

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, SECRETARIAT, SINGAPORE JUDICIAL COLLEGE

The Singapore Judicial College ("SJC") is dedicated to the training and development of Judges and Judicial Officers. The SJC is established under the auspices of the Supreme Court. It serves the Singapore Bench and nurtures and inspires learning judges. It also shares experiences with and lends expertise associated with the Singapore Judiciary to judiciaries around the world. You will be expected to:

- report to and assist the Deputy Director, SJC Secretariat, in the day-to-day operations of the SJC Secretariat;
- undertake business development for SJC, including actively exploring opportunities and pursuing leads; recommending and proposing SJC's programmes and services that will meet the needs of local and international clientele; as well as identifying new markets and emerging trends to develop new strategic partnerships for term engagements, capacity-building and the provision of technical/consultancy services;
- undertake marketing communications work in traditional, digital and social media, including spearheading campaigns to market SJC's programmes and services on all relevant platforms with the appropriate print and digital collaterals; as well as build SJC's web and social media presence through content optimisation by search engine optimisation (SEO) and user engagement;
- conceptualise, design, organise and support the College's curricula and programmes, including online and digital learning content; and
- assist to forge and maintain international relations with partners, stakeholders and alumni

Requirements:

- Qualifications in business administration/ marketing/communications
- At least 6-8 years of work experience, with at least 4-5 years of experience in business development and marketing communications
- Candidates with legal training and civil service experience are preferred

- Fluency in the use of digital and social media marketing to drive awareness, seed adoption and the use of analytics to enhance SJC's digital and social media presence will be an asset
- Strong technical skill sets, in particular those related to web design and publishing, typesetting and graphics design, as well as photo and video-editing
- Good business sense with a keen eye for opportunities for the provision of professional services
- Strong communication and interpersonal skills
- Keen interest and sound appreciation of judicial education and training

Qualities:

- Socio-political sensitivity is important
- Creative, organised and have a keen eye for detail and design
- Highly adaptable and responsive in a fluid and fast-paced environment
- Ability to multitask and be a team player

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.