

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 administration of justice in Singapore. We value your contributions and creativity in our workplace, and will spur you to greater heights through opportunities for continuous learning.

We are looking for an experienced, resourceful and committed individual to be part of our team as:

ASSISTANT DIRECTOR (ALA and CACJ SECRETARIAT) 2-YEAR CONTRACT

Reporting to the Secretary-General of ASEAN Law Association (ALA) and the Secretary of the Council of ASEAN Chief Justices (CACJ), you will be expected to:

- Organise, assist and provide input in meetings and other major ALA and CACJ related events, including preparing formal minutes of meetings;
- Develop, implement and maintain a data management system for contact persons and stakeholders;
- Undertake project management of all ALA and CACJ related projects, including working with and managing both internal and external partners to advance the goals of ALA and CACJ;
- Participate as a team member and be involved in marketing communications, public relations activities and stakeholder interactions;
- Conceptualise, plan and organise various promotion and marketing initiatives;
- Develop and implement any marketing collaterals; and
- Perform any other tasks related to ALA and CACJ as assigned.

Requirements:

- Degree from a recognised University. Experience in international relations and legal knowledge will be an advantage
- At least 5 years' relevant work experience
- Strong in administrative and organisational skills
- Strong inter-personal skills
- Good command of the English language
- Proficiency in the use of computer graphics will be an advantage
- Able to work under pressure
- Organised, good with details and meticulous with commitment to deliver high quality work
- Pro-active and be able to work independently with minimal supervision



The application form can be obtained from our website at www.supremecourt.gov.sg. 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 together with the relevant certificates by **20 February 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.