

HOT OCCUPATIONS IN JAMAICA

JULY 5 TO SEPTEMBER 27, 2015

A review of job advertisements published in the newspapers and via internet

This document provides quarterly analysis of job advertisements published in the Jamaica Gleaner and Observer newspapers between July 5 and September 27, 2015.

Top 10 Occupations Advertised

The total number of jobs analysed in the Gleaner and Observer for the period was 5,683. The Top 10 Occupations advertised was disaggregated by the Career and Classifieds Sections of the newspapers with 64 per cent and 44.8 per cent of the total number of jobs advertised. Teacher was the most popular among the Top 10 for both the Classifieds and Careers Sections, with 249 and 556 respectively **(See Table 1)**.

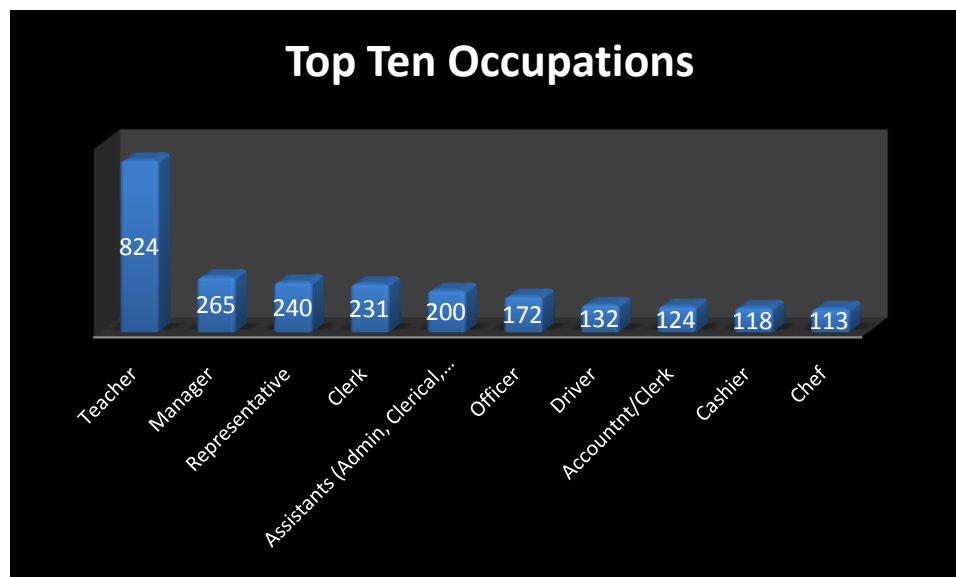
Table 1: Occupations Advertised in the Career and Classifieds Sections of the Gleaner and Observer

Top Ten Career Section	Total	Top Ten Classifieds	Total
Teacher	573	Teacher	251
Manager	265	Clerk	231
Officer	174	Sales Representative	156
Account/Clerk	124	Driver	132
Technician	111	Cashier	118
Assistant	103	Chef	113
Supervisor	70	Helper	109
Representative/Customer/Sales	84	Assistant	97
Engineer	77	Barber	92
Lecturer	70	Technician	92

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

A compilation of advertisements for both sections show that, Managers followed Teachers in the overall Top Ten Occupations (See Figure 1). There were various assistants, for example administrative, clerical, finance, payroll and warehouse.

Figure 1



Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

Advertisement by Occupational Group

Further classification was done based on occupational groups¹. Vacancies were highest in the category “Professionals”, which was 2,094 or 36.9 per cent of jobs advertised. The second highest was “Service and Sales Workers”, which totalled 1,116 or 19.7 per cent (See Table 2).

Table 2: Advertisements by Occupational Group

Rank	Occupational Groups	Classifieds	Careers	Totals
1	Professionals	861	1,233	2,094
2	Service and Sales Workers	1,031	85	1,116
3	Technicians and Associate Professionals	316	480	796
4	Managers	89	327	416
5	Clerical Support Workers	302	70	372
6	Elementary Occupations	323	18	341
7	Craft and related Trades Workers	205	79	284
8	Plant and Machine Operators and Assemblers	224	28	252
9	Skilled Agricultural, Forestry and Fishery Workers	5	4	9
10	Armed Forces Occupations	2	1	3
	Total	3,358	2,325	5,683

Source: Gleaner and Observer newspapers July 5 to September 27, 2015

¹ Jamaica Standard Occupational Classification 2015.

Each occupational group was disaggregated based on the Top five occupations advertised. The numbers and percentages of occupations for each group were also determined. In addition to Teachers, occupations such as Managers, Clerks, Sales Workers, Drivers, Clerks, Cashiers, Chefs, Household Helpers and Supervisors were the leading vacancies among the other occupational groups (See Table 3).

Table 3: Top Five Jobs in each Occupational Group

Occupational Group	Top 5 Occupations	Number of Vacancies	Percentage (%)
Managers	<ol style="list-style-type: none"> 1. Managers (no title specified) 2. Directors 3. Operation Managers 4. General Managers 5. Human Resource Managers 	412	7.3
Professionals	<ol style="list-style-type: none"> 1. Teachers 2. Nurses 3. Engineers 4. Lecturers 5. Accountants 6. Analysts 	1,747	30.8
Technicians and Associate Professionals	<ol style="list-style-type: none"> 1. Officers 2. Chefs 3. Supervisors 4. Representatives(Sales, Customer Service) 5. Technicians(Pharmacy, Beauty, Laboratory) 	796	14
Clerical Support Workers	<ol style="list-style-type: none"> 1. Clerks(Accounting, Counter, Data Entry, Office, Store) 2. Receptionists 3. Assistants(Clerical, Administrative, Office, Personal) 4. Secretaries 5. Telephone Operators 	372	6.6
Service and Sales Workers	<ol style="list-style-type: none"> 1. Sales Representatives/Agents 2. Cashiers 3. Barmaids/Bartenders 4. Waiters/Waitresses 5. Security Guards 	1,249	22
Skilled Agricultural, Forestry and Fishery Workers	<ol style="list-style-type: none"> 1. Grounds men 2. Landscapers 3. Farm Workers 4. Cutters 5. Butchers 	9	0.2

Occupational Group	Top 5 Occupations	Number of Vacancies	Percentage (%)
Plant and Machine Operators and Assemblers	<ol style="list-style-type: none"> 1. Drivers 2. Packers 3. Operators 4. Labellers 5. Wrappers 	264	4.6
Elementary Occupations	<ol style="list-style-type: none"> 1. Helpers 2. Janitors 3. Handymen 4. Merchandisers 5. Gardeners 	341	6

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

The “Professionals” group was further disaggregated by job titles. The types of teachers which were needed included English, Mathematics and Physics (**See Table 4**).

Table 4: Top Occupational Sub-Groups and Respective Job Titles

Top Occupational Sub-Groups	Professionals Leading Job Titles	Percentage Composition (%)
Teachers	Mathematics, English, Physics, Social Studies, Chemistry, Biology, Integrated Science, Geography, Information Technology, Visual Arts and Early Childhood	46
Nurses	Registered, Practical and School	5.1
Engineers	Civil, Electrical, Mechanical, Chief, Telecommunication and Production	4.3
Lecturers	Mathematics, Information Technology, Economics, Science, Special Education, Human Resource	4.2
Officers	Human Resource, Medical, Business Development, Accounts Receivable, Public Relations	3.1
Accountants	Senior, Accounting Clerk, Executive	2.9
Assistants	Administrative, Investigator, Human Resource	2.6
Analysts	Business Process Innovation, Financial, Software Solutions and Security Marketing Intermediaries	1.8
Directors	Corporate Service, Library Science, Engineer, Assistance Finance, Human Resource	1.8
Instructors	Health, Food and Beverage, Hospitality, Cosmetology, Beauty	1.5
Total Top Occupational Sub-Groups		73.3

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

Job titles “Managers” and “Technicians” were also further disaggregated (**See Table 5**). Managers included Logistics Maintenance, Warehouse and Plant while Technicians consisted of Science laboratory Technicians, Administrative Assistants, Paralegal, and Executive Secretaries.

Table 5	Job Titles	Percentage Composition (%)
Managers	Area, Assistant, Business, Bursar, General, Key Account, Brand, Credit, Education, Finance, Food & Beverage, Human Resource, House Keeping, Logistic, Maintenance, Operations, Production, Project, Restaurant, Sales, Store, Warehouse, Plant,	7.2
Technicians	Accounting, Administrative Assistants, Chef, Assistants(Dental, Library, Marketing, Technical, Science Lab), Paralegal, Purchasing Agents, Sales Representatives, Executive Secretaries, Sous Chefs, Supervisors, System Administrators, Coordinators, Technicians(Automotive, Computer, Maintenance, Pharmacy, Laboratory, Therapists(Beauty and Massage), Underwriter, Valuator	14

Source: Gleaner and Observer newspapers July 5 to September 27, 2015

Advertisements by Industry

During the period under review, the “Real Estate, Renting and Business Activities” was the largest industry with 1,363, followed by “Education” with 1,130 (**See Table 7**). The other leading industry was “Hotels and Restaurants”.

Table 7: Total Jobs advertised by Industry- July 5 to September 27, 2015

Industry Group	Number of Jobs Advertised
Real Estate, Renting and Business Activities	1,363
Education	1,130
Hotels and Restaurants	758
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	413
Manufacturing	334
Public Administration and Defence, Compulsory Social Security	280
Other Community, Social and Personal Activities	240
Health and Social Work	211
Financial Intermediation	202
Private Households with Employed Persons	176
Transport, Storage and Communications	107
Extra-Territorial Organizations and Bodies	53

Industry Group	Number of Jobs Advertised
Construction	34
Mining and Quarrying	19
Agriculture, Hunting and Forestry	16
Electricity, Gas and Water Supply	13
Fishing	0
No Industry Stated	347
Total	5,683

Source: Gleaner and Observer newspapers July 5 to September 27, 2015

Below is a summary of the Top Five Industries which include the Top Five occupations advertised for each. The number and percentage composition of these occupations are shown for each industry (See Table8).

Table 8: Top Jobs Advertised in the Top 5 Industries – July 5 to September 27, 2015

Industry	Top Occupations	Total	Percentage (%) of Industry
Real Estate, Renting & Business Activities	Clerks Representatives Assistants Managers Technician	427	31
Education	Teachers Lecturers School Nurses Teachers Assistants Guidance Counsellors	906	80
Hotels and Restaurants	Managers Bartenders Chefs Supervisors Cooks	349	46
Manufacturing	Packers Clerks Managers Workers Cashiers	108	32
Wholesale and Retail Trade; Repair of MVC, Personal & House Hold Goods	Sales Representatives Clerks(Counter, Store, Sales and Warehouse) Supervisors Cashiers	274	66

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

Required Certification and Qualification for Job Advertisements

Twenty percent of vacancies published in the newspapers requested certification in Bachelors of Science Degree. Certification/Diploma in Teaching followed with 9.6 per cent. Masters Degree was next with 4 per cent, then Accounting/Chartered Accountant (ACCA) certification which accounted for 3 per cent of the total.

JOB ADVERTISEMENTS BY PARISH AND COUNTRIES- JULY 5 - SEPTEMBER 27, 2015

In terms of overseas employment, the three leading countries advertised in the local media newspaper were: New Zealand (136), Canada (62) and United States of America with (31).

A total of 3,398 vacancies were to be filled locally. Kingston and St. Andrew recorded the highest number of job vacancies for the parishes identified, with 48.6 per cent or 1,562. St. James was next with 430, followed by St. Catherine with 348, then St. Ann and Westmoreland with 231 and 165 respectively. **See Table (9).**

Table 9: Total Job Advertisements by Parish

Parish/Locality	Total Jobs Advertised	Percentages
Kingston and St. Andrew (KSA)	1,563	46
St. James	430	12.7
St. Catherine	348	10.2
St. Ann	231	6.8
Westmoreland	165	4.9
Clarendon	116	3.4
St. Elizabeth	116	3.4
Manchester	89	2.6
Trelawny	68	2
Hanover	32	0.9
Portland	25	0.7
St. Thomas	20	0.6
St. Mary	8	0.02
Total Parish Stated	3,398	59.8
Parish Not Stated	41	0.7
Overseas Employment	262	4.6
Total Jobs Advertised	5,683	

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

An analysis of the Top Ten occupations in KSA revealed that Teachers were highest, with 174 vacancies (**See Table 10**). The list of Top Ten Occupations in KSA was:

- Teachers

- Managers
- Officers
- Accountants/Clerks
- Sales Representatives
- Assistants
- Supervisors
- Technicians
- Clerks
- Administrative assistants

A list of job titles for occupations for KSA is seen below.

Table 10: Jobs Advertised in the Top Ten Occupational sub-groups in Kingston and St. Andrew: July 5-September 27, 2015

Occupations	Job Titles
Teachers (174)	Mathematics, Mechanical, Physics, Integrated Science, History, Geography, English Language, Chemistry, Biology, Assistant, Social Studies, Auto-Mechanic, Law, Sociology, Early Childhood, Building Technology, Information Technology, Literacy, Resource Room, Special Education, Visual Arts, Spanish, French
Managers (104)	Human Resource, Maintenance, Operation, Restaurant, Network, Planning & Monitoring, Project, Production, Sales, Special Events, Estates/Property, Reservation, Security, Fabrication, Operating Systems, Special Projects, Accounting, Information System, Administration, Auditing, Branch, Business Development, Compliance, Category
Officers (104)	Marketing and Public Relations, Accounting, Accounts Receivable, Admission and Assessment Monitoring, Armed and Unarmed Security, Internal Audit, Business Banking, Business Development, Case, Chief Education, Chief Executive, Collection, Customer and Media, Corporate Communication, Property, Risk, Medical, Senior IT, Human Resource
Accountants (34)	Executive, Management, Chief, Financial, Junior, Management, Treasury, Senior, Financial, Accounts Payable, Clerk, Senior, Assistant
Coordinators (21)	Banqueting, Behaviour Change Communication, Event, Floor, Import/Export, Justice Service, Maintenance, On-the-Job Training, Programme, Recruitment, Regional Food Safety, Social Media, Trade and

Occupations	Job Titles
Directors (31)	Capability Personnel, Flight Safety, Human Resource, Corporate Service, Principal, Finance, Zonal Operations, Health Promotion and Prevention, Risk Management, Wellness Services
Engineers (17)	Civil, Chief, Electrical, Mechanical, Planning, Plant, Project, Telecommunication, Structural, Air-Conditioning
Technicians	Air Conditioning, Beauty, Beverage Plant, Elevator, Instrument and Electrician, Laboratory, Maintenance, Nail, Burglar, Optical Laboratory, Pharmacy, Quality Assurance
Supervisor	Warehouse, Restaurant, Promotion, Production, Laboratory, Ground and Landscaping, Construction, Branch, Bakery Production, Banqueting, Beverage
Lecturers	Marketing, Accountant, Building Construction, Conservation, Curriculum and Instruction, Economics, Education, Electrical, Technology, Energy Management, Entrepreneurship, General Management, Human Resource Management, Information Communication, Language, Learning Technologies, Mathematics

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

The Top Ten Occupations in Kingston & St. Andrew fell within the “Service and Sales Workers” Occupational Group, followed by “Professionals” then “Technicians and Associate Professionals” (See Table 11).

Table 11: Jobs Advertised by Occupational Groups in Kingston and St. Andrew

Occupational Groups	Total Jobs Advertised
Managers	17
Professionals	109
Technicians and Associate Professionals	73
Clerical Support Workers	42
Service and Sales Workers	242
Skilled Agricultural, Forestry and Fishery Workers	1
Craft and related Workers	39
Plant and Machinery Operators and Assemblers	44
Elementary Occupations	50

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

- **St. James and St. Catherine**

The total jobs advertised in St. James and St. Catherine was 778 or 14 percent of the vacancies. Managers was the most advertised position for St. James and Teacher for St. Catherine.

Table 12: Top Ten Jobs Advertised in St. James and St. Catherine

Parish	Top Ten Jobs	Parish	Top Ten Jobs
St. James	<ol style="list-style-type: none"> 1. Managers 2. Teachers 3. Supervisors 4. Clerks 5. Drivers 6. Technicians 7. Accountants 8. Chefs 9. Assistants(Administrative/ Customer Service) 10. Lecturers and Cooks 	St. Catherine	<ol style="list-style-type: none"> 1. Teachers 2. Clerks/Store/Data/ administrative 3. Officers 4. Lecturers 5. Managers 6. Drivers 7. Receptionists 8. Technicians 9. Therapists 10. Deans of Discipline

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

Both locations included Teachers, Managers, Clerks, Technicians, and Lecturers among the Top 10. Other jobs outside the Top 10 included Bursars, Dressmakers, Designers and Janitors.

- **St. Ann and Westmoreland**

The total number of jobs advertised in St. Ann and Westmoreland was 579, representing 17 per cent of the vacancies. Teachers and Clerks were the two top jobs advertised in both parishes. Similar positions were advertised across the two parishes, although ranked differently (**See Table 11**).

Table: 13 Top Ten Jobs Advertised in St. Ann and Westmoreland

Parish	Top Ten Jobs	Parish	Top Ten Jobs
St. Ann	<ol style="list-style-type: none"> 1. Teachers 2. Clerks 3. Barbers 4. Cashiers 5. Managers 6. Nurses 	Westmoreland	<ol style="list-style-type: none"> 1. Teachers 2. Clerks 3. Cashiers 4. Cooks 5. Officers 6. Coordinators

Parish	Top Ten Jobs	Parish	Top Ten Jobs
	7. Technicians 8. Drivers 9. Accountants 10. Lecturers		7. Managers 8. Nurses 9. Supervisors 10. Technicians

Source: Gleaner and Observer newspapers (July 5 to September 27, 2015)

- **Clarendon and St. Elizabeth**

There was not a wide range of vacancies listed in St. Elizabeth. However jobs advertised included Teachers, Lecturers, Clerks, Bartenders, Caregivers, Cashiers, Clerks and Cooks. The Top Jobs in Clarendon were Teachers and Lecturers. Jobs advertised were ranked below.

1. Teacher
2. Lecturers
3. Assistants
4. Secretary
5. Sales Representatives
6. Technicians
7. Nurses
8. Officers
9. Bursars
10. Engineers

- **Manchester, Trelawny, Portland, St. Thomas, St. Mary and Hanover**

Among the parishes, vacancies were most dominant for teachers. Other vacancies listed included Administrative workers, Dressmakers, Salon Assistants, Chefs, Janitors, Merchandisers, Nannies, Clerks, Cooks, Dressmakers and Managers.