



CENTRE FOR INTERNATIONAL LAW
National University of Singapore

Research Assistant (ASEAN Law and Policy / CIL Document Database)

Closing Date: 24 December 2021

Applications are invited for a 1-year traineeship position in the ASEAN Law and Policy team of the Centre for International Law. The Research Assistant will support research on ASEAN integration, coordinate operations of CIL's flagship ASEAN Law Academy, as well as work on the curation and maintenance of the CIL Document Database of ASEAN and international law.

Job Description

The Research Assistant position is a 1-year full-time position based in Singapore.

Specific duties include:

1. Administrative coordination and report writing for the ASEAN Law Academy Advanced Programmes
2. Coordination and editing of the ASEAN Ideas in Progress research paper series
3. Research assistance for ASEAN Law and Policy researchers
4. Proof-reading academic manuscripts
5. Maintenance of the CIL Document Database on ASEAN and International Law
6. Monthly summary of news and academic articles on ASEAN
7. Suitable candidates may be invited to author articles on ASEAN Law and Policy

Terms:

1. 1-year contract under the NUS Contingent Staff scheme (including CPF contributions, leave entitlements and medical benefits)
2. Work from home or office depending on prevailing NUS safety requirements

Candidates must possess:

- A minimum qualification of a Bachelor's Degree in Law, International Relations, Economics or related disciplines
- 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 and/or a research experience
- A legal background is not required
- Candidates must be resident in Singapore (Citizen/PR)

Application Procedure

Please apply via the [NUS Careers portal](#).

Applications must be received by 24 December 2021. A completed application should include:

- a cover letter
- a detailed curriculum vitae
- up to two academic writing samples
- names and contact information of two referees

Enquires should be sent to Chan Sze-Wei (cilcsw@nus.edu.sg) and YvetteFoo (yvette.f@nus.edu.sg).

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