

Employment Pass – advertising requirements under the Fair Consideration Framework

JOB VACANCY AT PME LEVEL



JOB ADVERTISEMENT

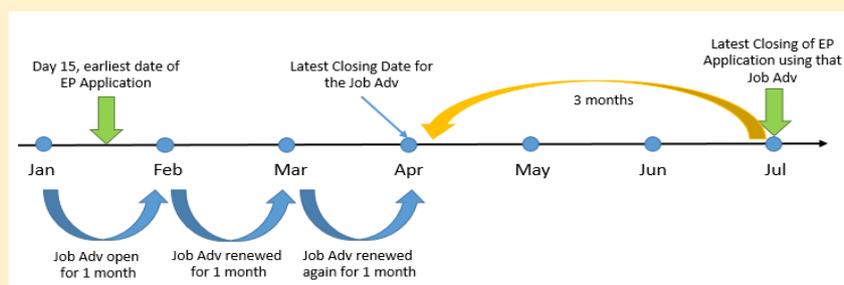
- Employer must advertise on the [Jobs Bank](#) for at least 14 calendar days unless MOM has explicitly exempted the company or job from this requirement.
- Should include the following information in the job advertisement:
 - ✓ Position (Job title) and job description
 - ✓ Job requirements such as qualification, skills required, experience
 - ✓ Salary range
 - ✓ Expiry date
- Job advertisement must comply with the [Tripartite Guidelines on Fair Employment Practices](#).



- Employer receives applications from Jobs Bank.
- Fairly selects and interviews candidates.

IF AN EMPLOYMENT PASS (EP) APPLICATION IS NEEDED

- Employer may apply for an EP if the applicant is the best candidate job.
- In the EP application, employers will have to indicate the **Job Posting ID (from Jobs Bank)**.
- Firms must also take note of these fields in the job advertisement. If these requirements are not met, the EP application will not be accepted.
 - ✓ **Employing company:** The same company indicated as the ‘Employer’ in the job advertisement should be the ‘Employer’ in the EP application.
 - ✓ **Number of vacancies:** One job advertisement ID can be used for multiple vacancies for the same job. However, the total number of EP applications should not exceed the number of vacancies advertised.
 - ✓ **Candidate’s position and salary:** Should be consistent with those stated in the job advertisement. Every job advertisement used to support an EP application must contain a published salary range, and the published salary range should not be too wide. This means the maximum salary should not be more than 2 times of the minimum salary.
 - ✓ **Posting / Expiry date of the job advertisement:** The job advertisement must be open¹ for at least 14 calendar days before an EP application can be filled. Once the job advertisement expires or closes, the company has to file an EP application (if needed) within 3 months. The timeline below illustrates this:



- The EP candidate should also meet the prevailing EP qualifying criteria

¹ A job advertisement, by default, is valid for 1 month. Companies may choose to close the job advertisement before the expiry date if a candidate has been appointed. Conversely, the company can renew the job advertisement twice if they have not identified a candidate after the first month of advertising (the advertisement remains open for 1 month with each renewal). Similarly, the company has 3 months from the date of advertisement’s expiry or closing date to file an EP application, if needed.

Changes in Jobs Bank (effective 2 October 2017)

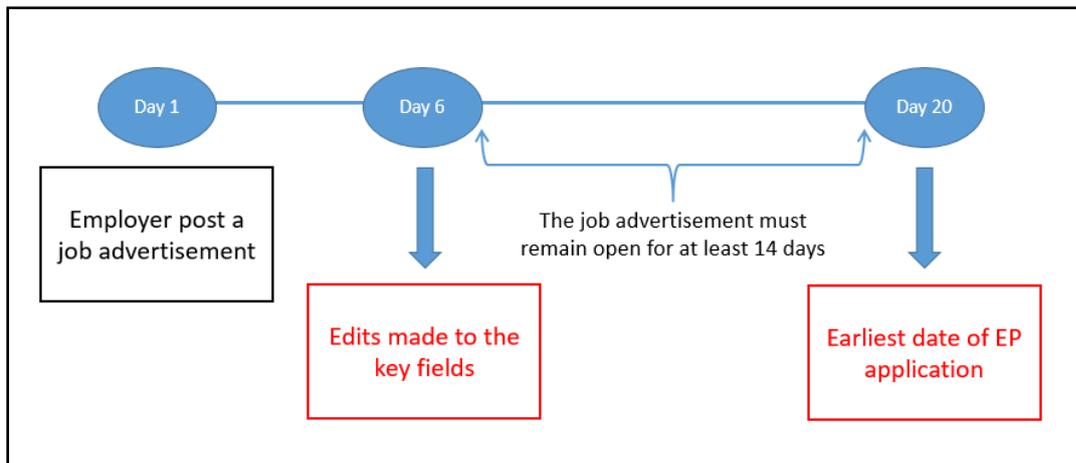
Q: The Jobs Bank was updated in Oct 2017. Is there anything an employer should take note of?

A: Yes. From Oct 2017, the Jobs Bank allows you to edit your job advertisement details. If you make changes to key fields in the job advertisement (i.e., occupation, salary, number of vacancies or employing company), you will need to keep the revised advertisement open for at least another 14 days after the change. Otherwise, the EP application may be rejected for not meeting the 14-day advertising requirement.

Example: If you edit your job advertisement on 3 Oct 2017, you may need to keep it open until 16 Oct 2017, before you can apply for an EP on 17 Oct 2017.

Please refer to the illustration below for more information.

Edits to key fields



Jobs that are exempted from the advertising requirement

For practical reasons, you are exempted from the Jobs Bank advertising requirement in any of these cases:

- Your company has fewer than 10 employees.
- The job position is paying a fixed monthly salary of \$15,000 and above.
- The job is to be filled by an intra-corporate transferee (ICTs) [as defined under the World Trade Organisation's General Agreement on Trade in Services \(WTO GAS\)](#), ICTs refer to those holding senior positions in the organisation or have an advanced level of expertise.
- The job is necessary for short-term contingencies (i.e., period of employment in Singapore for not more than one month).

All companies are strongly encouraged to advertise their job vacancies on the Jobs Bank for access to a larger pool of candidates, even if those jobs are eligible for advertising exemption. All companies are expected to have fair employment practices that are open, merit-based and non-discriminatory, even if the job vacancies are exempted from advertising.

Any company found to have nationality-based or other discriminatory HR practices will face scrutiny from MOM and have their work pass privileges curtailed.

Last updated 03 Sep 2018