



The Parliament Secretariat provides administrative and support services to the Parliament of Singapore and its Select Committees.

If you are an energetic, motivated and independent individual with a positive attitude and commitment, we welcome you to join us as:

SPECIALIST/PRINCIPAL SPECIALIST (LANGUAGE SERVICES) (ENGLISH/TAMIL)

You will be responsible for providing simultaneous interpretation and written translation services for parliamentary events.

Other responsibilities will include assisting the Head of the Language Services Department in providing administrative support to senior management; organizing inter-parliamentary visits/events and undertaking organizational excellence initiatives in line with the business objectives of the Secretariat.

Requirements:

- A pass degree with a major or module in Tamil Language.
- At least 2-3 years of relevant working experience in editorial work, teaching, journalism or media.
- Candidates with experience in interpretation and/or translation work will be preferred.
- Proficiency in English and Tamil is compulsory.
- Good communication, presentation and writing skills.
- Keen interest in current affairs.
- Ability to multi-task and meet tight deadlines.
- Able to travel overseas.
- Only Singaporeans need apply.

Salary for the above position will commensurate with qualifications and experience. Successful full-time candidates will be placed on contract basis in the first instance. Training will be provided on Simultaneous Interpretation for the selected candidate.

Shortlisted candidates for the above position will be required to sit for the requisite tests.

Please visit the Singapore Public Service Job Portal at www.careers.gov.sg to apply online.

***Closing date: 2 June 2018
(Only shortlisted candidates will be notified)***

