



The Parliament Secretariat provides administrative and support services to the Parliament of Singapore and its Select Committees.

If you are an energetic and motivated individual with a positive attitude and a sense of commitment, we welcome you to join us as:

MANAGER (OFFICIAL REPORTS DEPARTMENT)

Responsibilities

You will assist the Head of the Official Reports Department to plan, edit and publish the reports of parliamentary debates, select committees and various meetings, and to supervise operations staff. You will also be required to travel overseas as part of parliamentary delegations and to organise inter-parliamentary visits and events.

As part of the Secretariat's team, you will be expected to contribute your skills in organisational excellence programmes such as ISO 9001 and Innovation initiatives.

Requirements

- At least 5 years of working experience, preferably in writing and editorial work
- Possess a strong command of the English language and an interest in current affairs
- Managerial experience preferred
- Possess good organisational skills, ability to multi-task and meet tight deadlines
- Able to oversee different tasks/projects independently and concurrently
- Able to travel on official visits
- Singaporean

Salary will commensurate with qualifications and experience. The successful candidate will be placed on a two-year contract in the first instance.

Please visit the Singapore Public Service Job Portal at www.careers.gov.sg to apply online.

Closing date: 16 October 2018

(Only shortlisted candidates will be notified within 2 weeks after the closing date)

