

AN ANALYSIS OF HOT OCCUPATIONS IN JAMAICA FOR OCTOBER 4 TO DECEMBER 27, 2015

This document provides quarterly analysis of job advertisements published in the Careers Section of the Jamaica Gleaner and Observer newspapers between October 4 and December 27, 2015. It also provides analysis on Work Permits approved by Ministry of Labour and Social Security (MLSS) and Jobs advertised and solicited through the Electronic Labour Exchange (ELE) department within the MLSS.

Top 10 Occupations Advertised

The total number of jobs analyzed in the Gleaner and Observer for the period was 1,844. The Top 10 Occupations advertised was taken from the Career Section of the Gleaner and the Classifieds section of the Jamaica Observer. Managerial positions were the highest among the advertised jobs with 265; Officer positions were next with 213 (See Tables 1 and 1A).

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

Top Ten Jobs	Total
Managers	265
Officers	213
Teachers	137
Supervisors	109
Representatives (Sales & Service)	97
Assistants	87
Principals	80
Accountants	54
Lecturers	48
Director and Executives	47

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

A further disaggregation of the Top Ten data was done and can be seen below.

Table 1A: Disaggregation of Jobs among the Top Ten

Jobs	Job Titles
Managers	Assistant, Audit, Bar, Branch, Brand, Business Development, Category, Commercial, Finance and Operation, Food & Beverage, General, Human & Resource, Information Technology, Marketing, Operation, Procurement, Project, Restaurant, Sales and Tax
Officers	Accounting, Administrative, Business Development, Chief Financial,

Teachers	Credit and Collection, Education, Finance, Human Resource, Marketing, Programme, Record, Sales Collection, Chemistry, Communication Studies, English Language/Literature, Home Economics, Geography, Integrated Science, Mathematics Cape and CSEC, Physics, Social Studies, Spanish, Technical Drawing, Spanish and Visual Arts
Supervisors	Bar, Food & Beverage, Maintenance, Production, Route Sales, Sales and Warehouse
Assistants	Administrative, Clerical, Dental, Dietetic, Dental, Executive, Marketing and Human Resource
Lecturers	Mathematics, Computer Programming, AutoCAD, Engineering, Animation, Accounting

Advertisement by Occupational Group

The jobs advertised were further classified by occupational groups¹. For the period under review, “Professionals” group was the highest with 744 or 40.3 per cent; while the second highest group was “Managers” (349 or 19.9 per cent) vacancies **(See Table 2)**.

Table 2: Number of Advertisements by Occupational Group

Rank	Occupational Groups	Totals	Percentage
1	Professionals	736	40.0
2	Managers	357	19.4
3	Technicians and Associate Professionals	313	17.0
4	Service and Sales Workers	274	14.9
5	Clerical Support Workers	93	5.0
6	Elementary Occupations	20	1.0
7	Craft and Related Trades Workers	38	2.0
8	Plant and Machine Operators and Assemblers	13	0.7
9	Skilled Agricultural, Forestry and Fishery Workers	0	0
10	Armed Forces Occupations	0	0
Total		1,844	100

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

¹ Jamaica Standard Occupational Classification 2015.

Each occupational group was further disaggregated based on the Top Ten occupations advertised with numbers and percentages (See Table 3).

Table 3: Top Jobs by Occupational Groups

Occupational Group	Top Occupations	Number of Advertisements	Percentages
Professionals	<ol style="list-style-type: none"> 1. Teachers 2. Officers 3. Accountants 4. Lecturers 5. Analysts 6. Engineers 7. Trainers 8. Specialists 9. Coordinators 10. Nurses 	484	65.1
Managers	<ol style="list-style-type: none"> 1. Principals 2. Directors 3. Operations Manager 4. Assistant Managers 5. Sales Manager 6. Project Managers 7. Business Managers 8. Programme Managers 9. Finance Managers 10. Information Managers 	213	59.7
Technicians and Associate Professionals	<ol style="list-style-type: none"> 1. Officers(Accounting, Development, Marketing, Public Relations, Quality Control, Executive) 2. Assistants(Administrative, Dental, Executive, Marketing) 3. Supervisors(Production and Operation) 4. Technicians(Laboratory, Maintenance, Mechanical, and Electronics) 5. Chefs(Executive, Sous, Pastry) 6. Representatives(Technical Support and Service) 7. Agents (Real Estate, business) 8. Paralegal 9. Administrators 10. Radiographers 	298	90

Occupational Group	Top Occupations	Number of Advertisements	Percentages
Clerical Support Workers	<ol style="list-style-type: none"> 1. Clerk(Accounting, Data Entry, Inventory, Senior) 2. Secretaries(Senior, Executive, Legal) 3. Operators 4. Receptionists 5. Storekeepers 6. Front Desk Agents 7. Others: Clerical Assistants, Tellers, Transcribers and Interviewers 	75	83.9
Service and Sales Workers	<ol style="list-style-type: none"> 1. Representatives(Sales and Customer Service) 2. Supervisors(Sales, Route Sales, Food and Beverage, Bar, Warehouse) 3. Cooks 4. Security Guards 5. Cashiers 6. Coordinators 7. Bartenders 8. Lifeguards 9. Practical Nurses 10. Housekeepers 	230	83.6
Elementary Occupations	<ol style="list-style-type: none"> 1. Attendants(Room, Warehouse and Office) 2. Handyman 3. Stewards 4. Porters 5. Grounds men 6. Gardeners 7. Ancillary Workers 8. Landscapers 9. Ground Supervisors 10. Housemen 	20	100
Plant and Machine Operators and Assemblers	<ol style="list-style-type: none"> 1. Drivers(Tanker and Tanker) 2. Mechanics(Auto and Heavy) Duty 3. Operators(Mix and Press) 4. Haulage Contractors 	13	100
Skilled Agricultural, Forestry and Fishery Workers	None		

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

Advertisements by Industry

For the quarter, “**Real Estate, Renting and Business Activities**” was the largest industry (521 or 28.3 per cent), “**Education**” was next with 335 or 18.2 per cent. The other leading industry was “**Public Administration and Defence, Compulsory Social Security**” (272 or 14.8 per cent) (See Table 4).

Table 4: Total Jobs advertised by Industry

Industry Groups	Number of Jobs Advertised	Percentages
Real Estate, Renting and Business Activities	521	28.3
Education	335	18.2
Public Administration and Defence, Compulsory Social Security	272	14.8
Hotels and Restaurants	258	14.0
Financial Intermediation	102	5.5
Health and Social Work	88	4.8
Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	85	4.6
Manufacturing	71	3.9
Extra-Territorial Organizations and Bodies	33	1.8
Mining and Quarrying	11	0.6
Transport, Storage and Communications	9	0.5
Construction	5	0.3
Electricity, Gas and Water Supply	3	0.2
Agriculture, Hunting and Forestry	3	0.2
Other Community, Social and Personal Activities	2	0.1
Fishing	0	0
Private Households with Employed Persons	0	0
No Industry Stated	43	2.3
Total	1,844	

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

A summary of the Top Five Industries was completed to include the Top Five occupations advertised, the number and percentage for each industry. For the “**Real Estate, Renting and Business Activities**” industry, Manager Positions lead the top occupations, followed by Customer, Sales and Technical Representatives. The second industry on the list was “**Education**”, within this industry, Teacher positions came out on Top (See Table 5).

Table 5: Top Jobs Advertised in the Top Five (5) Industries

Industry	Top Five Occupations	Total	Percentage
Real Estate, Renting and Business Activities	<ol style="list-style-type: none"> 1. Managers(Assistant, Brand, Business, Human Resources, Sales and Tax) 2. Representatives(Customer, Sales and Technical) 3. Accountants(Treasury, Senior, Assistant and Junior) 4. Officers(Marketing, Chief Technical, Security, Chief Financial) 5. Supervisors(Production, Sales, Operation and Customer Service) 	271	52.0
Education	<ol style="list-style-type: none"> 1. Teacher(Mathematics, Biology, Chemistry, English, Physics, Social Studies, Spanish) 2. Principal 3. Lecturer (Mathematics, Communication and Engineering) 4. Trainer (Business, Law and IT) 5. Bursar 	293	87.5
Public Administration and Defence, Compulsory Social Security	<ol style="list-style-type: none"> 1. Officers(Medical, Education, Administrative, Record, Project) 2. Manager(Operation, Human Resource, Project and Network) 3. Directors(Executive, Senior, Communication) 4. Assistants(Clerical, General Service) 5. Instructors (Auto Technician, Food Preparation and Cosmetology) 	170	62.5
Hotels and Restaurants	<ol style="list-style-type: none"> 1. Managers (Restaurant, Food & Beverage, Front Desk, Operations, Spa, Assistant) 2. Supervisors (Bar, Food and Beverage, Stewarding, Housekeeping, Restaurant) 3. Chefs(Sous, Executive, Pastry) 4. Cooks(Pantry and Japanese) 5. Assistants(Administrative and Dining Room) 	133	51.6

Industry	Top Five Occupations	Total	Percentage
Financial Intermediation	<ol style="list-style-type: none"> 1. Managers (Branch, Operation, Project and Asset Management) 2. Officers(Client Relation, Technology Operator and Accounting) 3. Analysts(Business, Financial, Trade and Software Solutions) 4. Software Developers 5. Specialists (Data, Software, Mortgage Underwriting) 	69	67.6

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

REQUIRED CERTIFICATION AND QUALIFICATION FOR JOB ADVERTISEMENTS

Of the vacancies analyzed, 89 per cent stated a required qualification or certification. Of the vacancies published, 38 per cent requested a Bachelors Degree. Accounting certification followed with 13 per cent. These include CAT, ACCA, or Accounting Degree. Next was Masters Degrees with 8 per cent.

JOB ADVERTISEMENTS BY PARISH

Kingston and St. Andrew (KSA) recorded the highest number of job vacancies totalling 1,190 or 63 per cent. St. James followed with 269 or 14.2 per cent (**See Table 6**).

Table 6: Total Job Advertisements by Parish

Parish/Locality	Total Jobs Advertised	Percentages
KSA	1,190	63.0
St. James	269	14.2
St. Ann	76	4.0
St. Catherine	59	3.1
Westmoreland	57	3.0
Clarendon	45	2.4
St. Elizabeth	33	1.7
Manchester	30	1.6
Trelawny	25	1.3
St. Thomas	25	1.3
Hanover	24	1.3
Portland	15	0.8
St. Mary	8	0.4
Total Parish Stated²	1,889	

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

² Positions advertised were available in more than one parishes, hence the overstated figure.

An analysis was further conducted for the top parish (KSA); this revealed that Managers was the leading position advertised with 182 or 15.3 per cent. Officer positions (Accounting, Administrative, Business Development, Financial, Education, HR, Marketing, Medical, Programme and Security) followed with 145 or 12.2 per cent **(See Table 7)**.

Table 7: Top Ten Jobs Advertised in KSA

Occupations	Number of Vacancies	Percentages
Managers	182	15.3
Officers	145	12.2
Assistants	65	5.5
Supervisors	57	4.8
Teachers	51	4.3
Accountants	45	3.8
Directors	40	3.4
Analysts	35	2.9
Executives	33	2.8
Lecturers	27	2.3
Trainers	27	2.3
Clerks	24	2.0

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

The Top Ten Occupations in Kingston & St. Andrew fell within the “Professionals” Occupational Group; followed by “Technicians and Associate Professionals” **(See Table 8)**.

Table 8: Jobs Advertised by Occupational Groups in KSA

Occupational Groups	Total Vacancies Advertised
Professionals	457
Technicians and Associate Professionals	261
Managers	244
Service and Sales Workers	128
Clerical Support Workers	60
Craft and related Workers	22
Plant and Machinery Operators and Assemblers	9
Elementary Occupations	5
Skilled Agricultural, Forestry and Fishery Workers	0

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

- **St. James and St. Ann**

The total jobs advertised in St. James and St. Ann amounted to 345 or 18.3 per cent of the vacancies. Managerial positions were mostly advertised in St. James, while for St. Ann it was Teachers.

Table 9: Top Ten Jobs Advertised in St. James and St. Ann

Parish	Top Ten Jobs	Parish	Top Ten Jobs
St. James	<ol style="list-style-type: none"> 1. Managers 2. Supervisors(Bar, Customer Service, Food & Beverage, Steward) 3. Chefs 4. Lecturers 5. Administrative Assistants 6. Cooks 7. Coordinators 8. Officers(Security) 9. Teachers 10. Accountants, Bartenders, Stewards 	St. Ann	<ol style="list-style-type: none"> 1. Teachers 2. Managers 3. Cooks 4. Supervisors 5. Lecturers 6. Nurses 7. Chefs 8. Officers(Medical) 9. Technicians 10. Principals

Source: Gleaner and Observer newspapers (October 4 to December 27, 2015)

- **St. Catherine and Westmoreland**

For the parishes of St. Catherine and Westmoreland there were a total of 116 advertisements or 6.1 per cent of the vacancies. Teacher positions were mostly advertised in St. Catherine, while Sales Representatives was for Westmoreland.

Table 10: Top Ten Jobs Advertised in St. Catherine and Westmoreland

Parish	Top Ten Jobs	Parish	Top Ten
St. Catherine	<ol style="list-style-type: none"> 1. Teachers(Chemistry & Spanish) 2. Officers 3. Principals 4. Instructors 5. Ancillary Workers 6. Bursars 7. Supervisors (Sales) 8. Nurses 9. Technicians 10. Drivers 	Westmoreland	<ol style="list-style-type: none"> 1. Sales Representatives 2. Officers 3. Managers 4. Principals 5. Medical Residents 6. Teachers(Mathematics) 7. Consultants 8. Chefs 9. Registered Nurses 10. Agents

- **Clarendon and St. Elizabeth**

Sixty six percent of the jobs advertised in St. Elizabeth for the period were for Teachers. Other positions included Sales Representatives and Manager positions. The top position advertised in Clarendon was Teacher (**See Table 11**).

Table 11: Top Jobs in Clarendon

Parish	Top Jobs
Clarendon	<ol style="list-style-type: none"> 1. Teachers 2. Principals 3. Graphic Designers 4. Sales Representatives 5. Bursars 6. Associate Counsels 7. Lecturers 8. Equipment Operators

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

There was not an extensive range of vacancies listed. However, Principals and Teachers position were common among all the above-mentioned Parishes. Other vacancies included Porters, Senior Clerks, Regional Coordinators, Line servers and Sales Representatives.

Jobs Advertised by the Electronic Labour Exchange (ELE) Unit

An examination of the jobs available for the period revealed that there were 120 vacant positions. “Clerical Support Workers” and “Technicians and Associate Professionals” were the top occupational groups. Accounting Clerk positions were mainly available.

Accounting certification which includes Bachelors, Diploma and Certificate; Diploma in Business Administration and passes with a minimum of three (CSECs) Caribbean Secondary Examination Council were generally the required qualifications. Kingston and Manchester was the top recruiting Parishes.

Jobs advertised in other countries

In relation to jobs outside of Jamaica, fourteen (14) were advertised for Guyana, eleven (11) for Barbados, 7 for United States of America (USA), 4 for Grand Cayman, 2 for Canada and 1 for Turks and Caicos Island.

Managers, Senior Project Officers and Communication Specialists were among the jobs advertised for Guyana. For the USA, jobs advertised included, Office Cleaners, Handymen, Hotel Workers, Babysitters, Helpers, Practical Nurses and Teachers.

Work Permits Approved by Top Ten Vacant Positions

A review of work permits approved by the Ministry of Labour and Social Security during the period October 4 to December 27, 2015 showed there were a number of positions available locally which were filled by work permit applicants. A work permit is mainly approved on the premise that local workers in specific occupations are in short supply. The total number of work permits issued was 1,148.

Approximately 13.8 per cent of the work permits were among the occupational group, "Managers".

The Top Ten list is as follows:

1. Department Managers, Production & Operations/Wholesale Trade
2. Managers in Other Services Organizations
3. Technicians³
4. Department Managers, Sales
5. Cooks⁴
6. Department Managers, Production & Operations/Hotel and General Manager, Wholesale Trade
7. Department Managers, Production & Operations/Construction
8. Department Managers, Administration
9. Engineers, Civil Highway and Street Construction
10. Department Managers, Production & Operations/Retail Trade

³ These are workers in Construction and Engineering in the Telecommunications Sector.

⁴ Specializing in Chinese, Italian and Indian cuisine.