



GOVERNMENT

INDUSTRY OVERVIEW:

The Government of Canada is organized into three levels:

Federal:

The Prime Minister heads the federal government based in Ottawa. It deals with national and international matters, such as taxes, banking, railways, criminal law, foreign affairs, national defense, et cetera.

Provincial/Territorial:

A Premier leads each province and territory. The provincial and territorial governments have the power to change their laws and manage their own public lands. They oversee education, health care, and road regulations.

Municipal (city):

Mayors lead municipal governments. Municipal governments run cities, towns, or districts (municipalities). They oversee parks, libraries, roadways, local police, fire protection, public transportation, et cetera.

Crown corporations also play a vital role advancing government policy priorities and objectives in critical sectors from transportation and agriculture to culture and communications. With a mixture of public policy and commercial objectives, they are extraordinarily diverse and an important element in the Government of Canada's agenda to strengthen public sector management.

RECRUITMENT DETAILS:

- It is important to review the job advertisement in detail, taking note of who can apply to determine if you are eligible.
- The 'Statement of Merit Criteria' provides a detailed description of the job requirements of the position and enables you to tailor your documents as well as anticipate some of the questions you may be asked during an interview. This document is usually available as a link on the job advertisement, or upon request from the department or agency.
- It is vital that your resume makes a clear connection between the job requirements and your experience. Failure to clearly demonstrate that you meet the requirements may result in the rejection of your application.
- Ensure that you provide all relevant information requested in the job advertisement such as the advertisement reference number, your citizenship, your language proficiency, and (if applicable) whether you are a member of a designated employment equity group. For information on the Employment Equity Act: <https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity.html>
- It is your responsibility to inform the Public Service Commission or the department official in a timely manner of any accommodations you require to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation will be treated confidentially.





POTENTIAL JOB TITLES:

- Clerk
- Strategic Business Advisor
- City Planner
- Correctional Officer
- Analyst, Corporate Development
- Outreach Coordinator
- Research Coordinator
- Program Strategist
- Human Resources Specialist / Assistant / Coordinator
- Accountant
- Policy Analyst

RELEVANT WEBSITES:

- www.jobs.gc.ca
Information regarding federal government recruitment. Search for current active jobs, create an account to apply for a job, consult public service profiles, learn about public service recruitment programs, find information for candidates (i.e., language requirements, candidate evaluation tests), and so much more.
- <https://www.geds-sage.gc.ca/en/GEDS?pgid=002>
The Government Electronic Directory Services (GEDS) provides a directory of public servants across Canada.
- <https://www.canada.ca/en/public-service-commission.html>
Provides testing information, public service hiring policies and processes, et cetera.
- <https://jobs.novascotia.ca/>
Search for career opportunities within the Province of Nova Scotia.
- <https://www.halifax.ca/about-halifax/employment>
Search career opportunities within the Halifax Regional Municipality.
- <https://www.canada.ca/en/government/publicservice/wellness-inclusion-diversity-public-service/diversity-inclusion-public-service2.html>
Federal Government information on equity, diversity, and inclusion.

