



*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 (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 examining 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 responsibilities will broadly cover the following:

- Facilitate the smooth running of Parliament sittings, including the preparation and circulation of Parliamentary documents exclusive to Parliamentary business
- Provide administrative support including managing schedules and bookings, arranging, and taking minutes of meetings, tracking of Parliamentary conferences and visits, facilitating events, performing book-keeping duties and budgeting
- Liaise with internal and external stakeholders at various levels
- Arrange and attend local and overseas official delegation visits
- Participate in agency wide initiatives and projects as and when assigned

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

- 2 - 3 years of working experience in operational administration work
- Good knowledge of 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 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
- 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: 29 Sep 2022***

