Policy for Job Posting on ILTS Media

ILTS Mission Statement:
To promote and disseminate multidisciplinary scientific advances in liver transplantation worldwide.

Purpose:
This policy establishes criteria for evaluating requests for the announcement of job openings on ILTS Media.

Who can submit a request for job opening posting?
Current ILTS members and/or societies who have an interest in liver transplantation.

Definitions and Requirements:

Request for the posting of job openings on ILTS media (website and/or ILTS newsletter)
1. Applies to the announcement of job openings potentially of interest to ILTS members, i.e. announcement is a service to ILTS members and to the liver transplant community.
2. Simplified application process: job title, organization name/type, job location, closing date for application, job description, contact information.
3. Requests review and approval by ILTS Secretary.
4. Requests for job posting may be judged on the basis of the area of speciality and competencies required and/or reputation of societies or individuals involved.
5. Announcement in ILTS.org and/or in ILTS newsletter: prominence and frequency at the discretion of Secretary or Website Administrator.

Approval Process:
- Request form (https://ilts.org/applications/request-form-for-job-posting-on-ilts-media/) is completed.
- Request is sent to the ILTS Secretary for approval.
- ILTS Secretary approves or denies posting.
- ILTS Secretariat publishes approved job postings on the ILTS website, under the News section, featured on the front page (https://ilts.org/news).

Requests and supporting material should be submitted electronically via the following form: Job Posting on ILTS Media Form (https://ilts.org/applications/request-form-for-job-posting-on-ilts-media/)

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Request Form for Job Posting on ILTS Media

The job post submitted will be reviewed by the ILTS Secretary for legitimacy. ILTS reserves the right in its sole discretion to accept or refuse to post any job openings on our website, and to terminate the posting at any time, and need not give any reason for such decision.

1. **Job Title:** ....

2. **Society/Organization/Institution Name:** ....

3. **Organisation Type:** ....

4. **Job Location** (**Country, City):** ....

5. **Seniority Level (optional):** ....

6. **Position Start Date (optional):** __/__/___

7. **Closing Date for Applications.** Please note the maximum duration of posting of <u>six months</u>: __/__/___

8. **Job Description:**

9. **Additional Information on the position (optional):**
   - **URL:** ....
   - **Supporting document upload**

10. **Contact Information:**
    - **Name:** ....
    - **Email:** ....
    - **Phone (optional):** ....