

Job Description – Research Apprenticeship in International Dispute Resolution

Job Title: Research Apprentice

Job Description: This position reports to the Head of the International Dispute Resolution programme at the NUS Centre for International Law, and works under the Research Associate and Senior Events Manager on a regular basis, interfacing with external stakeholders when required.

The International Dispute Resolution (IDR) programme will give the Research Apprentice (the Trainee) the opportunity to conduct research, analysis, editing and writing in the areas of international commercial arbitration, international investment arbitration and conciliation/ alternative dispute resolution (ADR). One core task will be to assist with the preparation of the second edition of a practitioners' handbook on international commercial arbitration in Asia, which will increase the Trainee's employability in the field of international arbitration. The Trainee will also be given continual exposure to real-world legal and commercial issues, and increasing responsibility to write about and advise the programme Head on these issues.

The IDR programme is also innovating with online events programming, and planning to conduct a virtual Singapore International Arbitration Academy, which historically has been a seven day in-person training course that features distinguished faculty from around the world. The Trainee will assist in executing and organising a virtual Singapore International Arbitration Academy, and other online events such as the International Law Year in Review, podcasts and ad hoc events. This will enable the Trainee to build expertise in using digital communication tools that will be used in future workplaces.

CIL provides a lively and congenial work environment and the opportunity to engage with in-house and visiting international law experts. The successful candidate will be expected to participate in Centre events and activities.

The trainees will gain exposure to the following functional areas:

- Conducting legal and academic research and analysis
- Writing articles, short papers and blog posts
- Coordinating production of edited books with multiple inputs
- Organising virtual events
- Digital communications skills
- Arbitration and litigation skills and knowledge

- Specific Responsibilities:**
1. Researching, writing and analysis in support of IDR programme
 2. Assist in organising and executing digital events (and in-person programs when they resume), including use of digital communications platforms, event design, management and post-event reporting
 3. Assist in the coordination and development of a practitioner's handbook on international commercial arbitration
- Competencies trainee will learn during SGUnited Traineeship Programme:**
1. Legal and academic research, analysis and writing skills
 2. Competence to appreciate and implement technology to enhance delivery of legal services, and engage in online dispute resolution (ODR)
 3. Interpersonal effectiveness to engage internal and external stakeholders professionally
 4. Technical lawyering skills, such as arbitration and litigation skills, legal analysis and problem-solving skills
 5. Appreciation of alternative dispute resolution techniques, such as conciliation and mediation
- Qualifications:**
1. First Law Degree (LLB)
 2. Coursework in International Law and International Arbitration (ADR/mediation coursework optional)
 3. Proficiency with Microsoft Word required (Proficiency with Microsoft Teams and audio/video editing software optional)
 4. Effective oral and written management communication skills, and organisational skills

Please send your application to Sadhna Rai at 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>