



The Parliament Secretariat provides administrative and support services to the Parliament of Singapore as it fulfils its important and unique functions as a legislature.

If you are a motivated and purposeful individual, we welcome you to join us as:

MANAGER (Official Reports Department)

What the role is

The Parliament Secretariat takes care of all tasks related to the effective administration of parliamentary sittings and parliamentary committee meetings, as well as of all tasks related to inter-parliamentary relations and outreach. We have an opening for the above-mentioned post in the Official Reports Department. The Department is responsible for the reports of parliamentary debates (also known as the “Hansard” in all Commonwealth Parliaments) and the reports of Parliament’s Select Committees meetings and Courtesy Calls. Additionally, Official Reports Department staff contribute actively to the cultivation of inter-parliamentary relations and are expected to support key corporate activities of the Parliament Secretariat.

What you will be working on

Your core responsibilities will cover the following areas:

- Produce Official Reports of parliamentary debates and make them available and accessible on the website and other platforms.
- Produce meeting reports of the Select Committees of Parliament and the notes of meeting for Courtesy Calls.
- Assist in formulating editorial principles for the proper record and archival of parliamentary debates and committee meetings.
- Contribute to cultivation of inter-parliamentary relations, including providing administrative support to parliamentary visits, events or conferences (local, virtual or overseas).
- Lead and support parliamentary and key corporate/organisational development/public service processes, events, projects and activities.

What we are looking for

The successful candidate should:

- Have at least about eight years of working experience, preferably in writing, editorial and/or language-related work.
- Possess a strong command of the English language, good writing skills and a keen interest in current affairs.
- Be meticulous, be able to multi-task and work under deadlines.
- Possess managerial experience, with good interpersonal and communication skills to engage stakeholders at all levels.
- Be able to work independently as well as in teams.
- Be able to travel as part of a parliamentary delegation.

Only Singaporeans need apply.

The successful candidate will be offered a two-year contract in the first instance. The salary will commensurate with qualifications and experience. Shortlisted candidates will be notified within 2 weeks of the closing date.

Closing date: 4 June 2023

