

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:

ASSISTANT DIRECTOR (CIVIL MATTERS)

The Legal Directorate is responsible for case and hearing management of cases filed in the Supreme Court which includes civil and criminal matters.

You will be expected to:

- manage cases filed in the Supreme Court 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 and up-to-date case information and statistics on caseload and disposal;
- review and streamline existing operational processes to improve quality and productivity to meet the key performance indicators of the Legal Directorate;
- participate as a team member and be involved in projects that affect the operations of the Legal Directorate; and
- perform any other tasks as assigned by the supervisors.

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 **6 June 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.