



Ministry of Labour  
& Social Security



# HOT OCCUPATION ANALYSIS REPORT



Prepared by  
Planning, Research & Monitoring Unit  
December 2018

# **HOT OCCUPATION ANALYSIS REPORT**

**APRIL 1 - JUNE 30, 2017**

**Prepared by:**

**Ministry of Labour and Social Security  
December 2018**

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## 1.0 Introduction

The *Hot Occupation Analysis Report* reviews job vacancies and work permit statistics extracted from administrative data produced by the Ministry of Labour and Social Security. It also analyses job advertisements obtained from major newspapers in Jamaica. The purpose of the Report is to determine the dominant occupations and skills required in the labour market during each quarter.

The information is extracted from four (4) sources:

1. The Career Sections of the Jamaica *Gleaner* and Jamaica *Observer* newspaper, which advertise job openings by occupation, industry, parish and qualification;
2. The job placement arm of the Labour Market Information System (LMIS), known as the Electronic Labour Exchange (ELE), that is administered by the Ministry of Labour and Social Security (MLSS);
3. The Work Permit Department of the MLSS which grants work permits based on the requirements of the Foreign Nationals and Commonwealth Citizens (Employment) Act (1964), as well as the CARICOM Community (Free Movement of Skilled Persons) Act (1997)<sup>1</sup>.
4. Private Employment Agencies (PEAs) that report job vacancies to the MLSS which monitors the PEAs in order to ensure compliance with the Employment Agencies Regulation Act (1957)<sup>2</sup>.

This edition of the Report examines vacancies which were available during the April-June 2017 quarter, as well as work permit granted during the period.

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<sup>1</sup>The aim is to ensure that the Jamaican economy is supplied with the labour and skills necessary for growth and development, whilst undertaking steps to protect the jobs of Jamaicans.

<sup>2</sup>The MLSS makes recommendation for the granting, renewal and revocation of licence which allow PEAs to operate.

## 2.0 Analysis of Job Vacancies Advertised in the Newspapers

In 2017, the National Labour Market Survey (NLMS) reported that 290 or 43.9 percent of 660 employers surveyed used the newspapers to search for suitable workers. The Survey also indicated that jobs found in the Career sections of the newspapers were largely “white collared”.

The total number of job advertisements which were analyzed for the period April 1 to June 30, 2017 was 1,910. This was an increase of eight (8) jobs or 0.4 percent over the corresponding period in 2016.

### 2.1 Top Ten Occupations Advertised in the Newspapers

When tallied from the highest number of vacancies to the lowest, the Top Ten jobs accounted for 50.5 percent or 966 of the total jobs advertised during the April-Jun 2017 quarter. The leading job for the quarter was Manager (242), followed by Officer (158). See Table 1. In April to June 2016, Manager was also in the leading position, ahead of Officer. When compared to the previous year Supervisor, Accountant and Driver made the Top 10 list for April to June 2017.

**Table 1: Top Ten Occupations Advertised in the Career Sections of the Jamaica *Gleaner* and *Observer* Newspapers**

Rank	April 1 to June 30, 2017			April 1 to June 30, 2016		
	Top Ten Occupations	Count	Percent	Top Ten Occupations	Count	Percent
1.	Managers	242	12.7	Managers	309	16.2
2.	Officers	158	8.3	Officers	225	11.8
3.	Teachers	119	6.2	Sales Representatives	168	8.8
4.	Customer Service/ Sales Representatives	106	5.5	Teachers	66	3.5
5.	Supervisors	92	4.8	Directors	63	3.3
6.	Technicians	69	3.6	Technicians	61	3.2
7.	Accountants	54	2.8	Engineers	54	2.8
8.	Directors	46	2.4	Nurses	47	2.5
9.	Engineers	42	2.2	Auditors/Auditing Clerks	45	2.4
10.	Drivers	38	2.0	Coordinators	43	2.3
	<b>Total</b>	<b>966</b>	<b>50.5</b>	<b>Total</b>	<b>1,081</b>	<b>56.8</b>

### *Job Titles for the Top Ten Occupations*

Among the highest vacancies for Managers were General, Human Resource, Restaurant and Sales Managers. Chief among the Officer sub-group were Accounting/Accounts and Medical Officers. In the area of Teaching, the top jobs were Early Childhood, Spanish, English Language and Mathematics Teachers (See Table 2).

Job vacancies for Sales Representatives included Medical Representatives, Life Insurance and Customer Service Representatives. In the case of Supervisors, the leading job vacancies were for Merchandising, Stores and Warehouses Supervisors. The dominant positions for Technicians were Air Conditioning and Refrigeration Technicians as well as, Electronic Repair Technicians.

Among the list of Accountants were Chief, Senior and Junior Accountants. In terms of Directors, some of the positions advertised included Executive Director, Director General, Communication and Research Directors. In the case of Engineers, heading the list were Civil, Maintenance and Mechanical Engineers. Meanwhile, Truck Drivers figured prominently among the Drivers.

**Table 2: Job Titles for the Top Ten Occupations**

Sub-group/ Occupation	Leading Job Titles Advertised
<b>Manager</b>	Internal Audit, Senior Audit, Branch, Brand, Business Development, Construction, Corporate Banking, Corporate Security, Credit, Customer Service, Dining and Bar, Farm, Finance, Food and Beverage, Front Desk/Office, General, Group Manager (After Sales, Information Technology, Marketing) Human Resources, Information Systems/Technology, Landscape, Marketing, Operations, Programme, Project, Regional, Restaurant, Sales, Sales and Marketing, Security, Quality Assurance, Technical Support Managers.
<b>Officer</b>	Accounting, Accounts Receivable, Account Payroll, Contracts Accounting, Administration Database, Application Support, Accountability and Compliance, Billing and Collections, Business Development, Business Intelligence, Compliance/Anti Money Laundering, Chief Operations, Chief Executive, Chief Financial, Chief Technology, Claims, Client Relations, Collections, Conservation, Credit, Corporate Communications, Corporate Secretarial, Corporate/ Performance, Credit Reconciliation, Duty, Delinquency, Call Centre Service, Customer Relations, Case, Field, Finance and Administration, Final Accounts, Finance and Operations, Employee Benefits, Extension, Information Technology, Inventory, Inventory and Quality Control, Human Resources, Inventory Management, Legal, Liaison, Livestock Research, Loan, Maintenance, Marketing, Market Development, Member Engagement, Mitigation, Payroll/HR, Programmes, Product, Project, Plant Protection, Public Relations, Programme Support and Finance, Purchasing and Administration, Purchasing and Inventory , Product,



Sub-group/ Occupation	Leading Job Titles Advertised
	Quality Assurance, Mitigation Programmes, National Coordination, Networking, Returning, Sales, Sales and Client Relation, Social Media, Sales and Marketing, Securities, Security, Technical Development, Trustee, Software Developer Officers.
<b>Teacher</b>	Agricultural Science, Auto Mechanic, Accounts, Biology, Business Education, Cosmetology, Early Childhood, English Language/Literature, Electrical Installation, Food and Nutrition, French, Geography and Social Studies, History, History/Caribbean Studies/ Social Studies, Information Technology, Librarian, Mathematics, Music, Physical Education, Physics, Religious Education, Spanish, Technical Drawing, Visual Arts Teachers.
<b>Sales/ Customer Service Representative</b>	Sales Representative, Medical Representative, Life Insurance Sales Representative, Customer Service Representative, Customer Relations Representative.
<b>Supervisor</b>	Audit, Construction, Customer Service, Housekeeping, Internal Control, Merchandising, Mobile Security, Produce and Meat, Production, Restaurant, Security, Shift, Site, Store, Warehouse Supervisors.
<b>Technician</b>	Air Conditioning, Appliance/Electronics Repair, Audio Visual, Emergency Medical, Field Service, Laboratory, Maintenance, Refrigeration Technicians.
<b>Accountant</b>	Chief, Chartered, Junior, Senior Accountants
<b>Director</b>	Director General, Justice Policy and Law, Executive Director, Food and Beverage, Operations, Director Research, Spa Director, Communications and Public Relations, Training Director.
<b>Engineer</b>	Chief Engineer, Civil, Electrical, Maintenance, Mechanical, Senior IT Security, Telecommunications Engineers.
<b>Driver</b>	Driver/Bearer, Bus, Delivery, Truck Drivers

Source: Jamaica *Gleaner* and *Observer* newspapers, April 1 to June 30, 2017

## 2.2 Job Advertisements by Occupational Group

In order to show trends in the demand for various groups of workers, the jobs were categorized and collated into occupational groups. The largest occupational group was Professionals, with 922 or 48.3 percent of the total (See Table 3). Next were Associate Professionals and Technicians, totalling 290 or 15.2 percent which was followed closely by Managers with 273 or 14.3 percent.

**Table 3: Number of Jobs Advertised by Occupational Group**

Occupational Group	Total	Percent
<b>Professionals</b>	922	48.3
<b>Associate Professionals and Technicians</b>	290	15.2
<b>Managers</b>	273	14.3
<b>Clerical/Support Workers</b>	104	5.4
<b>Service, Shop and Market Sales workers</b>	205	10.7
<b>Craft and Related Trade Workers</b>	65	3.4
<b>Plant and Machine Operators and Assemblers</b>	38	2.0
<b>Skilled Agricultural and Fishery Workers</b>	4	0.2
<b>Elementary Occupations</b>	9	0.5
<b>Total Jobs Advertised</b>	1,910	100.0

Source: Jamaica *Gleaner* and *Observer* newspapers April 1 to June 30, 2017

The top jobs were found for each occupational group. Teacher was first in the “Professionals” group (See Table 4). Meanwhile, Assistant Manager was ahead in the “Managers” group.

Supervisor dominated the “Associate Professionals and Technicians”, followed by Technician and Sales Representative. The leading positions among the “Service and Sales Workers” were Sales Representative, followed by Driver, Supervisor and Officer.

In the “Clerical Support workers” group, the top jobs included Secretary, Administrative Assistant and Accounting Clerk. Dominant positions for the “Craft and Related Trades Workers” were Technician, Kitchen Equipment Cleaner, Electrician and Supervisor.

The top positions for the “Plant and Machine Operators and Assemblers” were Driver, Mechanic and Forklift Operator. Meanwhile, Car Wash Employee, Groundsman, and Messenger occupied top positions in “Elementary Occupations” group. See Table 4.

**Table 4: Top Ten Jobs advertised by Occupational Groups**

Occupational Group	Top Ten Occupations	Number of Job Postings	Percent
<b>Professionals</b>	1. Teacher	469	50.9
	2. Officer (Accounts Receivable, Billing and Collections, Credit, Legal, Medical, Payroll, Regional Marketing, Senior Accounting, Senior Collections)		
	3. Accountant		
	4. Engineer		
	5. Nurse		
	6. Manager (Food and Beverage, Human Resources, Laundry, Sales, Senior, Station, Trust Accounting)		
	7. Coordinator (Credit, Marketing and hotel service, MSME development, Project and Engineering, Training)		
	8. Director (Associate Creative, Financial, Risk and Asset Mgmt, Food and Beverage, Integrated Information System, Nursing Services, Research and Mapping, Survey, Development and Public Relations, Executive Business and Asset Admin., Training)		
	9. Principal		
	10. Administrator		
<b>Managers</b>	1. Manager (Administrative, Audit Senior, Branch, Brand, Business Development,	260	95.2

Occupational Group	Top Ten Occupations	Number of Job Postings	Percent
	<p>Construction, Consultant Project, Farm, Food and Beverage, Front Desk/Office, General, Group, Human Resources, IT, Landscape, Operations, Programme, Project, Regional, Restaurant, Sales, Sales and Marketing, Security)</p> <p>2. Director - (Director General, Art, Human Resource, Legal Aid Clinic, Multi Media Services, Assistant Manager (Financial Support Services, IT/Network Administration, Food and Beverage, Store)</p> <p>3. Lecturer (Administrative Management, Business Law, Company Law, Culinary Arts and Management, Finance, Financial Regulatory Environment, Food and Beverage Management, Marketing, Public International Law)</p> <p>4. Officer (Chief Financial, Chief Operating, Chief Executive, Chief Technology, Marketing)</p> <p>5. Principal</p> <p>6. Supervisor (Engineering Maintenance, Depot, Zone)</p> <p>7. Executive Assistant</p> <p>8. Consultant</p> <p>9. Vice President</p>		
<b>Associate Professionals and Technicians</b>	<p>1. Supervisor (Bar, Chef, Grounds, Information and Documentation, Production and Warehouse, Internal Control)</p> <p>2. Technician (Gate Opener, Field, Scrub, CCTV, Service, Digital Media)</p> <p>3. Sales Representative</p> <p>4. Officer (Client Relationship, Credit and Reconciliation, Field Project, Loan, Service Contract, Settlement, Social Media, Training)</p> <p>5. Assistants (Accountant, Administrative – Food &amp; Beverage, Sales, Help Desk, Laboratory Technical)</p> <p>6. Agents (Customer Service, Concierge, Front Desk, Reservation)</p> <p>7. Clerks</p> <p>8. Manager (IT, Sales and Business Development, Group Finance and Reporting, Agile Certified Project)</p> <p>9. Operator (Machine, Printer, Crane, CHP)</p> <p>10. Administrative Assistant (Executive)</p>	158	54.5

Occupational Group	Top Ten Occupations	Number of Job Postings	Percent
<b>Services and Sales Workers</b>	<ol style="list-style-type: none"> <li>1. Sales Representative</li> <li>2. Driver</li> <li>3. Supervisor (Equipment Maintenance, Mobile Security, Service Station, Warehouse, Business Development and Sales)</li> <li>4. Officer ( Billing and Collections, Field, Reservation, Sales and Marketing, Securities)</li> <li>5. Attendant (Room, Pool, Spa, Storeroom, Warehouse)</li> <li>6. Cashier</li> <li>7. Cook</li> <li>8. Housekeeper/ Sales Executive</li> <li>9. Associate (Sales and Loan) /Server</li> <li>10. Lifeguard/ Operator (Facility, Print)</li> </ol>	123	60.0
<b>Clerical Support Workers</b>	<ol style="list-style-type: none"> <li>1. Secretary</li> <li>2. Administrative Assistant</li> <li>3. Accounting Clerk</li> <li>4. Officer (Customer Relations, Clinical Assurance, Collections, Human Resources, Procurement, Delinquency)</li> <li>5. Receptionist</li> <li>6. Warehouse Clerk</li> <li>7. Administrator</li> <li>8. Customer Service Rep.</li> <li>9. Data Entry Clerk</li> <li>10. Supervisor (Audit, Customer Service)</li> </ol>	57	54.8
<b>Craft and Related Trade Workers</b>	<ol style="list-style-type: none"> <li>1. Technician (Air Conditioning, Industrial Maintenance, Refrigeration, Appliance Repair)</li> <li>2. Kitchen Equipment Cleaner,</li> <li>3. Electrician</li> <li>4. Supervisor (Construction Site)</li> <li>5. Auto mechanic</li> <li>6. Pastry Chef</li> <li>7. Attendant (Meat, Warehouse)</li> </ol>	56	86.1
<b>Plant and Machine Operator and Assembler</b>	<ol style="list-style-type: none"> <li>1. Driver</li> <li>2. Mechanic</li> <li>3. Forklift Operator</li> <li>4. Bike Bearer/Delivery Riders</li> <li>5. Haulage Contractor</li> </ol>	33	86.8
<b>Skilled Agricultural and Fishery Worker</b>	<ol style="list-style-type: none"> <li>1. Animal Care Assistant</li> <li>2. Grounds-man</li> <li>3. Landscaper</li> <li>4. Plant Hygienist</li> </ol>	4	100.0
<b>Elementary Occupations</b>	<ol style="list-style-type: none"> <li>1. Car wash employee</li> <li>2. Grounds-man</li> <li>3. Marketing Assistant</li> <li>4. Messenger</li> <li>5. Office Attendant</li> <li>6. Sales and Marketing Employee</li> <li>7. Warehouse Attendant</li> </ol>	9	100.0

Source: Jamaica *Gleaner* and *Observer* newspapers April 1 to June 30, 2017

### 2.3 Job Advertisements by Industry Group

The “Professional, Scientific and Technical Activities” industry had the largest number of job advertisement, totalling 599 or 31.3 percent. Next was “Administrative and Support Services” with 337 or 17.6 percent, ahead of Education which recorded 197 or 10.3 percent. See Table 5.

Job advertisements were least for the “Electricity, Gas and Steam” industry (3) and “Public Administration and Defence” (6). See Table 5.

**Table 5: Number of Jobs Advertised by Industry Group**

Industry Group	Count	Percent
Professional, Scientific and Technical Activities	599	31.4
Administrative and Support Service Activities	337	17.6
Education	197	10.3
Health and Social Work Services	129	6.8
Finance, Insurance and Financial Intermediation	102	5.3
Accommodation and Food Service Activities	97	5.1
Information and Communication	95	5.0
Wholesale and Retail Trade, Repair of H/h items	90	4.7
Transport and Storage	49	2.6
Arts, Entertainment and Recreation	38	2.0
Other Service Activities	37	1.9
Activities of Household, as Employers	23	1.2
Manufacture	18	0.9
Construction	17	0.9
Real Estate, Renting and Business Activities	11	0.6
Agriculture, Forestry and Fishing	10	0.5
Public Administration and Defence	6	0.3
Electricity, Gas and Steam	3	0.2
No Industry Stated	52	2.7
Total Jobs Advertised	1,910	100.0

Source: Jamaica *Gleaner* and *Observer* newspapers, April 1 to June 30, 2017

#### *Top Occupations Advertised by Industry*

Manager was the top job in six (6) industries:

1. Professional, Scientific and Technical Activities
2. Accommodation and Food Services
3. Information and Communication
4. Manufacture
5. Art, Entertainment and Recreation
6. Public Administration and Defence

The “Professional, Scientific and Technical Activities” needed Managers such as Financial, General and Human Resources Managers. See Table 6. Within this

industry, Technician was the next dominant group, among which were Field Service and Maintenance Technicians.

Food and Beverage services, Banquet, Catering and Restaurant Managers were needed in the “Accommodation and Food Services” industry. Chefs such as Executive, Sous and Cuisine Chefs were the next top jobs in this sector.

The “Information and Communication” industry required Information Technology, Core Network and Network Optimization Managers. Officers including Call Centre, Information Technology, Chief Technology and Corporate Communication Officers were in second place.

From the “Manufacture” Coordinators in Sales and Logistics as well as Plant and Programme Managers were in the lead. Supervisors emerged after these positions.

The “Art, Entertainment and Recreation” industry had Attractions as well as Hotel and Spa Managers in the mix. Coordinators and Directors also featured prominently in this industry.

The “Public Administration and Defence” needed Development and Public Relations Directors. Officers including Liaison and Security Officers (both armed and unarmed) followed.

The most outstanding jobs in the “Administrative and Support Services” and “Finance and Insurance/Financial Intermediation” industries were Officers. The former needed workers such as Billing and Collection, Client Relations, Corporate Secretariat, Credit and Customer Relations while the latter needed Accounting, Credit/Loan/Business Development and Collection Officers.

In the “Human Health and Social Work Services” industry, Nurse and Medical Officer stood out as top hot jobs. The “Agriculture, Forestry and Fishing” industry had Officer and Livestock Research Assistant in the lead.

The jobs with the highest count for the “Wholesale and Retail Trade, Repair of Household items” industry, were Sales Representative and Technician, while Driver and Mechanic were ahead in “Transport and Storage”.

The hottest jobs in the “Activities of Household as Employers” were Driver and Supervisor. Meanwhile, Construction Manager and Construction/Site Supervisor led in the “Construction” industry. “Electricity, Gas and Steam” had Electrician in the lead. See Table 6.

**Table 6: Top Jobs Advertised by Industry**

Industry Group	Top Ten Jobs Advertised
Professional, Scientific and Technical Activities	<ol style="list-style-type: none"> <li>1. Manager – Financial Automation, General, Human Resources, Industrial Relations, Information Technology</li> <li>2. Technician – Field Service, Maintenance</li> <li>3. Officer – Accountability &amp; Compliance, Business Development, Database Administration, Chief Executive</li> <li>4. Engineer – Civil, Electrical &amp; Mechanical, Telecommunications, IT Systems</li> <li>5. Accountant</li> <li>6. Teacher – English Language, Technical Drawing</li> <li>7. Director –General, Projects, Executive, Management Accounting, Communications and Public Relations</li> <li>8. Supervisor –Production and Production/ Operations</li> <li>9. Consultant –Development Projects, Mobile workshop, Monitoring and Evaluation, Procurement, Nurse Advisor, ICT, Science and Technology</li> <li>10. Architect/Sales Representative</li> </ol>
Administrative and Support Services	<ol style="list-style-type: none"> <li>1. Officer – Billing and Collection, Client Relations, Corporate Secretariat, Credit, Customer Relations, Delinquency, Duty, Extension, Field, Human Resource, Information, Inventory, Market Development, Purchasing, Sales, Receivables, Sales &amp; Marketing, Training</li> <li>2. Supervisor –Administrative, Customer Service, Inventory, Landscape, Production, Project, Reservation, Security, Service Station, Zone</li> <li>3. Clerk – Accounting, Administrative, Branch, Customer Service, Data Entry, Inventory, Lead Storeroom, Logistics, Office, Settlement, Warehouse</li> <li>4. Manager–Administrative, Duty, Guest Services, Human Resources, Landscape, Night, Purchasing, Sales, Security, Service</li> <li>5. Assistant – Accountant, Administrative, Bursar, Business Development, Clerical, Executive, Manager(Branch, HR &amp; Administration, Sales, Warehouse)</li> <li>6. Sales Representative</li> <li>7. Administrative Assistant</li> <li>8. Customer Service Representative</li> <li>9. Secretary</li> <li>10. Accountant/Associate</li> </ol>
Education	<ol style="list-style-type: none"> <li>1. Teacher</li> <li>2. Lecturer – Administrative Management, Agriculture, Business/Company/Public International Law, Fashion Design, Finance, Food and Beverage, Hospitality and Tourism Management, Journalism, Marketing, Physical Education, Plant Science, Science Education, Writing for Media, Nurse Educator, Language Arts, Computer Information Services, General Dentistry, Gross Anatomy</li> <li>3. Principal</li> <li>4. Coach (Mathematics primarily)</li> <li>5. Coordinator</li> <li>6. Librarian</li> <li>7. Bursar</li> <li>8. Counsellor</li> <li>9. Dean of Discipline</li> <li>10. Instructor – Early Childhood and Director – Training or Principal</li> </ol>

Industry Group	Top Ten Jobs Advertised
Human Health and Social Work Activities	<ol style="list-style-type: none"> <li>1. Nurse – Registered, Public Health</li> <li>2. Officer - Medical</li> <li>3. Pharmacist</li> <li>4. Consultant – Medical</li> <li>5. Medical Sales Representative</li> <li>6. Midwife</li> <li>7. Pharmacy Technician</li> <li>8. Resident – Medical</li> <li>9. Psychologist</li> <li>10. Sales Representative</li> </ol>
Finance and Insurance/ Financial Intermediation	<ol style="list-style-type: none"> <li>1. Officer – Accounting, Credit/Loan/ Business Development, Collections</li> <li>2. Insurance Sales Representative</li> <li>3. Manager – Credit/ Disbursement, Internal Audit, Finance/Finance &amp; Administration/Finance &amp; Accounts/ Group Finance &amp; Reporting</li> <li>4. Accountant</li> <li>5. Auditor - Internal</li> <li>6. Accounting/Accounts Officer</li> <li>7. Advisor</li> <li>8. Assistant - Accountant</li> <li>9. Senior Associate</li> <li>10. Audit Supervisor</li> </ol>
Accommodation and Food Services	<ol style="list-style-type: none"> <li>1. Manager(Food and Beverage Services, Banquet, Catering, Restaurant, Resort Bar, Catering Sales, Beverage Production)</li> <li>2. Chef (Executive, Sous and Cuisine)</li> <li>3. Supervisor (Bar, Chef, Restaurant)</li> <li>4. Bartender</li> <li>5. Server</li> <li>6. Baker</li> <li>7. Hostess</li> <li>8. Steward</li> <li>9. Director (Food and Beverage)</li> <li>10. Housekeeper</li> </ol>
Information and Communication	<ol style="list-style-type: none"> <li>1. Manager (Information Technology, Core Network, Network Optimization, Senior Corporate Communication, Marketing and Public Relations, Quality, Studio Production)</li> <li>2. Officer (Call Centre Services, Information Technology, Chief Technology, Corporate Communication, Communication, Social Media)</li> <li>3. Engineer (Core Network, Microwave, Network Optimization, Power, Radio Access Network, Site Infrastructure Maintenance, Telecommunications, Database Applications, Presales)</li> <li>4. Database/Systems Administrator</li> <li>5. I.T. Administrator</li> <li>6. Director (Integrated Information Systems, Multimedia Services, Communication and Public Relations)</li> <li>7. Coordinator (Data, Social Media)</li> <li>8. Developer</li> <li>9. Graphic Designer</li> <li>10. Technician (Systems, Audio Visual, Digital Media, IT Support)</li> </ol>
Wholesale/ Retail Trade, Repair of Household Items	<ol style="list-style-type: none"> <li>1. Sales Representative</li> <li>2. Technician (Air Conditioning, Appliance Repair, Fridge)</li> <li>3. Manager (Brand, General, Marketing and Sales, Sales, Marketing, Senior Retail/Trade Sales)</li> <li>4. Mechanic</li> <li>5. Sales Executive</li> <li>6. Supervisor (Merchandise, Store, Tuck Shop)</li> <li>7. Customer Service Representative</li> <li>8. Driver</li> </ol>



Industry Group	Top Ten Jobs Advertised
	<ol style="list-style-type: none"> <li>9. Marketing Assistant</li> <li>10. Merchandiser</li> </ol>
Transport and Storage	<ol style="list-style-type: none"> <li>1. Driver</li> <li>2. Mechanic</li> <li>3. Manager (Airlift, Cruise Tourism, Operations)</li> <li>4. Attendant (Truck Driver's, Warehouse)</li> <li>5. Analyst (Junior Credit Underwriter)</li> <li>6. Customs Broker Clerk</li> <li>7. Delivery Rider</li> <li>8. Forklift Operator</li> <li>9. Instructor (Flight)</li> <li>10. Valuator</li> </ol>
Art, Entertainment and Recreation	<ol style="list-style-type: none"> <li>1. Manager (Attractions, Beach Club, Entertainment, Group, Hotel and Spa)</li> <li>2. Coordinator (Entertainment, Social Media, Special Occasions)</li> <li>3. Director (Art, Spa, Corporate Communication and Public Relations),</li> <li>4. Officer (Public Relations)</li> <li>5. Assistant Manager (Entertainment, Recreational Services)</li> <li>6. Diver (Dive Master, Open Water, Rescue)</li> <li>7. Instructor (Fitness, Certified Dive)</li> <li>8. Librarian</li> <li>9. Lifeguard</li> <li>10. Supervisor (Entertainment)</li> </ol>
Other Services Activity	<ol style="list-style-type: none"> <li>1. Attendant (Pool, Spa, Warehouse)</li> <li>2. Manager(Laundry, Room Service, Stewarding)</li> <li>3. Technician (Maintenance, Support Information Technology)</li> <li>4. Supervisor (Grounds, Stewarding)</li> <li>5. Electrician</li> <li>6. Gardener/Grounds-man</li> <li>7. Lifeguard</li> <li>8. Sideman</li> <li>9. Steward</li> <li>10. Welder</li> </ol>
Activities of Household as Employers	<ol style="list-style-type: none"> <li>1. Driver</li> <li>2. Housekeeper</li> <li>3. Houseman</li> <li>4. Manager/Butler</li> <li>5. Supervisor (Food and Beverage, Front Office, Guest Service, Housekeeping)</li> </ol>
Manufacture	<ol style="list-style-type: none"> <li>1. Coordinator (Field Sales, Logistics, Marketing)</li> <li>2. Manager (Meat Plant, Plant, Programme)</li> <li>3. Supervisor (Produce and Meat, Production, Warehouse)</li> <li>4. Meat Cutter</li> <li>5. Engineer (Railway)</li> <li>6. Machine Operator</li> <li>7. Videographer</li> <li>8. Production Worker</li> <li>9. Warehouse Attendant</li> </ol>
Construction	<ol style="list-style-type: none"> <li>1. Technician (Air Conditioning, Refrigerator)</li> <li>2. Carpenter</li> <li>3. Construction/Site Supervisor</li> <li>4. Construction Manager</li> <li>5. Press Operator</li> <li>6. Project Consultant</li> <li>7. Project Coordinator</li> <li>8. Project/Site Manager</li> </ol>
Real Estate, Renting and Business Activities	<ol style="list-style-type: none"> <li>1. Manager (Account – IT Sales, Audit Senior, Corporate Relationships, Marketing/Development)</li> </ol>

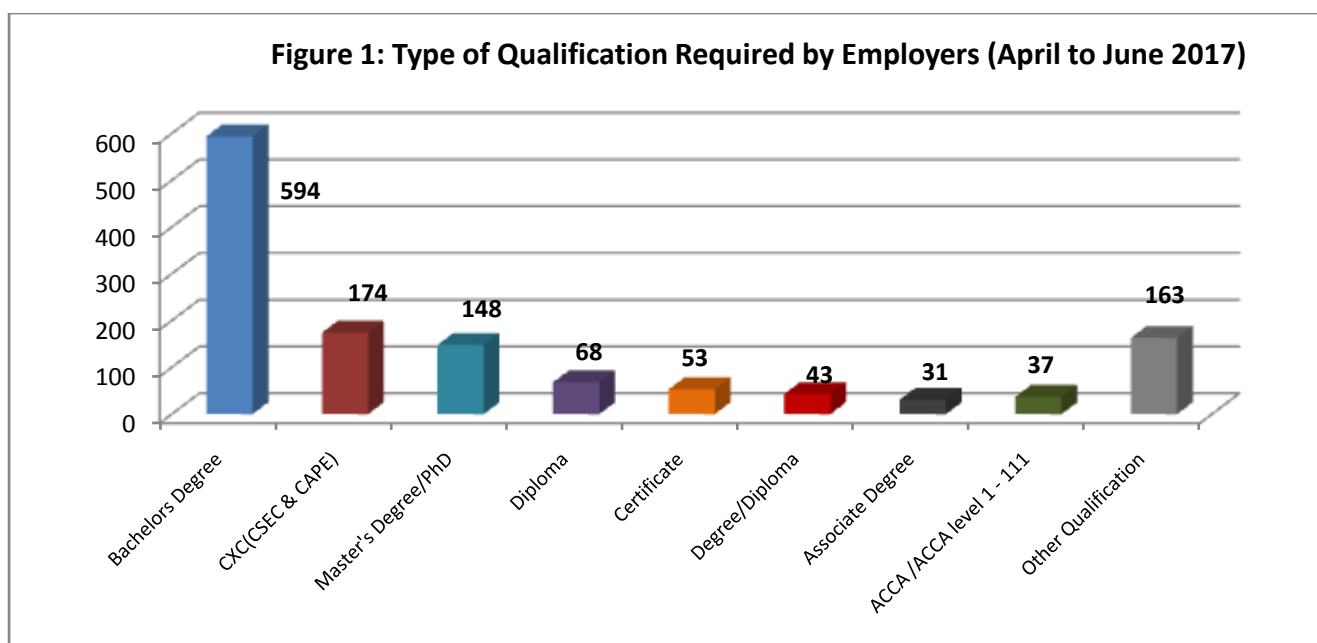
Industry Group	Top Ten Jobs Advertised
	<ol style="list-style-type: none"> <li>2. Real Estate Agent</li> <li>3. Director of Training</li> <li>4. Sales Executive</li> <li>5. Financial Controller</li> <li>6. Software Developer</li> <li>7. Collections Specialist</li> <li>8. Air Conditioning Technician</li> </ol>
Agriculture, Forestry and Fishing	<ol style="list-style-type: none"> <li>1. Officer (Conservation, Livestock Research)</li> <li>2. Assistant (Livestock Research)</li> <li>3. Chemist</li> <li>4. Farm manager</li> <li>5. Plant Hygienist</li> <li>6. Grounds-men</li> <li>7. Landscaper</li> <li>8. Procurement Specialist</li> <li>9. Director General</li> </ol>
Public Administration and Defence	<ol style="list-style-type: none"> <li>1. Director – Development and Public Relations</li> <li>2. Officer – Liaison, Security (both armed and unarmed)</li> <li>3. Engineer</li> <li>4. Forest Ranger</li> </ol>
Electricity, Gas & Steam	<ol style="list-style-type: none"> <li>1. Electrician</li> <li>2. Engineering Manager</li> <li>3. Instrument/Electrical Engineer</li> </ol>

Source: Jamaica *Gleaner* and *Observer* newspapers, April 1 to June 30, 2017

#### **2.4 Required Certification or Qualification for Jobs Advertised**

A total of 1,310 of the advertisements specified the type of certification desired. Of this amount, 1,136 job vacancies or 86.7 percent required post secondary qualification. The highest in demand was Bachelor's Degree, with a total of 594 or 31.1 percent of total jobs advertised. This was followed by Master's degree at 103 or 5.4 percent, then Diploma at 68 or 3.6 percent of the total jobs advertised. See Figure 1.

Of the advertisements which specified qualifications, 174 or 13.3 percent asked for secondary education. Of this number 77 or 44 percent needed persons with five (5) CXC subjects, including Mathematics and English Language. See Figure 1.



## 2.5 Job Advertisements by Parish

An examination of the data by parish revealed a huge difference in job advertisements, in favour of Kingston and St. Andrew, with a total of 656 during the three months April-June 2017. The other parishes with significantly high totals were St. James (200), Westmoreland (78), and St. Catherine (57). See Table 7.

**Table 7: Number of Jobs Advertised by Parish**

Parish/Locality	Number of Jobs	Percent
Kingston and St. Andrew	656	34.3
St. James	200	10.5
Westmoreland	78	4.1
St. Catherine inc. Portmore	59	3.1
St. Ann	46	2.4
Trelawny	33	1.7
Portland	30	1.6
Clarendon	24	1.3
Hanover	23	1.2
Manchester	22	1.1
St. Thomas	17	0.9
St. Mary	15	0.8
St. Elizabeth	10	0.5
Sub -Total	1,213	63.5
Caribbean Islands	33	1.7
Canada	1	0.05
Other	21	1.1
None Listed	642	33.6
<b>Total Jobs Advertised</b>	<b>1,910</b>	<b>100.0</b>

Source: Jamaica *Gleaner* and *Observer* newspapers April to June 2017

### *Kingston and St. Andrew*

Manager was the top position advertised in these parishes, recording 75 in total. See Table 8 below. This was followed by Officers, with a total of 68.

**Table 8: Top Ten Occupations Advertised in Kingston and St. Andrew**

<b>Top Ten Occupations</b>	<b>Job Titles Advertised</b>
1. Managers (75)	Branch, Brand, Business Development, Corporate Communication, General, Human Resources, Industrial Relations, Marketing, Operations, Regional, Risk and Compliance, Sales, Senior Legal Services Managers
2. Officers (68)	Billing and Collections, Business Development, Chief Executive, Chief Technology, Credit, Information Technology, Legal, Marketing, Medical, Public Relations, Security, Social Media Officers
3. Directors (27)	Director General, Executive Director, Project, Art, Communication and Public Relations, Senior, Administration and Office Service, HRM Directors
4. Supervisors (24)	Construction Site, Customer Service, Administrative, Equipment Maintenance, Service Station, Field, Computer room, Mobile Security, Warehouse, Information and Documentation, Shift Supervisors
5. Teachers (24)	English Language, Mathematics, Spanish, Religious Education, Technical Drawing, Chemistry/Integrated Science, Biology, Business Education Teachers
6. Sales Representatives (23)	Sales Representative, Life insurance Representative
7. Accountants (19)	Chief, Junior, Senior Accountant
8. Coordinators (18)	Logistics, Course, Data, Field Sales, Marketing, Project, Showroom, Radiology, Early Years Instructional, Employment/Programmes and Advocacy, IB English, IB History Coordinators
9. Technicians (16)	Digital Media, Audio Visual, CADD, Field Service, Hydraulic, Electronics Repair, Refrigeration, Support Information Technology, Maintenance Technicians
10. Engineers (14)	Civil, Computer, Control, Electrical and Mechanical, Energy, Highway Planning, IT Systems, Electrical, Mechanical, Consultant Engineer

Source: Jamaica *Gleaner* and *Observer* newspapers, April 1 to June 30, 2017

### *St. James, Westmoreland and St. Catherine*

These three (3) parishes had similar top jobs, as Manager, Nurse, Supervisor and Teacher were all among their top ten. For St. James and St. Catherine, Teacher was ahead while Supervisor was the most popular/outstanding job in Westmoreland (See Table 9).

**Table 9: Top Ten Occupations in St. James, Westmoreland and St. Catherine**

Parish	Top Ten Jobs
St. James	1. Teacher (29) – Agricultural Science, Music, Mathematics, Physical Education, Spanish
	2. Manager (18) – Food and Beverage, Project, Station, Trade and Distribution
	3. Supervisor (11) – Engineering, Entertainment, Landscape, Front Office, Produce and Meat, Production
	4. Nurse, Registered (5)
	5. Chef (5)
	6. Consultant (4)
	7. Coordinator (4)- Credit, Entertainment, Projects, Special Occasions
	8. Driver (4)
	9. Lecturer (4)- Business Law, Company Law, Financial Regulatory Env., Public International Law,
	10. Mechanic (4)
Westmoreland	1. Supervisor (10) – Bar, Chef, Grounds, Pool Maintenance, Security, Housekeeping, A/C Maintenance, Room Maintenance, Restaurant, Maintenance
	2. Manager (6) – General, Front Office, Food and Beverage, Landscape, Security, Sales
	3. Teacher (5)- Agricultural Science, Geography/History/Social Studies, Guidance Counsellor, Spanish, Early Childhood
	4. Officer (4) – Medical (District & Junior)
	5. Chef (3)
	6. Consultant (3) – Accident, Internal Medicine, Paediatrics
	7. Driver (3)
	8. Nurse (3)
	9. Resident (3) – Senior (OB/GYN & Internal Medicine)
	10. Pool/Spa/Storeroom Attendant (3)
St. Catherine	1. Teacher (11) – Auto Mechanic, Barbering, Librarian, Mathematics, Physical Education, Welding, Primary, Early Childhood
	2. Manager (4) – Business Tech. and Operation, Infrastructure, Restaurant, Commercial Services
	3. Principal (4)
	4. Officer (3) – Securities, Livestock Research, Plant Protection
	5. Nurse (2)
	6. Sales Representative (2)
	7. Secretary (2)
	8. Supervisors (2) - Merchandising
	9. Accountant/ Bursar
	10. Toll Collector (2)

Source: Jamaica *Gleaner* and *Observer* newspapers, April 1 to June 30, 2017

### *Other parishes*

Teacher, Lecturer and/or Instructor were also featured among the top ten in all of the remaining parishes. See Table 10. In the parishes of St. Thomas and Hanover, Teacher was ranked number one, while St. Elizabeth had Early Childhood Instructor in this position. Portland had a greater demand for Lecturer in the fields of Agriculture and Plant Science. Supervisor was also among the top ten in all these parishes except St. Elizabeth.

Manager such as Executive, Assistant, Parish and Restaurant were the top of the list in St. Ann. Insurance Sales Worker led in St. Mary. The need for Client Relationship, Medical and Parish Personnel Officers were greatest for in Clarendon. Meanwhile, Engineers topped the list in Manchester (See Table 10).

**Table 10: Top Jobs Advertised by the other Parishes**

Parish	Top Ten Jobs Advertised
St. Thomas	<ol style="list-style-type: none"> <li>1. Teacher – Accounts; Agricultural and Integrated Science; Clothing and Textiles; Entrepreneurship, MOB and Accounts; French; Geography and Social Studies; Information Technology; Librarian; Mathematics; Physics and Early Childhood</li> <li>2. Nurse – Senior Public Health</li> <li>3. Pharmacist;</li> <li>4. Laboratory Technician;</li> <li>5. Sales Representative;</li> <li>6. Supervisor – Merchandising</li> <li>7. Branch Clerk</li> </ol>
Portland	<ol style="list-style-type: none"> <li>1. Lecturer – Agricultural Engineering; Agriculture Extension; Hospitality and Tourism Management; Physical Education; Plant Breeding; Plant Pathology; Science Education</li> <li>2. Insurance Sales Representative</li> <li>3. Supervisor –Merchandising</li> <li>4. Housekeeper/Houseman</li> <li>5. Teachers – Early Childhood</li> <li>6. Waiter/Waitress</li> <li>7. Pharmacist/Pharmacy Technician</li> <li>8. Accountant/Assistant Bursar/Night Auditor</li> </ol>
St. Mary	<ol style="list-style-type: none"> <li>1. Insurance Sales Representative</li> <li>2. Clerk – Cost control, Payroll, or Stores</li> <li>3. Manager – Group IT, Purchasing</li> <li>4. Supervisor – Merchandising, Restaurant</li> <li>5. Account Executive</li> <li>6. Cook</li> <li>7. Director</li> <li>8. Pharmacist</li> <li>9. Sales Representative</li> <li>10. Teacher – Visual arts</li> </ol>
St. Ann	<ol style="list-style-type: none"> <li>1. Manager – Farm; Manager/Executive; Assistant; Parish; Restaurant</li> <li>2. Principal/Vice-Principal</li> <li>3. Sales Representative including Medical, Insurance</li> <li>4. Drivers</li> <li>5. Instructor – Fitness</li> <li>6. Officer – Liaison Sports; Human Resources</li> <li>7. Supervisor – Merchandising; Shift</li> <li>8. Accountant</li> <li>9. Maintenance Technician</li> <li>10. Teacher – Special Education</li> </ol>
Trelawny	<ol style="list-style-type: none"> <li>1. Teacher – Automotive Mechanics, Business Education, Cosmetology, Electrical Installation, English Language, Information Technology, Mathematics and Physics, Visual Arts, Early Childhood, English A &amp; B</li> <li>2. Drivers – Truck</li> <li>3. Nurse/Midwife</li> <li>4. Grounds-man</li> <li>5. Mechanic</li> <li>6. Medical Officer</li> <li>7. Sales Representative</li> </ol>

Parish	Top Ten Jobs Advertised
Hanover	<ol style="list-style-type: none"> <li>8. Librarian/Health Records Technician</li> <li>9. Administrative Assistant; Executive</li> <li>10. Supervisor – Grounds and Landscaping</li> </ol>
	<ol style="list-style-type: none"> <li>1. Teacher – Arts; English; Physics; Spanish and English; Spanish and French; Early Childhood</li> <li>2. Driver</li> <li>3. Mechanic</li> <li>4. Midwife/Nurse – Registered</li> <li>5. Manager/Supervisor – Restaurant</li> </ol>
St. Elizabeth	<ol style="list-style-type: none"> <li>1. Instructor – Early childhood Level II &amp; III</li> <li>2. Medical Officer</li> <li>3. Principal</li> <li>4. Driver</li> <li>5. Headmistress</li> <li>6. Returning Officer</li> <li>7. Teacher – Early Childhood</li> </ol>
Manchester	<ol style="list-style-type: none"> <li>1. Engineer – Railway; Instrument/Electrical; Senior process</li> <li>2. Manager – General; Store</li> <li>3. Security Officer – Armed; Unarmed</li> <li>4. Supervisor – Merchandising; Store</li> <li>5. Lecturer – Computer Information Services</li> <li>6. Mathematics Coach</li> <li>7. Medical Officer</li> <li>8. Principal</li> <li>9. Sales Representative</li> <li>10. Teacher – Early Childhood</li> </ol>
Clarendon	<ol style="list-style-type: none"> <li>1. Officer – Client Relationship; Medical; Parish Personnel</li> <li>2. Insurance Sales Representative – General and Life</li> <li>3. Account Executive/ Accounting Technician</li> <li>4. Accounting Clerk/Assistant Bursar/ Bookkeeper</li> <li>5. Laboratory Analyst/Assistant/Technician</li> <li>6. Materials Coordinator</li> <li>7. Controller/Civil Engineer</li> <li>8. Supervisor – Store</li> <li>9. Teacher – Early Childhood</li> <li>10. Telemarketer</li> </ol>

Source: Jamaica Gleaner and Observer newspapers, April 1 to June 30, 2017

### 3.0 Analysis of Vacancies from the Electronic Labour Exchange (ELE) by Parish

During the period April to June, 2017, a total of 353 job vacancies were available through the ELE. These vacancies included both online and offline positions. Online vacancies were available on the LMIS website<sup>3</sup> while those offline were accessed by visiting the MLSS parish offices.

A look at submitted jobs disaggregated by parish shows a range of job types in each parish (**See Table 11**). As in the case of the newspapers, Kingston and St. Andrew had the most vacancies on the ELE job listing.

**Table 11: Jobs Advertised by ELE**

<b>Parish</b>	<b>Job Types</b>
<b>St. Elizabeth</b>	Babysitter, Bartender, Carpenter, Cashier, Chef, Clerks, Delivery man, Dental Assistant, Electrician, General Worker, Household Helpers, Janitor, Labourer, Office Attendant, Packer, Receptionist, Security Officer, Store Clerk, Teacher
<b>Clarendon</b>	Administrative Assistant, Agro Food Processer, Babysitters, Caregiver, Cashier, Counter Clerk, Delivery Assistant, Gardener, Household Helpers, Kitchen Assistant, Payroll Assistant, Secretary
<b>Trelawny</b>	Baker, Bartender, Chef, Cook, Counter Clerk, Domestic Helper, Information Desk Agent, Janitor, Lifeguards, Maintenance, Nurse Aid, Office Administrator, Pool Attendant, Sales Representative, Teacher
<b>St. Catherine</b>	Administrative Assistant, Babysitters, Bartender, Chef, Computer Technician, Consultant, Counter Clerks, Customer Service Representative, Days worker, Domestic Helper, Driver, Front Office Clerk, Gardener, General Worker, Housekeeper, Janitor, Labourer, Laundry Attendant, Librarian, Live in Helper, Maintenance Worker, Manager, Operations Manager, Practical Nurse, Receptionist, Sales Clerk, Sales Man, Sales Representative, Teller, Utility Worker
<b>St. James</b>	Accountant, Accounting Clerk, Administrative Assistant, Air Condition Technician, Bakers, Bartender, Bus Washer, Cashier, Chef, Clerical Assistant, Clinic Assistant, Cooks, Cost Clerk, Customer Service Representative, Delivery Man, Dispatcher, Domestic Helper, Driver, Electricians, Engineers, Financial Controller, Fleet Manager, Housekeeper, Houseman, Janitor, Lifeguard, Manager, Marketing Coordinator, Merchandisers, Night Auditors, Night Butler, Packers, Pastry Chef, Pump Attendants, Sales Representatives, Scullion, Secretary, Server, Stewards, Storekeeper, Travel Agents
<b>Manchester</b>	Accountant, Admin Assistant, Babysitter, Cashier, Caretaker, Cook, Customer Service Representative, Day Worker, Domestic Worker, Factory Worker, Gardener, General Workers, Helper, Household Worker, Labourer, Live in Helper, Office Clerk, Plummer, Practical Nurse, Pump Attendant, Receptionist, Store Clerk, Teachers, Tour Guide
<b>Kingston &amp; St. Andrew</b>	Accounting Clerk, Administrative Officer, Assistant Accountant, Assistant Bursar, Bartender, Cable Technician, Cashier, Chefs, Cook, Customer

<sup>3</sup> The website address is [www.lmis.gov.jm](http://www.lmis.gov.jm). Jobseekers can access these jobs by registering on the website.



Parish	Job Types
	Service Representative, Cutting Room Supervisor, Driver, Electrician, Export Packers, Fork Lifter Operator, Housekeeper, Lumber Yard Assistant, Meat Cutter, Mechanic, Mechanical Technician, Merchandisers, Packers, Pest Management Specialist, Public Relations and Marketing Manager, Programmer, Project Co-ordinator, Plumber, Quality Assurance Workers, Receptionist, Sales Clerk, Secretary, Security Officers, Senior Communication Specialist, Senior Secretary, Server, Sideman, Social Media Officer, Waiter, Waitress, Warehouse Attendant, Welder
<b>St. Ann</b>	Administrative Assistant, Butcher, Chef, Cleaner, Cooks, Customer Service Representative, Domestic Helper, Inventory Controller, Gardener, General Worker, Houseman, Living Helper, Medical Technologist/Radiographer, Operation Supervisor, Production Assistant, Production Manager Pump Attendant, Quality Assurance Officer, Sales Clerk, Store Clerk, Truck Driver
<b>Portland<sup>4</sup></b>	Customer Service Representative, Logistic Operation Officer, Production Assistant, Quality Assurance, Safety Officer, Truck Driver

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<sup>4</sup>Only online job vacancies were available for this parish.

#### 4.0 Work Permit Issued by the MLSS

This section reports on work permits made available to international job seekers/employers that were approved by the MLSS during the period April to June 2017. The total number of work permits issued for the period was 1,237. This figure represents both new and renewed applications.

Managers topped the list with 608 approvals, representing approximately 49.1 percent. Of the total work permits granted, 54 or approximately 4.4 percent were granted to persons in the Technical field while persons employed as Cooks represented 4.3 percent or 53 approvals.

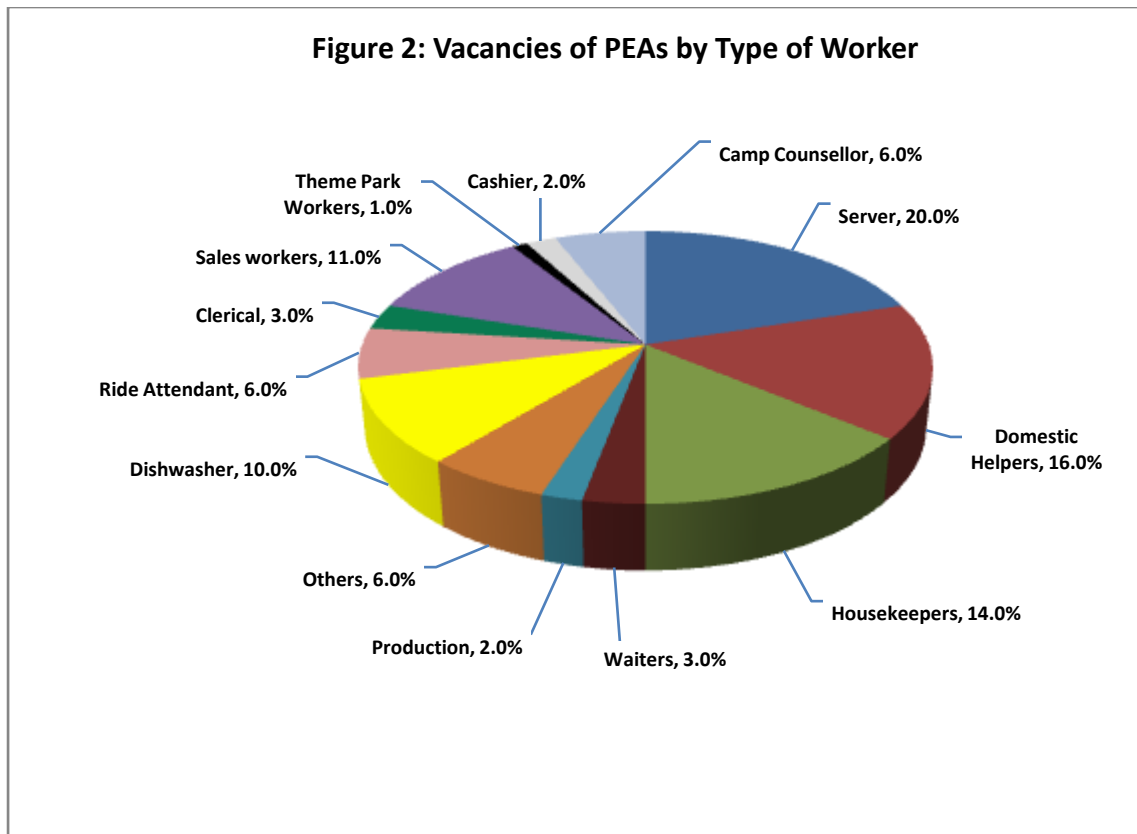
**Table 12: Work Permits issued for the period April 1, 2017 – June 30, 2017**

No.	Number/Occupation	Type of Jobs Issued
1.	<b>Managers</b>	<ul style="list-style-type: none"> <li>• Administrative</li> <li>• Wholesale &amp; Retail Trade</li> <li>• Sales</li> <li>• Hotel</li> <li>• Other Service Organizations</li> <li>• Construction</li> </ul>
2.	<b>Technicians</b>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Mining Pilot</li> </ul>
3.	<b>Cooks</b>	<ul style="list-style-type: none"> <li>• Specialist in Chinese Cuisine</li> <li>• Specialist in Italian Cuisine</li> <li>• Specialist in Indian Cuisine</li> </ul>
4.	<b>Engineers</b>	<ul style="list-style-type: none"> <li>• Civil</li> <li>• Marine</li> <li>• Telecommunications</li> </ul>
5.	<b>Dancers</b>	<ul style="list-style-type: none"> <li>• Night Club/Entertainment, Ballet, Ballerina</li> </ul>
6.	<b>Trade Related Workers</b>	<ul style="list-style-type: none"> <li>• Electrician</li> <li>• Plumber</li> <li>• Welder</li> <li>• Mechanic</li> </ul>
7.	<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Lecturer,</li> <li>• Professor</li> </ul>
8.	<b>Health Professionals</b>	<ul style="list-style-type: none"> <li>• Dentist, Registered Nurse, Psychologist, Physician</li> </ul>
	<b>Machine Operators</b>	<ul style="list-style-type: none"> <li>• Barge Operator, Crane Operator</li> </ul>
9.	<b>Accountants</b>	<ul style="list-style-type: none"> <li>• Chartered Accountant,</li> <li>• Auditor</li> </ul>
10.	<b>Salespersons</b>	<ul style="list-style-type: none"> <li>• Wholesale/Retail,</li> <li>• Advertising</li> </ul>

Source: MLSS

## 5.0 Vacancies released by Private Employment Agencies (PEAs)

Data submitted by PEAs to the MLSS for the period April to June 2017 was used to ascertain the types of positions that were in demand for the period. The number of vacancies submitted for the period totalled 1,037. Vacancies for Servers accounted for 208 or 20.1 percent, which was the largest for the period. Domestic Helpers followed at 167 or 16.1 percent, ahead of Housekeepers which recorded 150 or 14.5 percent.



Source: MLSS