



Centre for International Law, National University of Singapore
Position: Management Assistant Officer

About the Centre

The Centre for International Law (CIL) is a university-level research institute at the National University of Singapore (NUS). The mission of CIL is to play a significant role in the promotion and development of international law throughout the Asia-Pacific region. CIL works closely with the NUS Faculty of Law and is located within the Faculty's premises at the historic NUS Bukit Timah Campus.

Job Description

- Liaise with the NUS Bukit Timah Cluster Services for administrative support, in particular the CIL Finance Lead
- Provide financial operations support for CIL expenditures, including processing of payments and reimbursements
- Provide research administration support to research teams, including support for researchers on guidelines & ensuring financial compliance with University business processes and internal controls
- Assist in procurement requests and supporting documents while ensuring adherence to NUS Procurement policies
- General office administration and logistics
- Other administration duties as assigned by the Director and Associate Director

Requirements

- Minimum GCE "N" levels up to diploma-holder
- At least 2 – 4 years of relevant working experience
- Strong communication skills
- Good computer and accurate data handling skills
- Ability to multitask efficiently
- Prior experience in public sector procurement will be advantageous

Application Procedure

Interested candidates should send the following to Miss Yvonne Lee at cil.jobs@nus.edu.sg by 20 September 2019:

1. CV / Resume
 2. Name and contact information of two referees
 3. Educational and Professional Certificates (including testimonials, if any)
- (Please note that only short-listed candidates will be contacted.)*