

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:

MANAGER (OFFICE OF PUBLIC AFFAIRS)

Reporting to the Assistant Director of the Office of Public Affairs, your responsibilities include:

- supporting the execution of communications and stakeholder engagement, media and international relations strategies and initiatives;
- assisting in the production of corporate collaterals such as newsletters and brochures;
- performing Quality Service Management (QSM) duties, such as responding to public feedback and handling calls from members of the public, litigants-in-person and court users;
- assisting in organising Supreme Court events;
- supporting organisational projects, events on an ad-hoc basis; and
- performing other administrative duties.

Requirements:

- Diploma in Mass Communications, Public Relations, or Marketing preferred.
- At least 2-3 years of relevant working experience
- Ability to multi-task effectively and efficiently
- Strong in administration
- Organised and meticulous
- Excellent interpersonal and communication skills
- Pro-active and able to work with minimal supervision
- Customer-focused, prior customer or hospitality experience will be an asset

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 September 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.