

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:

MANAGER (INFRASTRUCTURE) ON A 3-YEAR CONTRACT

This is a challenging yet rewarding portfolio under the Infrastructure and Court Services Directorate. You will work with various government agencies, internal stakeholders, architects and engineers for an A&A project for the Family Justice Courts' new building. Key duties are as follows:

- assist in the planning, implementation and completion of the project;
- assist to manage a multi-disciplinary team to ensure the project is delivered in a cost-effective and timely manner;
- identify potential construction-related issues or contractual disputes;
- resolve technical and design issues with consultants and contractors;
- assist in managing tender documentation with all necessary requirements;
- assist in contract administration of the project with adherence to PSSCOC;
- manage the project documentation via e-filing for compliance to IM, ISO and internal audit; and
- perform any other technical and administrative tasks required or as assigned.

Requirements:

- Degree or Diploma in Architecture, Building, Civil and structural Engineering, M&E Engineering or any related discipline
- Minimum 2 years of relevant work experience in building developments with developers or consultancy organisations
- Meticulous, organised, result-oriented and able to multi-task with an eye for details
- Self-motivated and resourceful, able to work across functional areas and engage with multiple parties. Able to work well in a team.
- Proficient in spoken and written English
- Experience working in public sector projects will be an advantage



The details of this position are also available in the Singapore Public Service Job Portal at www.careers.gov.sg. If you have what it takes to excel in this role, please send us your application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **28 March 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.