

Official Languages Manual Guideline 8

Advertising – Job Postings

Introduction

This guideline outlines the requirements for advertising job postings in Official Languages other than English.

Definition

- **Region:**
The administrative region of the GNWT.

Applicability

This guideline applies to all GNWT departments, Workers' Compensation Board, Power Corporation, NWT Housing Corporation, Assessment Appeal Tribunal, Labour Standards Board, Liquor Licensing Board, Social Assistance Appeal Board, Territorial Board of Revisions, and Legislative Assembly.

Application

- **French**

When a job posting for a position located in a region that includes a Designated Area for French is advertised in English, the job posting shall be advertised in French, in a French language newspaper.

- **Inuktitut**

When a job posting for a position located in a region that includes a Designated Area for Inuktitut is advertised in English, the job postings shall be advertised in Inuktitut, in an Inuktitut language newspaper.

- **Bilingual Positions**

When a job posting for a position requiring skills in English and another Official Language is advertised in English, the job posting shall also be advertised in the required Official Language as follows:

- in the regional or territorial-wide newspaper(s) considered appropriate by the advertising department / board or agency;
- for positions requiring Inuktitut, in one Inuktitut newspaper; and
- for positions requiring French, in one French language newspaper.

Authorities and References

Official Languages Policy.