



CENTRE FOR INTERNATIONAL LAW
National University of Singapore

ASEAN Law Academy Project Co-ordinator (Administrative)

Closing Date: 6 December 2021

Applications are invited for a 3-month Project Co-ordinator position in the ASEAN Law and Policy team of the Centre for International Law. The Project Coordinator will co-ordinate operations for the CIL ASEAN Law Academy Advanced Programme (the Academy): a month-long Masters-level cross-disciplinary programme covering key developments in ASEAN economic integration, foreign affairs, and law/policy. The Academy involves a series of lectures and seminars by an international faculty of experts, conducted online through Zoom and attended by policymakers and academics from around Southeast Asia and the world.

Job Description

The Project Co-ordinator is a 3-month full-time position based in Singapore. The primary task for this position is to work with the CIL Academy Co-Directors and ASEAN Law and Policy Team to coordinate operations for the event.

Specific duties include:

- Managing registrations and scholarship applications
- Organisation and technical support for Zoom webinars
- Compiling statistics for pre- and post-Academy reports
- Rapporteurship
- Coordinating and analysing participant feedback
- Administrative arrangements for the ASEAN Law Academy conference
- Publicity and social media updates in the lead up to and during the event

Terms:

- 3-month temporary position on a contract-for-service basis
- Work from home or office depending on prevailing NUS safety requirements

Candidates must possess:

- A minimum qualification of a Diploma in any discipline
- A good command of written and spoken English
- A keen eye for detail
- The capability to work both in a team and independently
- Excellent organisational and communications skills
- Familiarity with Microsoft Office, Google Drive, and Zoom
- We encourage applications from candidates with experience running online Zoom events
- A legal background is not required
- Candidates must be resident in Singapore (Citizen/PR)

Application Procedure

Applications and enquires should be sent to Chan Sze-Wei (cilcsw@nus.edu.sg) and Yvette Foo (yvette.f@nus.edu.sg). Applications must be received by 6 December 2021. A completed application should include:

- a cover letter
- a detailed curriculum vitae
- names and contact information of two referees

Please note that only short-listed candidates will be contacted.