



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 / SENIOR ASSISTANT DIRECTOR (STRATEGIC PLANNING AND INTERNATIONAL ENGAGEMENT) ON A 2-YEAR CONTRACT

The selected candidate will assist Director (Strategic Planning and Policy) as well as other senior officers in the team in the areas of strategy and policy formulation, international engagements and thought leadership for the Supreme Court.

You will be expected to:

- advance Supreme Court's international engagements in relation to legal and judicial roundtables and court-to-court collaborations, specifically in preparing the agenda, programme and other materials;
- anchor Supreme Court's contribution to Whole-of-Government inter-agency discussions vis-à-vis international engagements, specifically in providing staff assessment, preparing strategy papers and other staff support such as writing talking points and note-taking; and
- support the thought leadership capabilities for the Supreme Court as a whole, specifically in performing research and developing policy papers.

Requirements:

- At least 2 years' relevant experience in policy, sectoral development or international engagement
- Good writing, analytical, communication and organisational skills
- Be proactive and able to take initiative
- Good leadership skills

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.