

## SGUnited Traineeship Job Description

**Job Title:** Research Apprentice

**Job Description:** The primary task of the research apprentice (RA) is to work with the CIL ASEAN Instruments Database manager to keep track of important ASEAN legal instruments and ensure they are formatted and input into the database with the relevant legal information such as the classification as hard or soft law; the dates of signing/ratification/accession; time of entry into force; and signatories. The RA will also be expected to maintain and update the current database of over 1000 ASEAN instruments. The database is a widely-used resource by the international community of scholars, practitioners, and policymakers from all disciplines, so the RA is expected to be consistent, have an eye for detail, and be interested in ASEAN law and policy.

More broadly, the RA is expected to assist in all aspects of organizing the highly-acclaimed annual CIL ASEAN Law Academy for policymakers and professors, together with the Academy Co-Directors and Manager. This includes the drafting of publicity material, vetting applications and abstracts, general administration and logistics, and rapporteuring for the substantive sessions of the Academy. The RA is also expected to assist in the assembling the post-Academy Report for submission to the Ministry of Law and the ASEAN Law Ministers and Senior Officials.

Further duties of the RA include substantive research support to the ASEAN Law and Policy Co-Director on the ongoing work of the ASEAN Law and Policy team, such as writing projects and online tutorials and webinars.

**The trainees will gain exposure to the following functional areas:**

- Database and web content management
- Understanding what policymakers, professors, diplomats, and practitioners require in ASEAN Law and Policy work
- Project/course management (the Academy is an intensive Masters-level course of two weeks spanning the disciplines of law, economics, and political science)
- Mentorship in academic writing and other work.

**Specific Responsibilities:**

1. Database and web content management
2. Ensuring the legal instrumentation requirements of the public international law and ASEAN law and policy communities are satisfied
3. Assistance in running a Masters-level cross-disciplinary programme
4. Note-taking on substantive legal issues on ASEAN trade, investment, external relations, and economic integration, etc.

5. Assembling a report that is disseminated to high-level regional stakeholders.
6. Research assistance on a wide variety of ASEAN topics across various media.

**Competencies trainee will learn during SGUnited Traineeship Programme:**

- Through the year and through the work, the trainee will learn from an experienced academic and former diplomat all the necessary hard and soft skills needed to thrive in a highly-demanding international law/international relations career. The trainee will be trained in efficient and effective work styles, logical thinking and analysis, and generally have solid common sense and the ability to resolve all problems, whatever the scenario. Most of all, the trainee will learn what it is to work with openness, integrity, and honesty – and always deliver a good final product.

**Qualifications and Qualities:**

1. LLB or BA (International Relations) or relevant field of Social Studies
2. Good writing skills
3. Open learning attitude; able to take specific instructions
4. Fast worker with initiative
5. Deep and considered analytical skills
6. Familiarity with Microsoft Office, Google Drive, Wordpress

Please send your application to Sadhna Rai at [cilsr@nus.edu.sg](mailto:cilsr@nus.edu.sg) with the following documents:

- CV
- Letter of interest
- Two writing samples
- The names/contact information of two referees

These traineeship positions are launched in partnership with the SGUnited Traineeships Programme. As such, you must be a Singapore Citizen or Permanent Resident, and have graduated in calendar year 2019 or be graduating in 2020 to be eligible. For more information, you may visit - <http://nus.edu.sg/CFG/rg/traineeships/faqs>