



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)

Key Responsibilities

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. Your responsibilities will broadly cover the following:

- Manage the sittings and meetings of Parliament and provide advice on Parliamentary procedures and practices, including the preparation and circulation of Parliamentary documents exclusive to Parliamentary business
- Liaising with internal and external stakeholders at various levels
- Arrange and attend official delegation visits locally and overseas
- Liaison for facilitation of Parliamentary conferences and visits
- Required to travel overseas as part of parliamentary delegations and to organise inter-parliamentary visits and events
- Provide guidance to Clerk Executive/Associate
- As part of the Secretariat's management team, you will be expected to contribute to organizational excellence programmes and innovation initiatives

Requirements

- 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
- Ability to multitask and work under tight deadlines
- Team player with the ability to work independently
- Required to travel as part of a Parliamentary delegation
- 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: 30 June 2022

(Only shortlisted candidates will be notified within 2 weeks after the closing date)

