



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:

EXECUTIVE/ASSOCIATE **(Corporate Services Department)**

Key Responsibilities

Reporting to the Manager (Finance and Procurement), you will be part of the Corporate Services Department that is responsible for administration, finance, human resource and procurement functions of the Parliament Secretariat. Your responsibilities will broadly cover the following:

- Support the procurement operations including but not limited to executing the end-to-end procurement operations process according to organization policies and procedures, monitoring the duration of contracts to ensure timely and effective procurement of goods and services, administering all GeBiz-related requests and procedures and assist in data analytics on procurement.
- Support the finance operations including but not limited to monitoring of progress payment of minor development projects, monitoring of deposit collections and assets management.
- Assist the IT department in resource management including IT assets and budget monitoring.
- Provide general administration support in record management, engagement of freelancers and HR related functions as and when required.
- Manage register of audit review findings/lapses and ensure timely implementation of audit recommendations.
- Assist in the review of work processes and systems and recommend possible improvements to achieve greater efficiency and effectiveness.

Requirements

- 2-3 years of working experience in procurement, finance and administration work
- Knowledge in government procurement will be an advantage
- Good knowledge in MS Office suite of applications
- Possess strong interpersonal and communications skills with the ability to engage officers at all levels
- Team player with the ability to work independently

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: 22 May 2022
(Only shortlisted candidates will be notified within 2 weeks after the closing date)

