

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 as:

**SENIOR EXECUTIVE / MANAGER, FAMILY PROTECTION SUPPORT REGISTRY
(2-YEAR CONTRACT)**

The successful candidate will provide support to the court rooms and chambers within the Family Justice Courts and will be subject to job rotation across Divisions.

The key responsibilities / duties for this position are:

- Frontline handling of court users in applications and enquires;
- Provide end to end administrative support for cases that go through the Registry (this refers to file movement and arrangement, retrieval of correspondence, classification of new and existing cases for follow up action);
- Monitor incoming documents/faxes/letters/emails received and route them to respective Judicial Officers/departments for follow up;
- Handle day to day system requests, enquiries and issues received from government agencies/litigants/members of the public as well as provide prompt and accurate responses which require independent analysis and/or individual judgement within designated area of responsibility
- Update and maintain documents, databases and systems (e.g. file classification, mail directives) to ensure accuracy and within prescribed timelines;
- Provide suggestions to improve existing workflows as well as to update SOPs within a specific Registry area of work;
- Coordinate and work with multi-disciplinary experts from strategic partners and external agencies such as MSF and SPF in the holistic management of cases; and
- Any other duties as assigned.

Requirements:

- At least 2 years of relevant working experience
- Able to work under pressure and independently
- Able to interact effectively with members of the public and external stakeholders
- Able to interact across all levels within the organisation
- Must have excellent communication skills (both verbal and written)

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 **11 May 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 Family Justice Courts.