

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:

### **SENIOR / MAINTENANCE MEDIATOR**

The Maintenance Mediation Chambers (MMC) is a specialist group providing mediation services for maintenance disputes filed at the Family Justice Courts.

The successful candidate is required to manage a substantial caseload within the Courts' case management framework as well as expected to play a role in the day to day operations of the group, assist in the implementation and management of mediation programmes and oversee related programmes and events.

The successful candidate will be assigned a range of activities including:

- conducting mediation to assist parties to settle their maintenance disputes and to arrive at a mutually agreed and workable settlement;
- monitoring show payments process;
- assisting in the daily operations and administrative duties;
- preparing parties to be ready for the mention of their cases in court, should parties fail to settle, so that the matter can go on for adjudication expeditiously;
- referring needy litigants to agencies for social and financial assistance and to develop and manage projects to ensure the effective delivery of client centric court services;
- participation in planning and evaluation of new projects; and
- administrative and related duties.

#### **Requirements:**

#### **Experience:**

- Minimum 5 years of working experience, preferably related to mediation and conciliation or services dealing with families or social work
- Some familiarity with family law and related social issues would be an advantage
- Basic mediation skills
- Good listening, interpersonal and communication skills
- IT literate
- Proficiency in spoken and written English and Mandarin

**Special Attributes / Knowledge:**

- Possess sharp analytical, management and administrative skills
- Self-motivated, and with a drive to excel and meet challenges
- Good interpersonal, written and verbal communication skills
- Ability to work well within a team and yet able to operate independently
- Ability to work under pressure and handle emotive situations
- Well-organised with a keen eye for detail, meticulous and committed to deliver high quality work
- Interest in family law, awareness of related social issues, and family dispute resolution will be an advantage
- Experience in family mediation will be an advantage.

Interested applicants can apply through the Singapore Public Service Job Portal at [www.careers.gov.sg](http://www.careers.gov.sg). Alternatively, please complete and submit the Public Service application form which is available at [www.supremecourt.gov.sg](http://www.supremecourt.gov.sg) together with your relevant certificates by **29 May 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.