

Job Description – Research Apprenticeship in International Dispute Resolution

Job Title: Research Apprentice (International Dispute Resolution)

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

The 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 mediation / conciliation/ alternative dispute resolution (ADR). One core task will be to assist with virtual interviews of Asian government officials and investors involved in investor-State dispute settlement (ISDS), as part of an unprecedented empirical study on ISDS conciliation and mediation that will result in widely cited work. The ability to take detailed, transcript-like notes will be a key skill. Another task will be to undertake supervised research of laws, policies and inter-governmental decision-making frameworks in other Asian legal systems. 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. The Trainee will also help with the development and execution of a new training (continuing legal education) program on Public International Law for Commercial Lawyers. 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.

This position has a start date of 19 - 31 December 2020 and runs until 8 July 2021. It is being re-advertised as the incumbent is leaving to join a law firm.

The trainees will gain exposure to the following functional areas:

- Conducting legal research and analysis
- Conducting empirical/socio-legal research
- 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 of a practitioner's handbook on international commercial arbitration
4. Notetaking during virtual interviews in which interviewee confidentiality is paramount and no recording is allowed

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
5. The ability to take detailed, transcript-like notes