



We are seeking dynamic, highly motivated and committed individuals to join us in the following departments:

PRO BONO SERVICES OFFICE

You will assist in the day-to-day administration of the Pro Bono Services Office, including liaising with external agencies and authorities, interviewing applicants for aid, administering the Criminal Legal Aid Scheme and assisting in dealing with public queries.

Requirements

- Holder of at least a Diploma in Legal Studies or Law & Management
- At least 2 years' relevant working experience
- Ability to converse, read and/or write in Chinese, Malay, Tamil or a Chinese dialect
- Willingness to work flexible hours
- Passion for pro bono and community work

REPRESENTATION & LAW REFORM DEPARTMENT

You will play a key role in addressing practice issues that are of concern to the Singapore legal profession. You will be involved in developing and researching practice and legal issues in various practice areas, and developing, planning and coordinating projects and initiatives of relevance to or impacting the legal profession.

Requirements

- Holder of Bachelor of Law Honours Degree
- At least 1 year's practice experience in a Singapore law practice
- Holder of a Diploma in Legal Studies or Law and Management from Temasek Polytechnic, with at least 3 years' working experience in a legal environment may apply
- Strong command of written and spoken English with strong drafting skills

For All Positions, The Ideal Candidate will have the following qualities:

- Highly adaptable and resourceful
- Excellent interpersonal skills
- Excellent organizational and analytical skills
- Excellent communications skills
- Ability to multi-task and perform well under pressure
- Proficient in Microsoft Office application – particularly Microsoft Word
- Availability to commence work within the next month
- Only Singaporeans need apply

We offer attractive remuneration packages to the successful candidates. The position offered will commensurate with experience, capability and qualifications.

APPLICATION

To apply, please email your detailed resume, including your qualifications, current salary and contact particulars of 2 character referees by **24 July 2009** to:

The Law Society of Singapore
39 South Bridge Road, Singapore 058673
Email: Recruit@lawsoc.org.sg

We regret that only short-listed candidates will be notified.