

SGUnited Traineeship Job Description

Job Title: Research Apprentice

Job Description: This person reports to the Head of Teaching and Researching International Law in Asia (TRILA) Programme of the NUS Centre for International Law (CIL). He or she will assist TRILA team in organising webinars, capacity-building initiatives, creating podcasts and conducting research on relevant international law issues.

The trainee will gain exposure to the following functional areas:

- Legal research and writing
- Engaging with different stakeholders

Specific Responsibilities:

1. assist TRILA team in organising webinars, producing podcasts, and other capacity-building initiatives
2. assist TRILA team in preparing event materials (eg, PowerPoint presentations)
3. assist TRILA team in conducting research on international law
4. perform other related tasks as may be assigned by TRILA team

Competencies trainee will learn during SGUnited Traineeship Programme:

1. Active participation in strategic planning process, including developing goals, objectives and processes
2. Communication and technical skills
3. Legal research and writing skills
4. Analytical and critical thinking skills

Qualifications:

1. LLB student, preferably with a background in public international law or international relations
2. Strong research skills
3. Familiar with Microsoft PowerPoint, Word, and Excel
4. Familiar with Zoom, Skype, Microsoft Teams, recording and podcast tools

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>