



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

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

**PARLIAMENTARY OFFICER
(PARLIAMENTARY CLERKS DEPARTMENT)**

Responsibilities

You will be part of a professional and specialist team whose primary duties are to manage the sittings and meetings of Parliament and provide advice on parliamentary procedures and practices. 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 management team, you will be expected to contribute your skills in organisational excellence programmes, such as ISO 9001 and Innovation initiatives.

Requirements

- Possess a degree in law and have more than 2 years of legal work experience
- Proactive, motivated and enthusiastic team player with excellent analytical, interpersonal and communication skills
- Meticulous attention to details is necessary
- Ability to multitask and work under tight deadlines
- Required to travel overseas as part of parliamentary delegations
- Only Singaporeans need apply

Salary will commensurate with qualifications and experience. 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: 24 August 2018
(Only shortlisted candidates will be notified within 2 weeks after closing date)

