



## THE SINGAPORE LEGAL SERVICE

**We invite you to consider a career as a LEGAL SERVICE OFFICER and appointment as HEAD of KNOWLEDGE MANAGEMENT at the ATTORNEY-GENERAL'S CHAMBERS**

The Attorney-General's Chambers ("AGC") is committed to enhancing the rule of law and maintaining the integrity of Singapore's legal system. The AGC plays a pivotal role in Singapore's criminal justice system, and also serves as the "Government's law firm" by providing legal advice, representing the State in domestic and international disputes and drafting our laws. The AGC-Legal Service Academy ("Academy") serves as a learning and knowledge hub for all AGC and Legal Service Officers, supporting their intellectual, professional and personal development by building their skills and competencies as well as providing them with access to knowledge repositories containing important knowhow and precedent advice.

The AGC is looking for an officer with the passion, knowledge and experience to serve as the Academy's Head of Knowledge Management ("Head KM"). If you wish to embark on a meaningful and rewarding career with unrivalled opportunities for professional development, we invite you to apply to join the Singapore Legal Service as a Legal Service Officer and be appointed as Head KM in the Academy.

As Head KM, you will lead and manage the Academy's Knowledge Management ("KM") teams to drive and deliver benchmarked KM standards and best practices in order to facilitate a strong KM culture. You will review, propose and implement enhancements to KM systems and processes in order to curate and create knowledge assets with precedent value, establish KM and knowhow repositories and drive knowledge-sharing in AGC. You will also oversee the management of key KM IT infrastructure projects, drive the adoption of new KM technologies and innovations including the use of Artificial Intelligence and automation, deliver technologically advanced KM processes and set the tone for quality KM outcomes across AGC and the Legal Service.

### Requirements

- a. at least 10 years of post-qualification experience and at least 8 years of relevant experience in KM in a legal capacity across Government agencies or the legal industry sector.
- b. at least 5 years of experience in leading and managing teams, and prior relevant experience in managing legal KM processes and systems;
- c. Law degree from:
  - i the NUS or SMU; or
  - ii a Scheduled University in England, Australia, New Zealand or the USA and passed the DipSing or the Part A of the Singapore Bar Examinations and be a "qualified person" as defined in the Legal Profession Act 1966/the Legal Profession (Qualified Persons) Rules.

Eligible applicants are invited to submit, by 30 May 2024, the Application Form (available at: <http://www.lsc.gov.sg>). Please contact the Legal Service Commission Secretariat at email: [lsc\\_sec@lsc.gov.sg](mailto:lsc_sec@lsc.gov.sg) if you have any query.