



Indigenous Career Gateway Program

Program user guidelines

Purpose

The goal of the Indigenous Career Gateway Program (ICGP) is to improve access to employment opportunities for external Indigenous persons as per the Indigenous Employment Policy for entry-level employment and trainee opportunities with the GNWT.

This program will help to promote and foster an environment that values development, diversity and professional growth opportunities for Indigenous people.

Program Components

Placement opportunities are identified in government departments, boards or agencies where there is a need, a current vacancy or an anticipated vacancy in the near future.

Through this program, the GNWT will work to establish partnerships with educators and Aboriginal governments to identify Indigenous candidates who are at the conclusion of their studies or are seeking meaningful work experience. Client Services (MRS/Regions) will work with client departments to identify employment opportunities.

Program Eligibility

Indigenous Career Gateway Program placements are available to Indigenous people(s).

Indigenous Persons has the meaning assigned by the definition of aboriginal peoples of Canada in subsection 35(2) of the Constitution Act, 1982 under the Indigenous Employment Policy.

Application Process

1. An advertisement posted on eRecruit;
2. Candidate must submit their resume to the Indigenous Career Gateway Program;
3. Candidate must provide proof of Indigenous status;
4. Client department determines suitability with Client Services Representative;
5. Candidate may be offered employment if found suitable.

If candidates do not meet the requirements of the target position the department may establish a trainee position and the employee will be provided with a learning plan and paid in accordance with the [Trainees MOU](#).



Candidates identified for placement will be hired through a casual contract. While the goal is to retain candidates within the GNWT, there is no commitment under the program to appoint the participant into the employing department indeterminately. However, subject to satisfactory performance the department may choose to do so.

Application Process

Departments will submit applications to their Client Services Representative for placements where recruitment needs have been identified.

If the candidate meets the requirements for the position the hiring department is responsible to complete a direct appointment decision paper submission and provides them the Qualified Candidate Direct Appointment Decision Paper Template. There is an option to proceed with an interim casual offer, not to exceed six (6) months and in accordance with all casual hiring provisions, while the direct appointment is being sought.

If the candidate does not meet the requirements for the position, the hiring department is responsible to complete a direct appointment decision paper submission for a term up to 2 years and provides them the Trainee Direct Appointment Decision Paper Template. There is an option to proceed with an interim casual offer, not to exceed six (6) months and in accordance with all casual hiring provisions, while the direct appointment is being sought.

Applications will still be accepted if there is no funding available as Departments can still hire candidates using ICGP as a recruitment tool. Therefore, if no funding is available applications may still be approved; however all costs will be incurred by the hiring Department.

Roles and Responsibilities

Department of Finance

- Overall coordination and administration of the program;
- Reviews database for suitable candidate(s);
- Direct support, advice and assistance provided to Managers;
- Sends resumes to Client Department;
- Review application and approve application;
- Prepares employment contract and provide to Client Department for signature;
- Ensure all new hire documents are received and completed as required.

Client Department

- Initiate staffing request for entry level position;



- Assess resume to determine if suitable candidate for entry-level employment opportunity or trainee opportunity;
- Complete and submit application to Client Service Representative;
- Complete training plan and provide to Client Service Representative;
- Provide notice to Client Service Representative that employee has resigned prior to end of contract.