



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)

What the role is

You will be part of the Parliamentary Clerks Department that is responsible for maintaining records of proceedings of the House and its Select Committees and examine Bills, questions for oral/written answer, Motions, petitions and other papers for presentation to ensure conformity with the House's rules prescribed in the Standing Orders.

What you will be working on

Your core responsibilities will broadly cover the following:

- Manage the sittings and meetings of Parliament
- Advise stakeholders on Parliamentary procedures and practices, including the preparation and circulation of Parliamentary documents exclusive to Parliamentary business
- Arrange and attend official delegation visits locally and overseas
- Liaise with internal and external stakeholders to facilitate Parliamentary conferences and visits
- Travel overseas as part of parliamentary delegations and organise inter-parliamentary visits and events
- Contribute to organizational excellence programmes and innovation initiatives
- Participate in agency-wide initiatives and projects as and when assigned

What we are looking for

- Possess a degree, preferably in law
- 2 - 3 years of working experience
- Good knowledge in MS Office suite of applications
- Good aptitude and proficiency in the use of digital tools for communication and collaboration, including video conferencing, creation of digital forms as well as management of mobile Apps
- Possess strong interpersonal and communications skills with the ability to engage officers at all levels
- Strong analytical skills & meticulous
- Able to multitask and work under tight deadlines
- Able to work independently as well as in teams
- Able to travel as part of a Parliamentary delegation
- 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: 30 March 2023

