop the standing committee
- Good communication & team working skills.
- Respecting deadlines and being responsive.
- Familiarity with the G-suit (preferably)

Important notes and resources:

[IFMSA Website](#)

[How to write an application manual](#)

[MedSIN-Sudan Manual](#)

[MedSIN-Sudan CoC](#)

[MedSIN-BuMSA regulations.](#)

Support division directors:

Message:

As indicated by the name, this specific body supports all parties involved, particularly in the areas of public relations & communication and capacity building. Their presence is essential to the LMO's success and helps promote its endeavours. If you feel that this is your place and you meet the requirements, please apply without delay; we are definitely looking forward to meeting you!

Available positions

Position	Job description
Capacity Building Support Division Director (CBSDD)	- Establish and ensure good quality training and sessions in the LMO to upgrade members' skills and knowledge - Attend TSDD meetings and represent MedSIN-BuMSA - Contact TSDD for approval of proposals, reports and certifications - Continues assessment, monitoring and evaluation of training and sessions - Send reports and documents to the president CBSDD has direct communication with the SecGen only. - Liaison with SecGen for completion of voting rights requirements. - Review all proposals written by the local officers.
PNTSDD	- Be responsible for MedSIN-BuMSA Publication. - Manage MedSIN-BuMSA communication channels (and establish new ones). - Lead the standing committee's publications and help them improve

	their work - Work to reach a wide audience by using creative methods - Documentation of MedSIN-BuMSA activities through pictures, posts and other methods - Design posters, manuals... etc needed for any EB work
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Selection criteria:

- Motivation, and creativity.
- Availability throughout the term.
- Good communication & team working skills.
- Respecting deadlines and being responsive.
- Familiarity with the G-suit.
- Plans to carry out the relevant tasks and job description.
- Relevant experiences.
- Being an IFMSA soft skills trainer is a bonus for the CBSDD.
- Attending at least one National General Assembly is a bonus.

Important notes and resources:

[IFMSA Website](#)

[How to write an application manual](#)

[MedSIN-Sudan CB Regulations](#)

[MedSIN-Sudan Manual](#)

[MedSIN-Sudan CoC](#)

[MedSIN-BuMSA regulations.](#)

BUMSA
BAHRI UNIVERSITY MEDICAL STUDENTS ASSOCIATION