

FDI Continuing Education (CE) Programme Regional Director Job Description

Reports to: FDI Executive Director and Education Committee Chair

Location: Any country in the Middle East (Egypt, Iran, Iraq, Jordan, Lebanon, Saudi Arabia, State of Palestine, Syria, United Arab Emirates, Sudan)

Position type: Voluntary position

Required: The candidate must be endorsed by a Regular FDI member Association in his/her country

Start date: October 2021

About the position

The FDI Continuing Education Programme is an important component in delivering FDI's vision 'leading the world to optimal oral health'. The mission statement of the Continuing Education Programme is to facilitate knowledge transfer, sharing and exchange by providing equitable access to the highest quality resources, so as to reduce educational inequalities among FDI member national dental associations.

The appointment of an FDI Programme Regional Director is made by the FDI Council on the proposal of the Chair of the Education Committee and Executive Director for a 2 years (renewable) mandate. There will be not limit as to how many terms they could serve.

The CE Programme Regional Director reports to FDI, through FDI Executive Director and Education Committee, and is responsible for a smooth running of the CE Programme in the region, for the quality of the content and for raising the overall profile of the Continuing Education Programme of FDI. CE Regional Directors are evaluated annually by the Education Committee Chair, Executive Director and Council, based on the criteria described below.

Responsibilities and evaluation criteria:

1. To liaise with the FDI Education Committee, Executive Director and assigned FDI staff in developing an annual Regional Continuing Education Programme, and ensures that it contributes to the outcomes of the educational strategy;
2. To identify and secure external sponsorship, in particular from regional and local companies, to support the proposed programme;
3. To co-ordinate and collaborate with the FDI member National Dental Associations to deliver the CE Programme in the region whilst coordinating and co-operating with regional organizations and other stakeholders;
4. To facilitate individual sessions, workshops or complete programmes, within the framework of FDI Continuing Education Programme;
5. To recruit and approve speakers for CE programmes;
6. To provide an annual activity report (using the template provided by FDI Head Office) to Education Committee and Council before the Annual World Dental Congress.