

HOT OCCUPATIONS: January 1 to March 31, 2014

Hot Occupations highlights the number and types of vacancies available to jobseekers from analysis of advertisements in the *Gleaner* and *Observer* newspapers as well as online job placement websites. For the period January 1 to March 31, 2014, a total of 4,719 vacancies were posted in the media (See Table 1). The review showed that the most frequently advertised positions were Sales Representative and Salespersons (See Table 2).

Advertised Vacancies by Occupational Group

Table 1 indicates that the majority of the vacancies advertised belonged to the following occupational groups:

1. "Professionals, Senior Officials and Technicians" with 1,765;
2. "Service Workers, Shop and Market Sales Workers" with 1,397;
3. "Clerks" with 545.

VACANCIES BY OCCUPATIONAL GROUP TABLE 1

OCCUPATION GROUP	April to June 2013	July to September 2013	October to December 2013	January to March 2014	Fiscal Year to Date
Professionals, Senior Officials and Technicians	1,594	2,239	1,563	1,765	7,161
Clerks	564	618	481	545	2,208
Service Workers, Shop and Market Sales Workers	1,307	1,695	1,601	1,397	6,000
Skilled Agricultural and Fishery Workers	29	30	32	43	134
Craft and Related Trades Workers	195	236	223	205	859
Plant and Machine Operators and Assemblers	285	221	184	241	931
Elementary Occupations	757	792	498	523	2,570
TOTAL	4,731	5,831	4,582	4,719	19,863

Source: *Gleaner* and *Observer* newspapers

Top Ten Occupations:

The two dominant groups in the 'Top Ten Occupations' for the quarter January 1 to March 31, 2014 were:

1. **Service Workers, Shop and Market Sales Workers** which includes:

- ❖ Security Officers/Guards, Chefs/Cooks, Bartenders and Masseuse (See Table 2)

2. **Professionals, Senior Officials and Technicians** whose 'hot' areas comprised:

- ❖ Managers - [Restaurant, Operations, General, Sales and Assistant]
- ❖ Officers - [Field, Credit/Customer Relations, Collections/Bailiff, Marketing, Medical, Legal, Inventory, Project]
- ❖ Teachers - [English Language, Mathematics, Special Education, Music, Spanish, Early Childhood]
- ❖ Supervisors - [Restaurant, Security, Housekeeping, Maintenance, Production, Gas Station]

Hottest Vacancies January 1 to March 31, 2014 and October 1 to December 31, 2013

The October 1 to December 31, 2013 and January 1 to March 31, 2014 quarters were similar as Sales Representative and Salespersons tallied the highest. (See Table 2). Other notable vacancies during the quarter were Security Officers, Chefs/Cooks, Bartenders and Drivers.

TOP TEN OCCUPATIONS: JANUARY 1 to MARCH 31, 2014 and OCTOBER 1 TO DECEMBER 31, 2013

TABLE 2

October 1 to December 31, 2013		January 1 to March 31, 2014	
Occupations	Vacancies	Occupations	Vacancies
Sales Representatives/ Salespersons	214	Sales Representatives	659
Security Officers/Guards	197	Security Officers	150
Chefs/Cooks	170	Drivers	121
Bartenders	148	Chefs/Cooks	112
Drivers	144	Food Servers	108
Cashiers	100	Bartenders	98
Masseuse	91	Cashiers	94
Domestic Helpers	83	Packers	91
Packers	83	Domestic Helpers	71
Receptionists	81	Masseuse	70

Source: *Gleaner* and *Observer* newspapers

Leading Jobs Advertised by Occupational Sub-Groups

The ten leading positions were tabulated for each sub-group identified during the period January 1 to March 31, 2014. Below is a list of the sub-groups and Table 3 lists the qualifications which were requested.

- 1) Food and Beverage Workers [513]

- 2) Marketing and Sales Workers [388]
- 3) Managers [252]
- 4) Household Workers [244]
- 5) Security Service Workers [206]
- 6) Personal Care Specialists [191]
- 7) Officers [188]
- 8) Customer Service Workers [176]
- 9) Teachers [146]
- 10) Supervisors [137]

QUALIFICATIONS FOR TOP TEN OCCUPATIONAL SUB-GROUPS: JANUARY 1 TO MARCH 31, 2014
TABLE 3

Occupational Sub-Groups	Qualification Requested	
	Highest	Lowest
Food and Beverage Workers	Bachelor's Degree in International Cuisine or Culinary Arts.	Certified NVQ-J Level II in Food Preparation.
Marketing and Sales Workers	Bachelor of Science Degree in Marketing, Business Administration or relevant to area of work.	Five CXC subjects including English Language and Mathematics.
Managers	Master of Science Degree in relevant area/Masters in Business Administration.	Three CXC subjects including English Language and Mathematics.
Household Workers	Certificate in Housekeeping from a Culinary Institution.	Literate.
Security Service Workers	Three CXC/GCE subjects including English Language and Mathematics.	PSRA License.
Personal Care Specialists	NVQ-J Certificate in Beauty Therapy, Spa Operations.	Trained/Certified in requisite skill.
Officers	Post Graduate Degree in relevant area.	CXC passes in English Language and Mathematics.
Customer Service Workers	Tertiary Level Education.	Secondary Level Education.
Teachers	Trained Graduate Teacher with a Bachelor Degree and Teacher Diploma.	Teacher's Diploma.
Supervisors	Bachelor's Degree in Business Administration or other relevant area.	Formal training/CAPE or five CXC/GCE subjects.

Source: *Gleaner* and *Observer* newspapers

Vacancies By Industry

Most of the vacancies during January 1 to March 31, 2014 or approximately fifty nine percent were linked to the "Other Community, Social and Personal Services", "Hotels and Restaurants", "Wholesale & Retail, Repair of Motor Vehicles, Motorcycles and Personal and Household Goods", "Manufacture" and "Education" industries. Table 4 lists the top ten vacancies that were found in each industry.

TOP TEN VACANCIES IN FIVE LEADING INDUSTRY: JANUARY TO MARCH 2014

TABLE 4

Industry	Total Vacancies In Each Industry	Top Ten Vacancies In Each Industry	Top Ten Vacancies By	
			Number Of Vacancies	Percentage In The Industry
Other Community, Social and Personal Services	699	<ol style="list-style-type: none"> 1. Security Officers 2. Masseuse 3. Managers (primarily Operations, Sales and Marketing) 4. Nail technicians 5. Hairstylists 6. Dancers 7. Sales Representatives 8. Practical Nurses 9. Supervisors (mostly Security) 10. Caregivers 11. Bartenders 12. Cashiers 	259	37.1
Hotel and Restaurants	676	<ol style="list-style-type: none"> 1. Managers (primarily Restaurant, Assistant, Food and Beverage) 2. Chefs (primarily Sous Chefs) 3. Bartenders 4. Waitress/Waiters 5. Supervisors (primarily Restaurant & Bar, Food & Beverage, Spa, Housekeeping) 6. Bellhops/bellboys 7. Servers 8. Cooks 9. Team Leaders 10. Cashiers 	265	39.2
Wholesale and Retail, Repair of Consumer and Household Goods	593	<ol style="list-style-type: none"> 1. Sales Representatives 2. Managers (primarily Sales, Trainee and Warehouse) 3. Packers 4. Technicians 5. Cashiers 6. Supervisors (primarily Distribution, Retail, Store and Warehouse) 7. Drivers 8. Independent Distributors 9. Counter Clerks 10. Sales Executives 11. Accounting Clerks 	206	34.7
Manufacture	426	<ol style="list-style-type: none"> 1. Sales Representatives/Salespersons 2. Supervisors (primarily Factory, Production and Transport) 3. Managers (primarily Sales, Maintenance and General) 4. Packers 5. Machine Operators 6. Labellers 7. Administrative Assistants 8. Officers (primarily Inventory) 9. Cashiers 10. Dressmakers 	143	33.6

Industry	Total Vacancies In Each Industry	Top Ten Vacancies In Each Industry	Top Ten Vacancies By	
			Number Of Vacancies	Percentage In The Industry
Education	379	<ol style="list-style-type: none"> 1. Teachers 2. Principals 3. Lecturers 4. Tutors 5. Guidance Counsellors 6. Directors 7. Officers (primarily Information Technology) 8. Managers (primarily Institution/Academy/Campus) 9. Bursars 10. Deans 	298	78.6

Source: *Gleaner* and *Observer* Newspaper

Work Permit Approvals

A work permit is mainly approved on the premise that local workers in specific occupations are in short supply. Demand for work permits during the January to March 2014 quarter was primarily for persons in the "Professional, Senior Officials and Technicians" category. An examination of approvals granted showed the top ten occupations were:

1. Managers (that is Department and General Managers)
2. Working Proprietors
3. Other Construction Workers
4. Cooks/Chefs
5. Supervisors
6. Engineers (that is Civil, Electrical and Telecommunications)
7. Technicians/Repairmen
8. Construction Labourers
9. Directors
10. Cable/Telephone Workers

Vacancies Advertised via The Internet

The total number of jobs posted on the electronic job-matching services from January to March 2014 was 392. The three websites which were monitored are SplashJamaica.com, Electronic Labour Exchange (ww.lmis.gov.jm) and CaribbeanJobs.com. The top ten occupational areas and the related positions are listed in Table 5. A large number of

the vacancies advertised via the internet were a part of the "Professionals, Senior Officials and Technicians" occupational group.

**TOP TEN OCCUPATIONAL AREAS AND RELATED POSITIONS ADVERTISED VIA THE INTERNET:
JANUARY 1 TO MARCH 31, 2014**

TABLE 5

OCCUPATION	Posts Advertised
Managers	Sales, Assistant, Finance/Financial, Project, Call Centre/, Food and Beverage, General, Human Resources, Marketing, Operations.
Officers	Credit, Consulting, Loans.
Engineers	Switch, Voice Services or Radio Frequency, Software or Computer Systems.
Lecturers	Business Administration, Mathematics, Database Management Systems or Data Structures and File Management, Cost Accounting or Taxation.
Sales	Sales Agents, Sales Executives, Sales Representatives, (Life Insurance/Technical) Sales Representatives.
Analysts	Financial, Human Resources, Management Information Systems, Business Intelligence.
Customer Service	Customer Service Agents, Customer Service Assistants, Customer Service Attendants, Customer Service Advisors, Customer Service Representatives.
Supervisors	Audit, Customer Collections, Floor, Kitchen, Maintenance, Merchandising, Plant Operations, Production, Retail Shop, Service.
Technicians	Air Conditioning/Refrigeration, Alignment, Automotive Service, Service.
Auditors	Business, Information Technology, Internal, Senior.

Sources: www.splashjamaica.com, www.lmis.gov.jm and www.caribbeanjobs.com

The top five advertised posts via the internet showed high demand for qualified and skilled workers in all the different categories. Table 6 provides a breakdown of the occupations, qualifications, experiences and skills specified in each of the top five vacancies listed below Sales Manager, Credit Officer, Switch Engineer, Lecturer and Sales Representatives.

TOP FIVE OCCUPATIONS ADVERTISED VIA THE INTERNET IN THE HIGHLIGHTED OCCUPATIONAL AREAS BY QUALIFICATION, EXPERIENCE AND SKILL: JANUARY TO MARCH 2014

TABLE 6

Occupation	Qualification	Experience	Skill Specified
Sales Manager	Bachelors Degree in Business, Marketing and/or Sales and a Post Graduate Degree in specialized area.	Minimum ten years sales experience.	<ul style="list-style-type: none"> • Computer literate with competency in Microsoft Word, Excel and Powerpoint. • Excellent interpersonal, organizational and communication skills. • Excellent sales and negotiating skills. • Exceptional leader, confident and outgoing personality.
Credit Officer	Diploma in Management Studies OR Bachelor's / Masters Degree in Banking, Finance, Economics or equivalent.	Minimum three to five years general credit experience or in a related field.	<ul style="list-style-type: none"> • Relevant and sound knowledge of computer spreadsheets and other software reporting tools. • Good communication skills, both oral and written. • Sound analytical, interpersonal, time management, problem solving and decision making skills. • Excellent human relations skills.
Switch Engineer	Bachelor's Degree in Electronics/Electrical and Telecommunications Engineering or Digital Technology	Three to four years experience in a similar capacity.	<ul style="list-style-type: none"> • A good working knowledge of broadband technologies, VOIP & PSTN protocols, IP Telephony protocols. • Excellent verbal and written communication skills, leadership and team player skills. • Ability to work flexible and/or extended hours.
Business Administration Lecturer	Master's Degree and Teaching Diploma.	At least two to five years post graduate teaching experience in online or distant education at the tertiary level.	<ul style="list-style-type: none"> • Computer literate. • Good command of English Language. • Superior oral and written communication skills. • Able to work on own initiative.

Occupation	Qualification	Experience	Skills Specified
Sales Representative	Diploma/Associate Degree/Bachelor's Degree or other Post Secondary Certification in relevant field.	Minimum two years sales related experience.	<ul style="list-style-type: none"> • Computer literate with competency in Microsoft Office Suite. • Excellent communication, negotiating and human relations skills. • A valid Jamaican Driver's License with own transportation. • Strong interpersonal and team player skills. • Self motivated, aggressive and results oriented.

Sources: www.splashjamaica.com, www.lmis.gov.jm and www.caribbeanjobs.com