



Public Service Secretariat
Office of Employment Equity for Persons with Disabilities

**OPENING DOORS
TEMPORARY POSITION ASSIGNMENT**

The Office of Employment Equity for Persons with Disabilities has introduced a new employment initiative to help support Government's commitment to diversity within the public service. Temporary positions can now be created in order to encourage and support inclusiveness within each provincial department. These positions are a minimum of three months and will have the opportunity to be extended subject to budget availability.

Managers may hire eligible persons from the Office's Client Registry. A search of the applicants on file is conducted to identify people who meet the specific education and skill requirements for the job. The résumés of those who meet the qualifications are forwarded to the hiring department, which then conducts a competition and, based on this process, offers the position to the most qualified candidate.

Participants are paid based on a temporary classification determined by your Department. This classification is based on the description of the duties and responsibilities of the position and of the knowledge, abilities, and education you indicate as being required to perform the work.

Please note that in developing your position description, the core duties and responsibilities of the temporary position must not impact on the core duties and responsibilities of other positions currently in your Division. The grouping of selective job tasks from one or more positions currently in your Department will be acceptable as long as you do not withdraw the central core of tasks of any established position.

To take advantage of this initiative, departments must complete the attached proposal form with a request for staffing action form and submit it to:

Office of Employment Equity for Persons with Disabilities
5th Floor, West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6
Fax: (709) 729-5446

There is no deadline to apply, but proposals will be actioned on a first come - first served basis. Questions related to this initiative may be directed to Office staff at (709) 729-5881 or Toll Free at 1-800-950-4414.

Building a Public Service representative of persons with disabilities