

Standing at the apex of an effective and efficient court system, the Supreme Court's vision is to be a "Leading, Trusted Judiciary. Ready for Tomorrow". Our mission is to provide accessible justice that commands trust, respect and confidence. These are our success outcomes:

- A thought leader in jurisprudence and court excellence;
- Effective access to fair hearing;
- High performing, service-oriented and passionate workforce; and
- Innovative and future-ready organisation

A career at the Supreme Court will enable you to contribute and enhance the administration of justice. You will be part of a committed team of professionals who seek to provide access to justice with fairness, impartiality, integrity and responsiveness.

We welcome you to join our team as:

ASSISTANT DIRECTOR, CIVIL MATTERS (2-YEAR CONTRACT)

The Legal Directorate is responsible for the management and disposal of cases, including processing, storing, retrieving of court documents and fixing hearings for matters which commenced in the Supreme Court.

You will be expected to:

- manage cases filed in the High Court, Civil section through analysing, reviewing, monitoring and processing documents in accordance with the applicable legislation, rules, practice directions, standard operating procedures and policies;
- draft case summaries, reports, notices and general correspondence and liaise with lawyers, litigants-in-person and other external agencies to facilitate the efficient disposal of cases;
- compile, organise and maintain accurate up-to-date case information and statistics on caseload and disposal using the operational systems;
- provide input to enhance operational systems;
- formulate, implement and review standard operating procedures and processes to improve quality and productivity to meet the key performance indicators of the Section and the Legal Directorate;
- participate as a team member and be involved in projects which affect the operations of the Legal Directorate; and
- assist in the functions and work of the Legal Directorate in general as and when assigned.

Requirements:

- Preferably with 2 – 3 years of working experience. Legal training will be an advantage
- Strong in administrative and organisational skills
- Good communication and interpersonal skills
- Good command of the English language
- Able to work under pressure
- Organised and meticulous
- Pro-active and able to work independently as well as in a team

Interested applicants can apply through the Singapore Public Service Job Portal at www.careers.gov.sg. Alternatively, please complete and submit the Public Service application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **19 January 2021** 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.