

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 and enhance the administration of justice in Singapore. We value your contribution and creativity in our workplace.

We welcome you to join our team as:

**MANAGER (COMPUTER AND INFORMATION SERVICES DIRECTORATE)
(1-YEAR CONTRACT)**

You will support both the Supreme Court and the Family Justice Courts in IT projects. You will be responsible for the overall success of projects assigned to you by ensuring that projects are delivered on time, within budget, meet business requirements and comply with Government IT governance framework, including security and resilience.

Responsibilities:

Project Management

1. Ensure that projects are executed based on the project plan to meet identified business needs, within agreed parameters of cost, duration and quality;
2. Develop project schedule and activities based on appropriate project implementation methodology;
3. Identify potential project risks and its implication to the organisation and to recommend mitigating measures to manage the risks.
4. Establish the appropriate project organisation structure and define the change management and communication plan to engage and set expectations of stakeholders;
5. Effectively engage and manage the outsourced, external Service Provider(s) to deliver ICT and Audio-visual/Video Conferencing (AV/VC) solutions and services. This includes procurement, contract management and transition management;
6. Must be able to apply the IT management policy, quality management policy and security guidelines to ensure that development processes and procedures as well as systems are designed to comply with these policies and guidelines;
7. Maintain quality records of the project for compliance and audit purposes.

Contract and Service Provider Management

8. Manage the life-cycle of the contract from contract initiation, transition, expiry or termination & handover and maintain records for compliance purposes;
9. Manage Service Provider's quality and performance to ensure that services are delivered according to the specified service levels and requirements including systems maintenance, enhancements, problem resolution and improvements.

Funding and Procurement

10. Must be able to understand the business objective and needs, plan and lead the development of a feasible business case and budget for the ICT & AV/VC system;
11. Able to understand the sources of funding and their review cycle to develop action plan to obtain funding;
12. Execute the procurement process in compliance to the established procedures and guidelines;
13. Manage and execute the procurement life-cycle (procurement approach, specifications, evaluation and clarification, recommendation and contracting) in a timely and quality manner;
14. Maintain necessary records of goods and services procured for financial and audit purposes.

Requirements:

- Academic Qualifications in Information Technology or related disciplines. Candidates with relevant working experience and expertise may also apply.
- Good interpersonal and communication skills.
- Ability to coordinate across functions and gather user needs for implementation into systems, handle workflow process mapping with proper documentation of requirements
- Ability to work under pressure
- Well-organised with a keen eye for detail, meticulous and committed to deliver high quality work
- Experience in handling systems implementation in the Judiciary will be an advantage
- The successful applicant will be required to fulfil a minimum of 1-year contract subject to his/her performance with an option for extension for another 6 to 12 months

The details of this position are 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 which is available at www.supremecourt.gov.sg together with your relevant certificates by **24 March 2019** to:

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

Only short-listed candidates will be notified. Thank you for your interest in this position and in the Supreme Court.