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ADVERTISING

PURPOSE

1. These procedures are designed to promote consistency and a reasonable level of control for all government recruitment advertising.

APPLICATION

2. The following guidelines apply to all departments. They also apply to the boards and agencies of the GN whose hiring is conducted pursuant to the *Public Service Act*.
3. Advertising will vary from department to department. However, as minimum the advertisement must include:
 - the job title, department and location;
 - job responsibilities;
 - qualifications;
 - salary;
 - closing date; and
 - where to send applications.
4. The basic combination of education and experience should be used in the advertisement. The key job responsibilities are also included in the advertisement in a manner that makes the position as appealing as possible.
5. Some staffing practitioners avoid writing the specific number of years of required experience in the job ad. Instead, they use words such as “some”, “several” and “extensive”. These words are defined differently by different people. If one of these is used in the job poster, you must identify a specific amount of experience or education in the screening criteria. There might be a need to defend why a certain level of experience is a requirement for this position as it may be perceived as an artificially inflated barrier to Inuit employment.
6. If there is a need to ask for a number of years of experience, give a range such as “1 to 3 years of experience.” This approach will give prospective applicants the specific number of years of experience needed to qualify. However, it should be noted that using this criteria, an individual with only

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one year of experience and another individual with three or more years of experience would both meet the screening criteria.

7. When preparing the advertisement:

- open the ad with a sentence that will catch peoples' attention;
- emphasize what makes the job interesting or challenging;
- use plain language and short sentences and avoid technical language;
- use adjectives to make the ad more interesting to read;
- use active verbs;
- make sure the qualifications listed in the ad are consistent with section 5 of the job description;
- use examples such as; The successful candidate will be responsible for the writing of various documents including policy, discussion, and option papers for the department;
- review your draft several times to ensure accuracy;
- have the hiring department sign off on the approved ad, place a copy in the competition file and advertise appropriately.

AVOID:

- using government jargon or unnecessary technical terms;
- asking for government specific skills or experience; e.g. Experience with the Government payroll system (ADP), as that may only be obtained by working for the GN. Instead, ask for experience in a computerized financial system. Do not ask for experience in interpreting the Nunavut Employee's Union (NEU) Collective Agreement. Instead, ask for experience in interpreting collective agreements, legislation, policies, etc.
- listing all the duties of the position in one long sentence;

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- recycling old ads over and over again;
- giving an inaccurate view of the position by focusing on all the good aspects of the job and not including the more challenging or less appealing duties;

AUTHORITIES AND REFERENCES

8. *The Nunavut Public Service Act*
Sections 16-22
9. *The Nunavut Land Claims Agreement*
Article 23
10. *Nunavut Human Rights Act*
11. *Canadian Charter of Human Rights and Freedoms*
12. *Canadian Human Rights Act*
13. *Priority Hiring Policy*

CONTACTS


15. For clarification or further information, please contact:

**Director Staffing
Department of Human Resources
Iqaluit, Nunavut
975-6224**

or

**Directors Community Operations
Department of Human Resources**

- **Igloolik** - 934-2024
- **Rankin Inlet** - 645-2954
- **Cambridge Bay** - 983-4060

	
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Job Ad - NEU

Government of Nunavut Employment Opportunity

**Motor Vehicles Clerk
Economic Development & Transportation
Iqaluit, Nunavut**

Reporting to the Manager of Services and Inspections the Motor Vehicles clerk will be responsible for providing registries and licensing advice, maintains data on accidents and convictions and be responsible for inventory. You will also receive and process payments, make deposits, verify client identification and issue licenses, vehicle registration and general identification cards.

The ideal candidate should have a Grade 12 diploma. The incumbent should have experience in an office environment and strong computer skills as well as customer service experience. The incumbent should possess good oral and written communication skills. Fluency in Inuktitut and English is required of this position.

Knowledge of Inuit language, communities, culture, land and Inuit Qaujimagatugangit is an asset.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered

This position is included in the Nunavut Employees Union and has a starting salary of \$46,293.00 per annum, plus a Northern Allowance of \$12,109.00 per annum


**REFERENCE: #01-0506-15-036MJ
2005**

**Closing Date: June 10,
2005**

**Write to: Department of Human Resources
Government of Nunavut,
P.O. Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
Phone: (867) 975-6222 Toll Free # 1-888-668-9993
Fax: (867) 975-6220 e-mail: gnhr@gov.nu.ca**



- *The Government of Nunavut is committed to create a more representative workforce, so that it can better understand and serve the needs of Nunavummiut.*
- *Priority will be given to Nunavut Land Claims*

	
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Beneficiaries.

- *Only the candidates selected for interviews will be contacted.*
- *Job descriptions may be obtained by fax or email*
- *Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*

Job Ad – Excluded

Government of Nunavut Employment Opportunity


**Senior Policy Analyst
Department of Economic Development & Transportation (ED&T)
Iqaluit, Nunavut**

Reporting to the Manager, Business Planning and Performance, the incumbent will be responsible for the development and implementation of comprehensive policy and legislative processes through a review of all grandfathered Acts, Policies, and programs. The Senior Policy Analyst provides advice to the department as to the best methods for achieving an economic development mandate through the development of its policy base. The incumbent is responsible for administering the policy, legislative and regulatory functions of ED&T which includes research activities, sector specific policy development projects, monitoring of departmental initiatives and provision of Ministerial briefings and briefing notes.

The ideal candidate will have completed grade 12 with training in public administration, political science, the social sciences, or a related field at college or university level. The incumbent will have a minimum of two years directly related experience, excellent written and oral communication skills and exceptional organizational skills. Familiarity with the Nunavut Land Claims Agreement with proven research skills is essential. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Equivalencies that consist of a combination of education, knowledge, skills and abilities equal to the formal education and experience requirements will be considered.

This position is excluded from the Nunavut Employee's Union and the salary range for this position starts at \$66,261.00 plus a Northern Allowance of \$ 12,109.00 per annum

	
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REFERENCE#: 01-15-0405-064TF
2004


Closing Date: July 02,

No Staff Housing Available



Write to: Department of Human Resources
Government of Nunavut,
P.O. Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0
Toll Free # 1-888-668-9993
Phone: (867) 975-6222
Fax: (867) 975-6220 e-mail: gnhr@gov.nu.ca

- *The Government of Nunavut wants to create a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Land Claims Beneficiaries.*
- *We will contact only those candidates selected for interviews*
- *Job descriptions may be obtained by fax or email*
- *Possession of a Criminal Record will not necessarily disqualify candidates from further consideration.*

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Job Ad – Senior Manager

Government of Nunavut Employment Opportunity

**Director, Strategic & Corporate Services
 Department of Economic Development & Transportation
 Iqaluit, Nunavut**

As part of the executive team and reporting to the Deputy Minister, the Director Strategic and Corporate Services provides advice and support to the Assistant Deputy Ministers, Deputy Minister and Minister. Overall, this position supports the department in the following ways:

- Strategic/business planning and performance measurement
- Communications, information management
- Financial and administrative management
- Human resource and organizational development
- Leading departmental Inuit employment initiatives

The Director is responsible for internal liaison and coordination of departmental strategic, human resource, financial and business planning, as well as performance evaluation, communication and reporting functions with all the divisions within the department. This position is critical to daily operations for providing internal controls, and ensuring public accountability throughout all areas of departmental operations.


The ideal candidate will have a diploma or degree in Public Administration, Accounting, Financial Management, Human Resource Management, or other related discipline combined with several years of work experience directly related to staff management, organizational planning and analysis, and policy development. Fluency in Inuktitut or Innuinaqtun and English are considered to be a strong asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimatugangit is an asset.

Equivalencies that consist of a combination of education, knowledge, skills and abilities to formal education and experience requirements will be considered

This position is a senior management position and is excluded from the Nunavut Employee's Union and the salary range for this position starts at \$85,040.00 plus a Northern Allowance of \$ 12,109.00 per annum

**REFERENCE: #01-15-0506-014MJ
 2005**

**Closing Date: May 20,
 2005**

	
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**Write to: Department of Human Resources
Government of Nunavut,
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Phone: (867) 975-6222 Toll Free # 1-888-668-9993
Fax: (867) 975-6220 e-mail: gnhr@gov.nu.ca**

- *The Government of Nunavut is committed to create a more representative workforce, so that it can better understand and serve the needs of Nunavummiut.*
- *Priority will be given to Nunavut Land Claims Beneficiaries.*
- *Only the candidates selected for interviews will be contacted.*
- *Job descriptions may be obtained by fax or email*
- *Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.*