



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:

CLERK ASSOCIATE / EXECUTIVE (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
- Support the Presidential Council for Minority Rights (PCMR) Secretary
- Liaise with internal and external stakeholders at various levels
- Participate in agency wide initiatives and projects as and when assigned

What we are looking for

- Preferably at least 2 years of working experience in 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
- 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: 22 May 2024

