



The Parliament Secretariat is an Organ of State and a unique organisation with the mission to ensure the smooth administration and record of Parliament Sittings and proceedings, as well as of meetings of the Committees of Parliament. The Secretariat also plans for and administers the key programmes, visits and events of the Parliament of Singapore and offers support to Members of Parliament in these activities.

If you are a motivated individual with a strong work ethic and a keen interest in current affairs, we welcome you to join us as:

EXECUTIVE/ASSOCIATE **(Official Reports Department)**

Key Responsibilities

You will be part of the Official Reports Department that is responsible in carrying out all tasks to accurately produce and publish the official reports in digital and traditional forms of the Parliamentary Debates or the “Hansard” as it is popularly known in Commonwealth Parliaments. The Department also produces the meeting reports of Parliament’s Select Committees and Courtesy Calls, in addition to providing administrative and professional support for parliamentary visits and core activities of Parliament. Staff in the Department are also assigned to Staff Committees to assist in executing events/projects for the Parliament Secretariat.

Reporting to the Head of Department (Official Reports), your responsibilities will broadly cover the following:

- Producing the Official Reports of Parliamentary debates and making these available on the website and other platforms
- Producing the meeting reports of the Select Committees of Parliament and the notes of meeting for Courtesy Calls
- Organising and providing administrative support for Parliamentary visits, events or conferences (local, virtual or overseas)
- Providing support for core parliamentary and Organisational Development processes, events and activities
- Providing administrative support in key Staff Committees

Requirements

- 1-3 years of working experience in writing, language-related and administration work
- Experience in writing or editorial work or qualifications in communications or language courses will be preferred; those who are meticulous will excel
- Possess a strong command of the English language and a keen interest in current affairs
- Possess good interpersonal and communications skills, the ability to work in a team and the ability to multi-task, in addition to being IT-savvy
- Possess a willingness to learn
- Ability to travel for Parliamentary visits when necessary
- 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: 15 August 2022
(Only shortlisted candidates will be notified within 2 weeks after the closing date)

