

Accredited employers: Job advertisement guideline

This guideline outlines all the information and details you need to include in your job advertisement – part of the second step to hiring a migrant worker on an Accredited Employer Work Visa (AEWV).



Where do I advertise the job?

The role must be advertised on a national job listing website where suitable New Zealanders are likely to apply, or another advertising channel more likely to attract suitable New Zealanders to the specific role.

Select from job listing websites or other advertising channels more likely to attract suitable New Zealanders to the specific role. For example:

- SEEK jobs
- Trade Me Jobs
- MyJobSpace
- Industry-specific job vacancy websites
- New Zealand specialist job vacancy websites



How long do I advertise the job?

The job needs to be advertised for at least 14 calendar days.

The ad needs to close no later than 90 days before you apply for the job check.



What must I advertise about the job?

Immigration New Zealand requires accredited employers to include these details in the job advertisement:

- Job description with details of the key tasks and responsibilities
- Key terms and conditions of the employment, consistent with the proposed employment agreement:
 - › Minimum and maximum rate of pay or salary offered. Note that this needs to be the market rate and span any applicable wage threshold for hiring a migrant worker into the role. In most cases, a migrant must be paid at least the median wage (\$27.76 per hour).



A quick recap on accreditation for employers:



Step 1

Be accredited by Immigration NZ



Step 2

Get an approved Job Check from Immigration NZ. Before applying for a job check, you need to advertise the available job(s) nationally to establish whether any New Zealand workers are available.

A median wage of \$27.76 will apply to all job check applications from 20 June 2022.

Note: if the job pays at least 200% of the median wage or is on the green list of occupations, you do not need to provide evidence of advertising for the job check.



Step 3

Support the foreign worker with their visa application



What must I advertise about the job?

- › Estimated actual earnings where a significant portion of actual earnings are not guaranteed (for example, piece rates or commission rates, or average bonuses). Although this must be included in the advertisement, earnings that aren't guaranteed cannot be used to meet pay thresholds at the job check or AEWV step
 - › The minimum guaranteed hours of work per week
 - › Location
- Minimum qualifications, work experience, skills or other specifications needed to do the job. Include only what is necessary to do the specific job on offer

Multiple vacancies for one job can be included in the same advertisement (if the details are the same) and later submitted as part of one job check application, for example, six machinists in a factory.



Job advertisement details

Use the following guideline to write your job advertisement and ensure you include all the items on the checklist below:

Job title	This should be a meaningful, brief description of the job.
Job location/region	Enter the town/city/region.
Number of positions for this job	Include if you have multiple positions for the same job.
Employment type	Specify whether permanent, temporary, fixed term or casual.
Days required	Show days of work; specify if a rotating roster, including weekends.
Hours per week	The proposed employment must be full time for the duration of the employment period. AEWV holders must be guaranteed a minimum of 30 hours work a week.
Hourly rate or salary band	<p>Show the minimum and maximum rate of pay or salary. Make sure that the range included in your job ad covers any remuneration threshold you may need to meet at the job check and in AEWV applications.</p> <p>Be aware that if you want to recruit a migrant worker, the pay you offer them cannot be higher than the pay you include in the job ad.</p> <p>Include estimated actual earnings where a significant portion of actual earnings are not guaranteed, for example what piece rates or commission rates are, or what average bonuses are. Although this must be included in the advertisement, earnings that aren't guaranteed cannot be used to meet pay thresholds at the job check or AEWV step.</p> <p>For more information and to calculate pay rates, go to immigration.govt.nz/calculating-pay-rates</p>
Job description	Tasks involved in the role and any travel required. Check if there is a maximum character requirement for the site you are using, including spaces.
Job pre-requisites	Only specify the qualifications, skills and experience required specifically for this job. Don't enter these as a requirement if they are not needed to do this job.

For assistance and immigration advice, please contact our NZ Immigration Director, Arno Nothnagel

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