

The Family Justice Courts were established in 2014 by Parliament to bring together all family-related work under a specialised body of courts so as to address the needs of families and youths in distress by framing disputes from their perspectives and in a non-adversarial manner.

The mission of the Family Justice Courts is to make justice accessible to families and youth through effective counselling, mediation and adjudication.

A career at the Family Justice Courts will enable you to contribute meaningfully to our vision and mission. Come join us to make a difference:

ASSISTANT DIRECTOR / MANAGER (CORPORATE PLANNING)

The successful candidate will assist in corporate planning and be tapped for strategic projects, when required. He/she should:

- support FJC's corporate planning efforts to formulate, track, review and refine corporate/short term (1 year) plans according to strategic thrusts for alignment with FJC's Vision and Mission;
- collaborate closely with internal departments to ensure that new projects are aligned with organisation's strategies and values;
- facilitate the development of corporate strategies;
- perform secretarial duties for FJC's senior management meetings and other relevant meetings;
- prepare policy papers to inform senior management on planning and policy issues;
- coordinate and support the organisation of FJC workplan seminars and other corporate planning events; and
- participate in other strategic projects which have significant impact on the organisation.

Requirements:

- Degree in law, political or social sciences
- About 3 to 4 years' relevant working experience with demonstrated abilities in corporate planning preferably in matrixed-organisations
- Relevant project management experience will be an advantage
- Excellent writing skills with the ability to analyse and present complex data and arguments clearly, concisely and persuasively
- Ability to identify risks and opportunities
- Meticulous and able to multi-task
- Capable of working across all levels within the organisation
- Independent and can perform without close supervision and yet be a team player
- Self-starter and high emotional quotient



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 **25 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 Family Justice Courts.