



*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:*

## **ASSISTANT MANAGER / MANAGER** **(Media & Communications Department)**

### ***What the role is***

You will be part of the Media and Communications Department (MCD) that is responsible for the strategic communications efforts of Parliament Secretariat. It plans, manages, and supports key events, parliamentary visits, key messages, and the corporate social media platforms of the Secretariat. It also handles the corporate communications, and social media and media relations needs of the Office of Speaker and the Secretariat, including official parliamentary visits, events or announcements that may involve Deputy Speakers and other MPs.

### ***What you will be working on***

Your core responsibilities will broadly cover the following:

- Formulate and execute effective public communications strategies (including those for Parliament's corporate social media platforms i.e., Parliament Facebook, Parliament Instagram) and media engagement initiatives for Parliament proceedings, events, and activities by public and stakeholders
- Formulate and execute strategic communications plans and media/publicity initiatives for Speaker of Parliament
- Contribute to strategic and effective media relations, engagement, and cultivation efforts on behalf of the Speaker of Parliament and Parliament Secretariat as well as the successful planning and execution of media operations
- Curate and manage content, including photography/videography and crafting blurbs for Parliament Facebook and Instagram posts and monitoring
- Draft and/or review/update departmental budget, Standard Operating Procedures, Business Continuity Plans, operational workflows, and annual Work Plans
- Participate in agency wide initiatives and projects as and when assigned

### ***What we are looking for***

- Preferably with at least 2 years of relevant work experience in Communications
- Good writing skills
- Good presentation and project management skills
- Possess strong and effective interpersonal and communications skills to engage officers at all levels
- Meticulous with a keen eye for details
- Able to work independently as well as in teams
- Able to multitask and work under tight deadlines
- Only Singaporeans need apply

Successful candidate will be offered a two-year contract in the first instance. Salary will commensurate with qualifications and experience. Only shortlisted candidates will be notified within 2 weeks after the closing date of this job posting.

***Closing date: 27 Mar 2023***

