

Standing at the apex of what is widely acknowledged as one of the most effective and efficient court systems, the Supreme Court's mission is to lead the effective administration of justice with fairness, impartiality and ensuring access to justice for all. We seek to inspire public trust through an effective and responsive justice system.

At the Supreme Court, our push for service excellence centres on raising service quality through learning and innovation while encouraging respect, trust and teamwork amongst fellow colleagues.

A career at the Supreme Court will enable you to contribute to and help enhance justice administration in Singapore. We value your contributions and creativity in our workplace, and will spur you to greater heights through opportunities for continuous learning.

If you are a dynamic, resourceful and highly motivated individual who is keen to build an exciting career with us, join our team as:

DIRECTOR CORPORATE SERVICES

The Director Corporate Services (DCS) is a key position reporting directly to the Chief Executive (Office of the Chief Justice). The candidate is responsible in providing dynamic leadership and strategic direction to the Supreme Court and Family Justice Courts in the areas of human resources, office administration including library services, records management as well as security to support the achievement of the organisation's vision, mission and objectives.

You will be expected to:

- Lead and develop a strong organisational culture that places people in the centre of all it does, engaging employees and enabling them to fulfil their potential to contribute to the organisation's vision and mission.
- Identify emerging trends/issues, review policies and strategies to develop a superior workforce.
- Be a business partner to stakeholders on HR, office administration, records management and security matters.
- Strategise and enhance efficiency and effectiveness in the areas of records management and other knowledge management and information-related activities.
- Strategise and develop long-term security measures including business continuity planning, emergency procedures and incident responses to uphold the safety of the buildings, environment and all its occupants.
- Oversee the provision of library services to the users of both courts

Requirements:

- Good degree (preferably in Management or Business Administration or Human Resources) from a recognised university

- Minimum of 8 years work-related experience (preferably in human resources and development) at senior management level
- Relevant working experience in the public sector would be a definite advantage
- Strong open leadership, analytical and management skills
- Good oral/written communication and interpersonal skills
- Able to exercise sound judgment and be flexible to manage change
- Good understanding of public sector governance and corporate governance would be an advantage

The application form can be obtained from our website at www.supremecourt.gov.sg. The details of this position is also available in the Singapore Public Service Job Portal at www.careers.gov.sg. If you have what it takes to excel in this role, send us your application form together with the relevant certificates by **16 January 2017** to:

Supreme Court
HR Section
Corporate Services Directorate
1 Supreme Court Lane, Singapore 178879

Only short-listed candidates will be notified.