

## **Job Advertisement: Pre-election and Writ Period Advertising**

*The Election Act, 1996* outlines restrictions on Government ministries, boards, Crown corporations and other agencies regarding advertising and communications during a provincial election.

Any job advertisement must be basic and factual. It cannot reference mission, vision, values, benefits of the position or working for the Government.

This document is to assist hiring managers with drafting job advertisements during the pre-election period (July 1, 2020 – September 28, 2020) and writ period (September 29, 2020 – October 26, 2020). During the writ period, only those positions that are essential or critical front-line positions will be advertised (Career Centre only).

## **Taleo Requisition – Career Centre Advertisement Section Format**

### **About Us**

Provide basic and factual information on what the ministry does. Do not reference mission, vision or values. Avoid any gratuitous commentary that could be construed as supportive of the government of the day.

#### *Example:*

*The Ministry of Central Services provides services related to information technology, infrastructure, accommodations and transportation to the other ministries and organizations in government.*

### **Position Duties**

List the job title and explain the duties of the position in clear point form order.

#### *Example:*

*The Information Technology branch within the Ministry of Central Services is hiring an Executive Coordinator.*

#### *The Executive Coordinator duties include:*

- *Assembling all briefing and background materials in preparation for meetings;*
- *Monitoring the branch email inbox and redirecting requests;*
- *Planning, scheduling and coordinating travel and logistics for meetings, training sessions and other events.*

### **Candidate Qualifications**

List the competencies required for the role in clear point form order.

#### *Example:*

- *Independent and confident in order to organize, prioritize and proficiently complete multiple tasks while dealing with frequent interruptions and tight deadlines;*
- *Proficient in managing budget activities and monitoring office expenditures;*
- *Approachable and collaborative in order to build strong working relationships; and,*
- *An exceptional communicator both verbally and in writing.*

*Typically, the knowledge and experience required to achieve the above is obtained through:*

- *A combination of formal education in business or office administration, combined with work experience in a similar role; and,*
- *Experience using a variety of computer software applications such as Microsoft Office Suite (Word, Excel, PowerPoint and Outlook).*

### **Examples of Restricted Advertising Statements**

- *We offer a challenging, innovative, and supportive working environment.*
- *The Ministry offers dynamic and challenging work for talented individuals in an environment that supports innovation, creativity and diversity. Also, the Saskatchewan public service offers many employment advantages.*
- *The Ministry is continuing its proud tradition of being a leader in ....*

### **Questions?**

Should you have questions, please contact your Human Resource Business Partner.