



Ministry of Labour
& Social Security



HOT OCCUPATION ANALYSIS REPORT

JANUARY - MARCH 2019 | QUARTER 1



Prepared by
Ministry of Labour and Social Security
September 2019

HOT OCCUPATION ANALYSIS REPORT

January 1 –March 31, 2019

Quarter 1

**Prepared by:
The Planning, Research and Monitoring Unit
Ministry of Labour Social Security**

Table of Content

1.0	Introduction								1
2.0	Analysis of Job Vacancies Advertised in the Newspapers	-	-	-					2
2.1	Top Ten Occupations Advertised in the Newspapers-		-	-					2
2.2	Job Titles for the Top ten Occupations Advertised	-	-	-					3
2.3	Job Advertisements by Occupational Group	-	-	-	-				8
2.4	Job Advertisements by Industry Group	-	-	-	-				12
2.5	Top Occupations Advertised by Industry	-	-	-	-				14
2.6	Required Certification/Qualifications for Jobs Advertised	-	-						23
2.7	Top Occupation Advertised by Parish and Other Countries	-	-						24
2.8	Top Occupation Advertisement by Parish	-	-	-	-				25
3.0	Job Vacancies from the Electronic Labour Exchange (ELE)-		-	-					34
4.0	Local Vacancies released by Private Employment Agencies (PEAs)					-			38
5.0	Work Permits Issued by the Ministry of Labour and Social Security (MLSS) -								39
6.0	Conclusion and Recommendations	-	-	-	-	-	-	-	42
	Reference	-	-	-	-	-	-	-	43

List of Tables

Table 1	Top Ten Occupations Advertised in the Careers Section of the Jamaica Gleaner and Observer Newspapers - - -	3
Table 2	Job Titles for the Top Ten Occupations - - -	4
Table 3	Number of Job Advertisements by Occupational Group - -	9
Table 4	Top Ten Jobs advertised by Occupational Group - - -	10
Table 5	Total Advertised Jobs by Industry - - - -	12
Table 6	Top Jobs Advertised by Industry - - - -	16
Table 7	Top Jobs Advertised by Parish - - - -	25
Table 8	ELE Vacancies Disaggregated by Industry and Occupation - -	34
Table 9	Number of Local Vacancies submitted by PEAs by type of worker -	39
Table 10	Work Permits issued for the period January to March2019 - -	40

List of Figures

Figure 1	Types of Qualification Required by Employers - - -	24
Figure 2	Number of Vacancies Advertised locally and internationally -	25
Figure 3	Percentage Distribution of Vacancies Submitted by PEAs by type of worker - - - - -	39

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 section of the Gleaner and the 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.
4. Private Employment Agencies (PEAs) which are monitored by the MLSS in order to ensure compliance with the Employment Agencies Regulation Act (1957)²

This edition of the Report examines vacancies which were available during the January 1 to March 31, 2019 quarter, as well as the work permits granted for the period. It is important to note however, the vacancies reported are for formal establishments and does not take into account the informal economy in Jamaica. In addition, some of the vacancies posted in the major newspapers did not provide adequate information such as parish to which the business is located or qualifications needed for the jobs posted.

2.0 Analysis of Job Vacancies Advertised in the Newspapers

In 2017, the MLSS National Labour Market Survey (NLMS) reported that 290 or 43.9 per cent of 660 employers surveyed used the newspapers to locate suitable workers. The Survey also indicated that jobs found in the Career section of the newspaper were largely “white collared”, relating to jobs which are performed in offices or deemed as professional. The total number of job advertisements analyzed from the newspapers for the period January 1 to March 31, 2019 was 2379.

2.1 Top Ten Occupations Advertised in the Newspapers

The top ten occupations for the period under review accounted for 57.1 per cent or 1,362 of the total number of jobs advertised in the Gleaner and the Jamaica Observer newspaper (**See Table 1**). Over the period, the leading occupations were Managers/Directors/Supervisors which represented 483 vacancies or 20.3 per cent of the total number of jobs posted. Teachers/Lecturers were second, recording 260 or 10.9 per cent, followed by Administrators/Assistants/Secretaries with 171 or 7.2 per cent. Customer/Sales Representatives held fourth position with 128 or 5.4 per cent, while Accountants/Accounting Clerks were fifth with 95 or 3.9 per cent. Technicians were sixth with 85 or 3.6 per cent, Coordinators were in seventh place with 46 or 1.9 per cent and Drivers 35 held the eighth positions with 1.5 per cent. Closing the top ten were Nurses (32) and Consultants (27) with 1.3 and 1.1 per cent respectively.

Table 1: Top Ten Occupations Advertised in the Careers Section of the Jamaica Gleaner and Observer Newspapers

Rank	Occupations	Number of Job Vacancies	Percentage of total jobs advertised
1	Directors/Managers/Supervisors	483	20.3
2	Teachers/Lecturers	260	10.9
3	Administrators/Assistant/Secretaries	171	7.2
4	Customer/Sales Representatives	128	5.4
5	Accountants/Accounting Clerks	95	3.9
6	Technicians	85	3.6
7	Coordinators	46	1.9
8	Drivers	35	1.5
9	Nurses	32	1.3
10	Consultants	27	1.1
	Total	1,362	57.1

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

2.2 Job Titles for the Top Ten Occupations Advertised

For the period, under review Managers were ranked the highest occupation with Branch Managers ranked ahead of Sales and Projects Managers as the most frequently requested jobs. Other types of Managers advertised were Assistant Business Development, Brand, General, Human Resource and Marketing Managers. Among the list of Directors required were finance and Human Resource and Management Directors. For Supervisory positions, Sales headed the list, followed by Restaurants, Housekeeping and Warehouse Supervisors (**See Table 2**).

The review noted a similar trend to the preceding period (October to December 2018), in terms of Teachers, for which English Language, Mathematics and Spanish emerged as the top vacancies advertised. Aside from Customer and Sales Representative which were the leading jobs in this group, other related positions advertised were Pharmaceuticals and Insurance Sales Representatives.

Senior and Junior Accountants were among the list of desired Accountants required by employers. As it related to clerical jobs, Accounting Clerks topped this category. In the case of Lecturers, some of the areas for which they were required included Special Education, Literacy, Haematology, Mathematics, Neurosurgery Anatomy and Physiology. While for Administrators

some of the vacancies were for Concierge Sales, Human Resource, Information Technology, IT Systems, Legal and Public Procurement Administrators. Meanwhile, Primary Mathematics topped the list of Coaches which also included APSE, Assistant and Secondary.

Additionally, Drivers were in high demand for this period. Truck and Bus Drivers, Fork Lifters and Delivery Drivers were some of the areas that were needed. As it relates to Nurses, Critical Care, Practical, Registered and School Nurses were some of the positions advertised. The top ten occupations advertised closed with Consultants which included Accident and Emergency, Beauty, Marketing and Sales Consultants.

Table 2: Job Titles for the Top Ten Occupations

Occupation	Job Titles
Directors /Managers/ Supervisors	<p>Directors Administration, Budget & Commitment, Chief Technical, Corporate Sales, Corporate Services, Cultural Research & Information, Development & Public Relations, Development Co-operation, Education & Research, Entertainment, Executive, Executive Financial Management & Administration, Human Resource Management & Development, Management Reporting, Planning & Analysis, Managing, Market Operations, Market Operations & Analysis, Music, Nursing Services, Programme, Project, Protective Security, Public Law, Public Market Division, Finance, Finance & Accounts, Finance (Asst.), Finance & Planning, General, Human Resource, Human Resource Procurement, Sales, Security, Senior, Senior Operations, Standard Research & Development, Technical, Tourism</p> <p>Managers Account, Accounting & Administrative, Accounts Payable, Applications/Business Systems, Area, Area Sales, Asset Management, Assets & Property, Assistant, Assistant (Administrative, Human Resource, Gas Station, GTD, Group (IT), Retail, Training), Audit, Branch, Brand, Business Development, Business Development & Strategic Planning, Business Development & Marketing Operations, Café Brand, Call Centre, Capital Markets, Centre, Claims, Commercial Services, Compliance Policies & Procedure, Compliance & Risk Management, Construction, Corporate Communication, Corporate Relationships, Credit, Customer Care Operations, Customer Service, Debt Collection, Delinquency, Development, Distribution, District, Divisional, Engineering & Maintenance, Equipment Sales, Events, Export Sales, Farm, Finance, Finance & Accounting, Finance & Administration, Finance Administrative, Financial Accounting, Fixed Income & Treasury, Fleet, Food & Beverage, Food & Beverage, Food Production, Garden Operations, General,</p>

Occupation	Job Titles
	<p>General (Finance, Group Digital Services), Greenhouse, Group Body Shop, Hardware, Health & Safety, Hospitality, Hotel Operation, HRIS, Human Resource, Human Resource Management & Institutional Strengthening, Hydroponics Farm, Information Communication Technology, Information Technology, In-Training, Inventory, Investment Facilitation, IT Engineering, Maintenance, Maintenance & Facilities, Market Support, Marketing, Marketing & Sales, Marketing & Promotions, Marketing & Property, Marketing Brand, Measurement & Evaluation, MIS, Network & Operating Systems, Office, Office Services, Operations, Park, Payables & Payroll, Photoshop, Plant, Policy & Strategic Planning, Portfolio, Procurement, Product, Product Development, Production, Production & Host, Production Line, Project, Project Development, Property, Property & Port, Property & Facilities, Public Education, Purchasing, Quality, Quality Assurance, Quality Control, Race Track Operations, Regional, Regional Programme, Relationship, Research, Research & Information, Restaurant, Retail, Risk, Risk & Compliance, Sales, Sales & Marketing, Sales Export, Senior, Senior Public, Service Capability Development, Site, SME Banking, Social Media & Digital, Special Projects, Specialty Restaurants, Station, Store, Supermarket, Technical After sales, Technical Support, Territory Sales, Tours, Training, Development & Recruitment, Warehouse, Warehouse & Distribution, Wealth</p>
	<p>Supervisor AC & Cooling, Accounting, Accounts Receivables, Assistant, Assistant Machine Operator, Assistant Site, Automotive Maintenance, Bakery, Banqueting, Bar, Branch, Call Centre, Commercial Sales, Computer Room, Construction, Customer Care, Customer Service, Driver/Maintenance, Electrical & Mechanic, Engineer, Field, Fleet, Floor, Food & Beverage, Front Desk, Herd/Breeding, House, Housekeeper, Housekeeping, Internal Control, Inventory, Kitchen, Landscape/Grounds, Laundry, Logistics & Procurement, Maintenance, Manager, Night Audit, Operations, Pasture, Photoshop, Pool Maintenance, Merchandising, Pressroom, Production, Promotions, Property, Property Maintenance, Public Area, Purchasing, Quality Control, Recruiting Supervisor, Restaurant, Sales, Sales Retail, Sanitation, Security, Shift, Stewarding, Store, Storeroom, Stores, Technical, Trainee, Warehouse, Warehouse& Delivery, Workshop</p>
Teachers/ Lecturers	<p>Teachers Accounts(CAPE), Agricultural Science, Aide, Arts Auto Mechanics, Assistant Teacher, Biology, Biology/Integrated Science, Building & Construction, Building Technology, Business, Business Education with Tourism Management, Business/Tourism, Chemistry, Chemistry & Biology, Civics, Classroom, Clothing & Textiles, Coaches (Assistant, APSE, Head, Primary Math, Secondary),</p>

Occupation	Job Titles
	<p>Communication Studies, Computer Studies, Computer Science, Cosmetology, Early Childhood, Economics, Economics/Principles of Accounts, Electrical & Electronic Technology, Electrical Installation, English, English A & B, English Language, English Language & Literature, English Language & Social Studies, English Language & Spanish, English Literature, English/Social Studies, English/Spanish, Family & Resource Management, French/Spanish, Geography, Geography & Environmental Management, Geography/ Social Studies, Geometrical and Mechanical Engineering Drawing, Guidance Counselling & Human & Social Biology, Health & Family, Home & Family Life Education, History, History & Religious Education, IB Arts, Information Technology, Information Technology & Mathematics, Industrial Arts, Industrial Techniques, Industrial Technology, Integrated Science, Librarian, Literacy, Literacy Specialist, Literature & Language, Literatures in English, Mathematics, Management of Business & Information Technology/Principles of Business, Management of Business & Accounts, Music, Principles of Business, Performing Arts, Physical Education, Physics, Physics & Biology, Physics/Electronic, Physics & Mathematics, Principles of Accounts, Reading, Religious Education, Religious Education & Caribbean Studies, Social Studies, Social Studies & Physical Education, Social Studies/ History, Spanish, Spanish/English, Spanish & French, Special Education, Technical Drawing & Furniture Technology, Technical Drawing /Visual Arts, Theatre, Visual Arts, Welding.</p>
	<p>Lecturers Academic Writing, Anatomy, Anatomy & Physiology, Animation, Biochemistry, Biology, Business, Chemistry, Clinical Chemistry, Communication Studies, Construction Technology, Economics & Accounts, Emergency Medicine, Experimental Foods, Family & Consumer Science, Guidance& Counselling, Haematology, Hospitality, Law & Communication, Literacy, Management, Mathematics, Neurosurgery, Nursing, Physical Education, Physics, Primary Education, Science, Secondary Education and Professional Studies, Senior Bio-statistics, Senior Economics, Senior Epidemiology, Speech Therapy, Nurse Educator, Early Childhood, Geography, Science for Primary Education, Special Education</p>
<p>Customer/Sales Representatives</p>	<p>Customer Care, Customers Service, Customer Service Claim, Marketing, Medical, Medicals Sales, Pharmaceutical Sales, Sale/Marketing, Sale/Medical, Sales, Sales & Marketing, Sales and Customer Service, Sales Floor/In-house, Sales/Customer Solar Sales, Technical Sales/Account, Technical Support, Information Technology Support, Insurance</p>

Occupation	Job Titles
Administrators/ Assistants & Secretaries	<p>Administrators Concierge Sales, Fleet, Human Resource, ICT Help Desk, Information Technology, IT Systems, Information System Security, Legal Assistants, Public Procurement, Sales, Senior Project</p> <p>Assistants Accountant, administrative, Attorney General, Clerical, Client Service, Computer, Dental, Executive, Finance, Food & Beverage, Health & Social Care, Human Resource & Administration, Inventory, Junior, Kitchen, Lab, Lab Technician, Laboratory, Legal, Legal Clerical, Librarian, Library, Marketing, Office, Procurement Administrative, Production, Programme, Project, Research, Sales & Marketing, Senior Administrative, Senior Business Development, Senior Resource Management, Truck, Vice President, Workshop</p> <p>Secretaries Assistant General, Assistant, Board, Bursary, Corporate, Deputy Financial, Deputy Governor- General, Executive, General, Legal, Press, Principal, School & Senior</p>
Accountants/ Accounting Clerks	<p>Accountants Accounts, Accounting, Chief, Cost, Financial, Junior, Junior Systems, Loans & Receivables, Management, Parish Senior, Payable, Senior District, Staff, Manager, Office, Receivables</p> <p>Accounting Clerks Accounts, Accounting Office Administration,, Payable, Receivables, Senior</p>
Technicians	<p>Technicians Auto body, Bin Exchange Service, Cooler, Digital, Drafting, Driver-Medical, Electrical, Electrician, Electronic, Family & Consumer Science Lab, Field, Field Service, Forest Management, Generator Service, I.T. Support, Industrial, Information System, Junior AC, Kitchen & Laundry, Lab, Lab Computer, Land Survey, Light & Audio, Machine Packaging, Maintenance, Mechanical, Multimedia, Nail, Network & CCTV Wifi, Optical Lab, Packaging Machine, Pest Control Service, Pharmacy, Planning & Monitoring, Refrigeration & Air Conditioning, Room, Science Lab, Senior Civil Works, Service Fire Extinguisher, Solar, System Support, Water Resource, Waters Treatment Equipment</p>
Coordinators	<p>Coordinators Accounts Clerks, Administrative, Area Maintenance, Clinical, Cluster, Corporate & Public Affairs, Delivery, Delivery Services, Engineer, Entertainment, Event, Human Resource, Logistics, Marketing, Mixer Production, Nurse, NIDS Project, Public Relations, Plant, Practicum, Production, Project, Project Rural Youth Economic, Purchasing, Quality Assurance, Real Estate, Resident, Revenue, Sales, Sales & Marketing, Schedule, Senior Customer Service, Social Media Supervisory,</p>

Occupation	Job Titles
	Inventory/Assistant Project, Technical Audio- Visual, Training, Vehicle Workshop, Nurse
Drivers	Drivers Delivery, Fork lifter, Promoter, Route, Salesman Trainee, Staff Bus, Truck, Usher
Nurses	Nurses Administrator, Critical Care, Haemodialysis, Hygienist, Practical, Registered, Registered General, Relief, School, Specialist.
Consultants	Consultants Accidents & Emergency, Beauty, Financial Accounts, Information System for Health ICT, International, Local, Marketing & Sales, Public Relations Communications, Sales

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

2.3 Job Advertisements by Occupational Group

In order to show trends in the demand for the various groups of workers, the Report classified the vacancies advertised by Occupational Groups (**See Table 3**). For the period under review, the “Professional” group had the highest number of vacancies advertised, with 933 or 39.2 per cent of the total. This was followed by “Managers” which amounted to 444 or 18.7 percent ahead of the “Technicians and Associate Professionals”, which accounted for 410 or 17.2 per cent of the jobs.

The “Service and Sales Workers” and “Clerical Support Workers” totalled 231 or 9.7 per cent and 215 or 9.0 per cent of vacancies advertised respectively. “Craft and Related Trades Workers” recorded 51 or 2.1 per cent and “Elementary Occupations” had 43 or 1.8 per cent. “Plant, Machine Operators and Assemblers” amounted to 42 or 1.8 per cent within that group. “Armed Forces Occupation” had eight (8) or 0.3 per cent vacancies, while “Skilled Agricultural, Forestry and Fishery Workers” had the lowest number of advertised vacancies for this period.

Table 3: Number of Job Advertisements by Occupational Group

Occupations Group	Total	Percent
Professionals	933	39.2
Managers	444	18.7
Technicians and Associate Professionals	410	17.2
Service and Sales Workers	231	9.7
Clerical Support Workers	215	9.0
Craft & Related Trades Workers	51	2.1
Elementary Occupations	43	1.8
Plant Machine Operations	42	1.8
Armed Forces Occupation	8	0.3
Skilled Agricultural, Forestry and Fishery Workers	2	0.1
Total	2379	100

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

For this quarter, Teachers continued to top the “Professional” group, followed by Accountants, Lecturers, Coaches, Administrators, Analysts, Nurses, Consultants, Managers and Coordinators.

Technicians and Supervisors recorded the two highest vacancies for the “Technicians and Associate Professionals”, followed by Assistants and Chefs respectively. Within the “Managers” group, Directors and Principals were ahead of Branch Managers, Coordinators, Sales and Assistant Managers.

In the “Service & Sales Workers” category, the leading occupations were Sales Representatives, ahead of Sales Supervisors, Cashiers and Cooks. At the top of the list of the “Clerical Support Workers” were Assistants and Accounting Clerks, ahead of Customer Service Representatives, Agents, Inventory Clerks and Receptionists. Meanwhile, among the vacancies posted for the “Plant and Machine Operators and Assemblers”, Drivers was the most advertised, followed by Forklift Operators and Production Workers.

In the “Craft and Related Trades Workers” Technicians had the highest job advertised followed by Bakers, Electricians, Solar Installers and Mechanics. For the “Elementary Occupations” group, Attendants were most advertised followed by Cleaners. Within the Armed Forces

Occupation the demand were for mainly Armed and Unarmed Security Officers. During the quarter only Gardeners were posted for the “Skilled Agricultural, Forestry and Fishery Workers”. (See Table 4).

Table 4: Top Jobs Advertised by Occupational Group

Occupational Group	Top Occupations	Number of Advertisements	Percentage
Professionals	<ol style="list-style-type: none"> 1. Teachers(211) 2. Accountants (53) 3. Lecturers (49) 4. Coaches (36) 5. Administrators (31) 6. Analysts (28) 7. Nurses (27) 8. Consultants (26) 9. Managers (25) 10. Coordinators (24) 	510	21.4
Technicians and Associate Professionals	<ol style="list-style-type: none"> 1. Technicians (61) 2. Supervisors (58) 3. Assistants (53) 4. Chefs (18) 5. Accounting Officers (16) 6. Sales Representative (15) 7. Child Diversion Officer (14) 	235	9.9
Managers	<ol style="list-style-type: none"> 1. Directors (40) 2. Principals (28) 3. Branch Mangers (18) 4. Coordinators (18) 5. Sales Managers (17) 6. Assistant Managers (16) 7. Executives (16) 	166	7.0

Occupational Group	Top Occupations	Number of Advertisements	Percentage
	8. General Manager (13)		
Service & Sales Workers	1. Sales Representatives (70) 2. Sales Supervisors (51) 3. Cashiers (14) 4. Cooks (8) 5. Lifeguards (6) 6. Butlers (6) 7. Sales Associates (6)	161	6.8
Clerical Support Workers	1. Assistants (42) 2. Accounting Clerks (39) 3. Customer Service Representatives (28) 4. Agents (14) 5. Inventory Clerks (9) 6. Receptionists (7)	139	5.8
Plant and Machine Operators and Assemblers	1. Drivers (35) 2. Forklift Operators (2) 3. Production Worker (2)	39	1.6
Craft and Related Trades Workers	1. Technicians (23) 2. Baker (3) 3. Electrician (3) 4. Solar Installer (3) 5. Mechanic (3)	35	1.5
Elementary Occupations	1. Attendants (9) 2. Cleaners (7) 3. Grounds men (5) 4. Bearers (4)	31	1.3

Occupational Group	Top Occupations	Number of Advertisements	Percentage
	5. Housekeepers (3) 6. Stewards (3)		
Armed Forces Occupation	1. Armed & Unarmed Security Officers (8)	8	0.3
Skilled Agricultural, Forestry and Fishery Workers	1. Gardener (2)	2	0.1

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

2.4 Jobs Advertisements by Industry Group

The data gathered was further analyzed by classifying the vacancies advertised by Industry Groups. The “Education” industry registered the largest number of vacancies, totalling 504 or 21.2 per cent. “Public Administration and Defence; Compulsory Social Security” industry, recorded 418 or 17.6 per cent, while the “Accommodation and Food Services Activities” industry registered 265 or 11.1 per cent of the vacancies. The “Manufacturing” industry recorded 221 or 9.2 per cent, followed by the “Financial and Insurance Activities” industry with 203 or 8.5 per cent to complete the top five Industries (See Table 5).

Table 5: Total Advertised Jobs by Industry

Industry Group	Number of Jobs Advertised	Percentage
1. Education	504	21.2
2. Public Administration and Defence; Compulsory Social Security	418	17.6
3. Accommodation and Food Services Activities	265	11.1
4. Manufacturing	221	9.2
5. Financial and Insurance Activities	203	8.5
6. Wholesale and Retail Trade; Repair of	152	6.4

Industry Group	Number of Jobs Advertised	Percentage
Motor Vehicles and Motorcycles		
7. Human Health and Social Work Activities	143	6.0
8. Information and Communication	84	3.5
9. Professional, Scientific and Technical Activities	76	3.2
10. Administrative and Support Service Activities	55	2.3
11. Arts Entertainment and Recreation	39	1.6
12. No Industries Stated	37	1.6
13. Construction	36	1.5
14. Transport and Storage	35	1.5
15. Other Service Activities	35	1.5
16. Electricity, Gas, Steam and Air Conditioning Supply	34	1.4
17. Extra Activities of Extraterritorial Organizations and Bodies	14	0.6
18. Mining and Quarrying	11	0.5
19. Agriculture, Forestry and Fishing	6	0.3
20. Real Estate Activities	6	0.3
21. Water Supply; Sewage, Waste Water Management & Remediation Activities	4	0.2
22. Activities of Households as Employers	1	0
Total	2379	100

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

2.5 Top Occupations Advertised by Industry

Vacancies for Managers were found in 16 or 76.2 per cent of the 21 industries. These included:

1. Financial and Insurance Activities Industry
2. Accommodation and Food Services Activities
3. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
4. Manufacturing
5. Public Administration and Defence; Compulsory Social Security
6. Information and Communication
7. Human Health and Social Work Activities
8. Education
9. Construction
10. Professional, Scientific and Technical Activities
11. Electricity, Gas, Steam and Air Conditioning Supply
12. Transport and Storage
13. Arts Entertainment and Recreation Industry
14. Administrative and Support Service Activities
15. Mining and Quarrying
16. Other Service Activities

Technician was the second most advertised occupation across industries, with 12 or 57.1 per cent of the 21 industries. These were:

1. Education
2. Construction
3. Professional, Scientific and Technical Activities
4. Electricity, Gas, Steam and Air Conditioning Supply
5. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
6. Manufacturing
7. Public Administration and Defence; Compulsory Social Security
8. Arts Entertainment and Recreation
9. Mining and Quarrying

10. Other Service Activities
11. Agriculture, Forestry and Fishing
12. Water Supply; Sewage, Waste Water Management & Remediation Activities

Job openings for Sales Representatives was the third most advertised occupation across industries and was found in nine (9) or 42.9 per cent of the 21 Industries. These were:

1. Manufacturing
2. Financial and Insurance Activities Industry
3. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
4. Human Health and Social Work Activities
5. Information and Communication
6. Administrative and Support Service Activities
7. Construction
8. Other Service Activities
9. Electricity, Gas, Steam and Air Conditioning Supply

Vacancies for Supervisors were found in six (6) or 28.6 per cent of the 21 industries:

1. Accommodation and Food Services Activities
2. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
3. Manufacturing
4. Construction
5. Administrative and Support Service Activities
6. Transport and Storage

Coordinators also had six (6) or 28.6 per cent of the 21 industries (**See Table 6**):

1. Arts Entertainment and Recreation Industry
2. Agriculture, Forestry and Fishing
3. Real Estate Activities
4. Extra Activities of Extraterritorial Organizations and Bodies
5. Accommodation and Food Services Activities
6. Manufacturing

Table 6: Top Jobs by Advertised by Industry

Industry Groups	Top Occupations
Education	<p>1. Teachers—Accounts(CAPE), Agricultural Science, Aide, Arts Auto Mechanics, Assistant Teacher, Biology, Biology/Integrated Science, Building & Construction, Building Technology, Business, Business Education with Tourism Management, Business/ Tourism, Chemistry, Chemistry & Biology, Civics, Classroom, Clothing & Textiles, Communication Studies, Computer Studies, Computer Science, Cosmetology, Early Childhood, Economics, Economics/Principles of Accounts, Electrical & Electronic Technology, Electrical Installation, English, English A & B, English Language, English Language & Literature, English Language & Social Studies, English Language & Spanish, English Literature, English/Social Studies, English/Spanish, Family & Resource Management, French/Spanish, Geography, Geography & Environmental Management, Geography/ Social Studies, Geometrical and Mechanical Engineering Drawing, Guidance Counselling & Human & Social Biology, Health & Family, Home & Family Life Education, History, History & Religious Education, IB Arts, Information Technology, Information Technology & Mathematics, Industrial Arts, Industrial Techniques, Industrial Technology, Integrated Science, Librarian, Literacy, Literacy Specialist, Literature & Language, Literatures in English, Mathematics, Management of Business & Information Technology/Principles of Business, Management of Business & Accounts, Music, Principles of Business, Performing Arts, Physical Education, Physics, Physics & Biology, Physics/Electronic, Physics & Mathematics, Principles of Accounts, Reading, Religious Education, Religious Education & Caribbean Studies, Social Studies, Social Studies & Physical Education, Social Studies/ History, Spanish, Spanish/English, Spanish & French, Special Education, Technical Drawing & Furniture Technology, Technical Drawing /Visual Arts, Theatre, Visual Arts, Welding</p> <p>2. Lecturers—Academic Writing, Anatomy, Anatomy & Physiology, Animation, Biochemistry, Biology, Business, Chemistry, Clinical Chemistry, Communication Studies, Construction Technology, Economics & Accounts, Emergency Medicine, Experimental Foods, Family & Consumer Science,</p>

Industry Groups	Top Occupations
	<p>Guidance & Counselling, Haematology, Hospitality, Law & Communication, Literacy, Management, Mathematics, Neurosurgery, Nursing, Physical Education, Physics, Primary Education, Science, Secondary Education and Professional Studies, Senior Bio-statistics, Senior Economics, Senior Epidemiology, Speech Therapy, Nurse Educator, Early Childhood, Geography, Science for Primary Education, Special Education</p> <ol style="list-style-type: none"> 3. Coaches-Assistant, APSE, Head, Primary Mathematics, Secondary Mathematics 4. Principals 5. Nurses-Registered, School 6. Managers-Corporate Communication, Farm, Human Resource, Human Resource Management & Institutional Strengthening, Measurement & Evaluation, Networking and Operating Systems Services, Operations, Plant, Registry & Records Officer, Senior, Senior Public Service Capability Development 7. Technicians – Computer Lab, Family & Consumer Science Lab, Industrial, Information Systems, Multimedia, Science Lab 8. Secretaries-Assistant, Bursary, Principal, School, Senior
<p>Public Administration and Defence; Compulsory Social Security</p>	<ol style="list-style-type: none"> 1. Directors- Administration, Budget & Commitment, Chief Executive Officer, Chief Technical, Corporate Sales, Corporate Services, Cultural Research and Information, Development Cooperation, Development & Public Relations, Entertainment, Finance, Finance & Accounts, General, Human Resource, Human Resource Management & Development, Managing, Music, Programme, Project, Public Law, Public Procurement, Senior, Senior Operations, Standard Research and Development 2. Assistants- Administrative, Attorney General, Clerical, Executive, FAOR, Financial, Health & Social Care, Legal, Procurement, Programme, Project, Research, Senior Administrative, Senior Business Development 3. Managers -Applications/Business Systems, Assets & Property, Commercial Services, Customer Service, Divisional, Events, Finance and Accounting, General, Information Communication Technology, Maintenance and Facilities, Office Services, Park, Payables & Payroll, Procurement, Project, Property & Facilities, Public Education, Risk, Training, Development and

Industry Groups	Top Occupations
	<p>Recruitment, Warehouse & Distribution</p> <ol style="list-style-type: none"> 4. Technicians- Accounting, Digital, Electrician, Electronic, Pharmacy, Senior Civil Works 5. Supervisors- Commercial Services, Commercial Sales, Electrical and Mechanical, Field, Fleet, Herd/Breeding, Landscape/Grounds, Pasture, Property, Maintenance, Shift, Stores& transport 6. Consultants- Accident & Emergency, Information System for Health ICT. Local, PR Communications 7. Child Diversion Officers 8. Secretary - Deputy Financial, Deputy Governor General, Executive, General, Legal Counsel, Press, Senior 9. Specialists – Civil Engineer, Digital Marketing, Garment Construction, Health System Support, HMIS, Information Technology, Legal, Mapping, Marketing 10. Administrator –Fleet, Information System, Network, Payroll, Procurement, Senior, Senior Project
<p>Accommodation and Food Services Activities</p>	<ol style="list-style-type: none"> 1. Managers-Assistant, Assistant Human Resource, Assistant GTD, Assistant Group (IT), Assistant Training, Assistant Administrative, Assistant Food & Beverage, Area, Brand, Café Brand, District, Food & Beverage, Food Production, Gardener, General, Hotel Operations, Human Resource, In-Training, IT, Maintenance, Marketing, Marketing & Sales, MIS, Operations, Production, Production & Host, Projects, Purchasing, Quality, Quantity Control, Restaurant, Site, Social Media & Digital, Specialty Restaurant, Tours. 2. Supervisors- AC & Cooling, Accounts Receivables, Bakery, Banqueting, Bar, Engineer, Food & Beverage, Front Desk, Housekeeper, House Keeping, Inventory, Kitchen, laundry, Maintenance, Night Audit, Pool Maintenance, Property, Public Area, Purchasing, Restaurant, Sanitation, Security, Stewarding, Storeroom, Warehouse 3. Agents- Call Centre, Concierge, Front Desk, Group, Purchasing, Guest Service, Night Auditor-Front Office, Reservations, Sales 4. Chefs- Executive, Italian, Pastry, Sous 5. Clerks- Accounting, Counter, Inventory, Night Auditor, Payroll, Storeroom 6. Specialist- Application Support, Business Process Documentation, Human Resource Recruitment and Compliance, Information Technology, Intranet,

Industry Groups	Top Occupations
	<p>Network, Mantra Yoga, Wireless Network</p> <p>7. Coordinators- Corporate & Public Affair, Engineer, Entertainment, HRB, PR</p>
Manufacturing	<p>1. Managers- Area, Assistant, Brand, Business Development, Credit, Engineering, Export, Fleet, Hardware, Hydroponics Farm, Inventory, Maintenance, Photoshop, Plant, Product, Product Development, Property, Quality Control, Regional, Sales, Special Project, Store, Warehouse.</p> <p>2. Supervisors -Accounting, Assistant, Assistant, Machine Operator, Floor, Logistics & Procurement, Photoshop, Production, Promotions, Sales, Technical, Warehouse</p> <p>3. Sales Representatives- Pharmaceuticals, Sales, Solar Sales</p> <p>4. Accountants- Cost, Financial, Junior, Junior Systems, Senior</p> <p>5. Assistants- Accountant, Administrative, Executive, Marketing, Office, Production, Truck</p> <p>6. Drivers - Fork lifter, Promoter, Route Sales, Salesman Trainee, Truck</p> <p>7. Coordinators – Accounts, Delivery Services, Human Resource, Marketing, Mixer, Production, Purchasing, Vehicle Workshop</p> <p>8. Technicians – Cooler, Information Technology Support, Machine Packaging, Maintenance, Refrigeration & Air Conditioning, System Support</p>
Financial and Insurance Activities	<p>1. Managers- Accountants, Accounting & Administrative, Asset Management, Assistant, Audit, Branch, Business Development, Capital Markets, Claims, Compliance Policies & Procedures, Corporate relationships, Debt Collection, Delinquency, Export Sales, Finance, Finance & Administration, Financial Accounting, Fixed Income & Treasury, General, General Finance, General (Group Digital Services), Human Resource, Market Support, Marketing & Promotions, Marketing Brand, Operations, Portfolio, Project, Relationship, Risk & Compliance, Sales Export, EME Banking, Wealth</p> <p>2. Sales Representatives- Insurance Sales, Sales</p> <p>3. Customer Representatives</p> <p>4. Specialists –Help Desk, Information Technology & Social Media</p> <p>5. Account Executives</p> <p>6. Accounting Clerks</p> <p>7. Advisors- Business Development, Financial,</p>

Industry Groups	Top Occupations
	Investment, Portfolio & Wealth
Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	<ol style="list-style-type: none"> 1. Managers-Account, Area Sales, Assistant, Branch, Brand, Business Development, Equipment Sales, General, Group Body Shop, Marketing, Office, Operations, Production, Production Line, Quality Assurance, Sales, Store, Supermarket, Technical After sales. 2. Sales Representatives- Marketing, Medical Sales, Sales, Sales & Marketing, Technical Sales/Account. 3. Supervisors-Automotive Maintenance, Branch, Computer Room, Floor, Internal Control, Store, Trainee, Warehouse, Warehouse Deliver 4. Technicians- Auto body, Electrical, Information Systems, Mechanical, Optical Lab, Pharmacy 5. Accountant - Cost, Senior 6. Accounting Clerks
Human Health and Social Work Activities	<ol style="list-style-type: none"> 1. Sales Representatives- Medical Sales, Pharmaceutical Sales 2. Managers- Brand, Centre, Compliance & Risk Management, Greenhouse, Human Resource, Marketing, Office, Regional, Store. 3. Nurses- Critical Care, Haemodialysis, Practical, Registered 4. Pharmacists 5. Dentists 6. Administrative Assistants 7. Radiographers
Information and Communication	<ol style="list-style-type: none"> 1. Managers - Assistant Retail, Auditor, Business Development & Strategic Planning, Business Development & Marketing Operations, Call Centre, Customer Care Operations, HRIS, Information Technology, Marketing & Sales, Operations, Project, Research, Retail, Store, Technical Support, Training. 2. Analysts- I.T Business, Logistics and Distribution, Programmer, Revenue Assurance, Senior Internet Data 3. Specialists – Facilities & Procurement, Geographic, Industrial Relations, Junior Application 4. Sales Representatives 5. Executives – Business Development, Sales
Professional, Scientific and Technical Activities	<ol style="list-style-type: none"> 1. Managers- Business Development/Account Human Resource, Marketing, Operations, Sales 2. Accountants- Chief, Junior, Senior, Staff 3. Technicians- Drafting, Field, Field Service, Lab,

Industry Groups	Top Occupations
	Service Fire Extinguishers, Solar 4. Administrators - IT Systems, Human Resource, Junior Systems, Office, Systems 5. Sales Executives 6. Paralegals 7. Clerks of Works 8. Armed & Unarmed Officers
Administrative and Support Service Activities	1. Assistants – Administrative, Executive 2. Managers - Branch, Brand, Distribution, Regional, Sales &Marketing, Warehouse & Distribution 3. Accounting Clerk 4. Attorney-at-Law 5. Sales Representatives
Arts Entertainment and Recreation	1. Managers - Food & Beverage, General, Hospitality, Operations, Race Track Operations. 2. Producers - Event, Television, Assistant Television 3. Coordinators - Delivery, Event 4. Technicians - Lighting & Audio, Nail 5. Video Editors
Construction	1. Managers - Construction, Customer Service, Marketing & Property, Plant, Sales, Territory Sales 2. Supervisors - Assistant Site, Construction, Maintenance, Quality Control 3. Sales Representatives -Marketing, Sales 4. Engineers - Civil & Mechanical, Mechanical, Project Mechanical & Civil 5. Technicians - Junior AC, Land Survey
Transport and Storage	1. Managers – Assistant, Business Development, Customer Service, Health & Safety, Human Resource, IT Engineering, Quality, Station. 2. Supervisors - Customer Care, Operations, Workshop 3. Drivers - Delivery Open General 4. Agents - Sales Promotion, Senior Member Retention 5. Sales Executives 6. Instructors - Driver, Flight
Other Service Activities	1. Technicians - Bin Exchange Service, Generator Service, Network & CCTV Wifi, Refrigeration/Air Conditioner 2. Managers - Accounts Payable, Garden Operations 3. Assistants - Client Service, Executive, Senior Resource Management 4. Sales Representatives 5. Kitchen Equipment Cleaners 6. Operations Officer Supervisors 7. Associate – Communication, Sales

Industry Groups	Top Occupations
Electricity, Gas, Steam and Air Conditioning Supply	<ol style="list-style-type: none"> 1. Managers- Business Development, Gas Station Assistant, General, Human Resource, , Maintenance Supervisor, Operations, Policy & Strategic Planning, Project, Project Development 2. Accounting Clerks 3. Technicians- Information Technology, Maintenance 4. Sales & Marketing Representatives 5. Accountants 6. Sales Administrators 7. Solar Systems Designers
Activities of Extraterritorial Organization and Bodies	<ol style="list-style-type: none"> 1. Resource Mobilization Officer 2. Consultants 3. Coordinators- Administrative, Resident 4. Executive Associates 5. Project Management Specialists 6. Field Officer 7. Grant Officer
Mining and Quarrying	<ol style="list-style-type: none"> 1. Engineers- Electrical Reliability, Mechanical 2. Technicians- Electrical, Laboratory
Real Estate Activities	<ol style="list-style-type: none"> 1. Real Estate Brokers 2. Accounting Clerks 3. Real Estate Coordinators 4. Salespersons 5. Land Surveyors
Agriculture, Forestry and Fishing	<ol style="list-style-type: none"> 1. Technicians - Forest Management, Planning & Monitoring 2. Administrative Assistant 3. Project Coordinator 4. Transport Officer 5. Driver
Water Supply; Sewage, Waste Water Management & Remediation Activities	<ol style="list-style-type: none"> 1. Technicians - Water Resource, Water Treatment Equipment Service 2. Truck Driver 3. Senior Public Cleansing Officers
Activities of Households as Employers	<ol style="list-style-type: none"> 1. Tile Cleaner
No Industries Stated	<ol style="list-style-type: none"> 1. Inventory Assistants 2. Sonographers 3. Radiographers 4. Instructors – Cake Baking & Decorating, Culinary

Industry Groups	Top Occupations
	Arts, Food & Beverage Service 5. Operators - Machine, Press 6. Accountants 7. Nutritionists 8. Accounting Clerks 9. Managers - Construction, Investment Facilitation

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

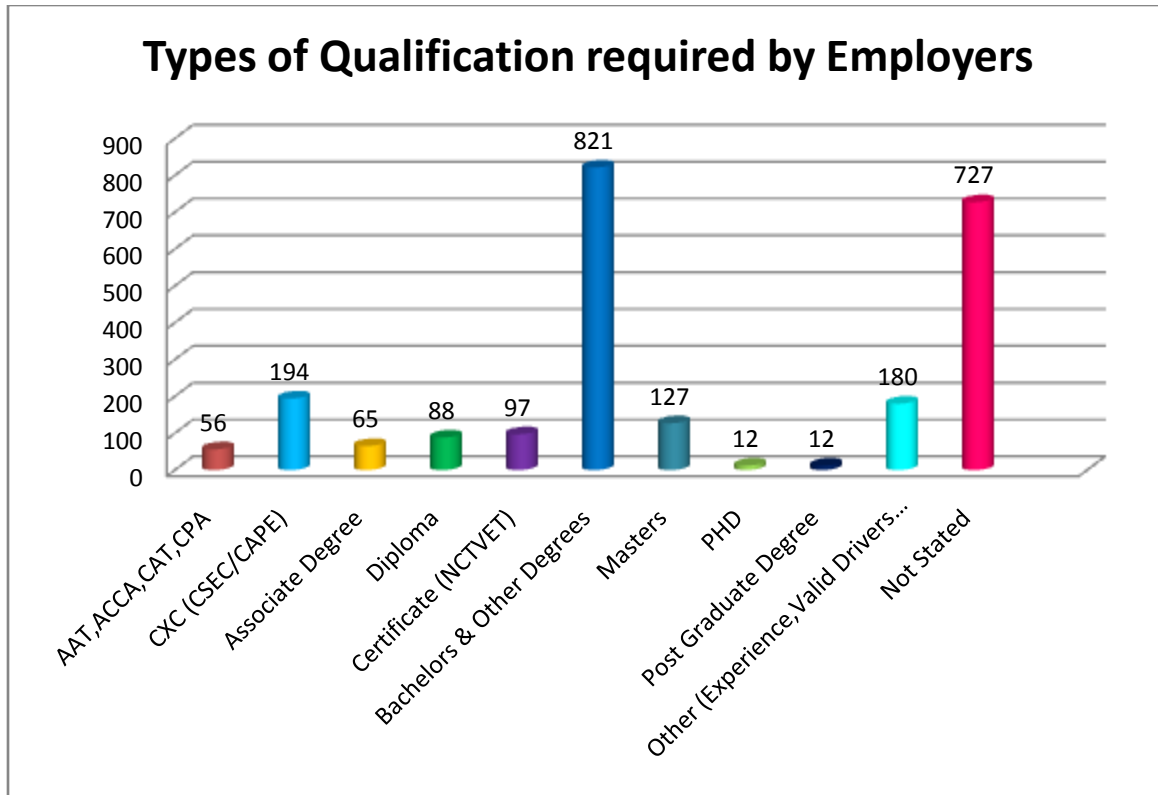
2.6 Required Certification/Qualifications for Jobs Advertised

The data was analyzed to illustrate the types of certification and corresponding experiences required. The data revealed that of the 2,379 advertised vacancies analysed in the Gleaner and the Jamaica Observer during the January 1 to March 31, 2019 period, 821 or 34.5 per cent requested individuals with Bachelors and Other Degrees. A total of 127 or 5.3 percent of the advertisement required Masters Degree. Next were Post Graduate Degrees and PhDs with 12 or 0.5 per cent each for the period.

Seven hundred and twenty-seven (727) or 30.6 per cent did not state the qualifications that they were requesting, while 194 or 8.2 per cent of employers were looking for applicants with CXCs. Where there was no certification requested by the employers, 180 or 7.6 per cent requested that applicants should have a valid driver's license, experiences, real estate license, PRSA license and skill relating to the job advertised.

A total of 97 or 4.1 per cent required vocational qualification (NCTVET). For Caribbean Examination Council (CXC) which includes Caribbean Secondary Examination Council (CSEC), and the Caribbean Advanced Proficiency Examination, employers were requesting at least three (3) subjects including Mathematics and English Language.

Computer skill set was a requirement for 558 or 23.5 per cent of the positions advertised. These skills included basic or advanced computer skills, computer proficient or full expertise, experience to effectively use computer packages such as Microsoft Software Applications and Office Suite (See Figure1).



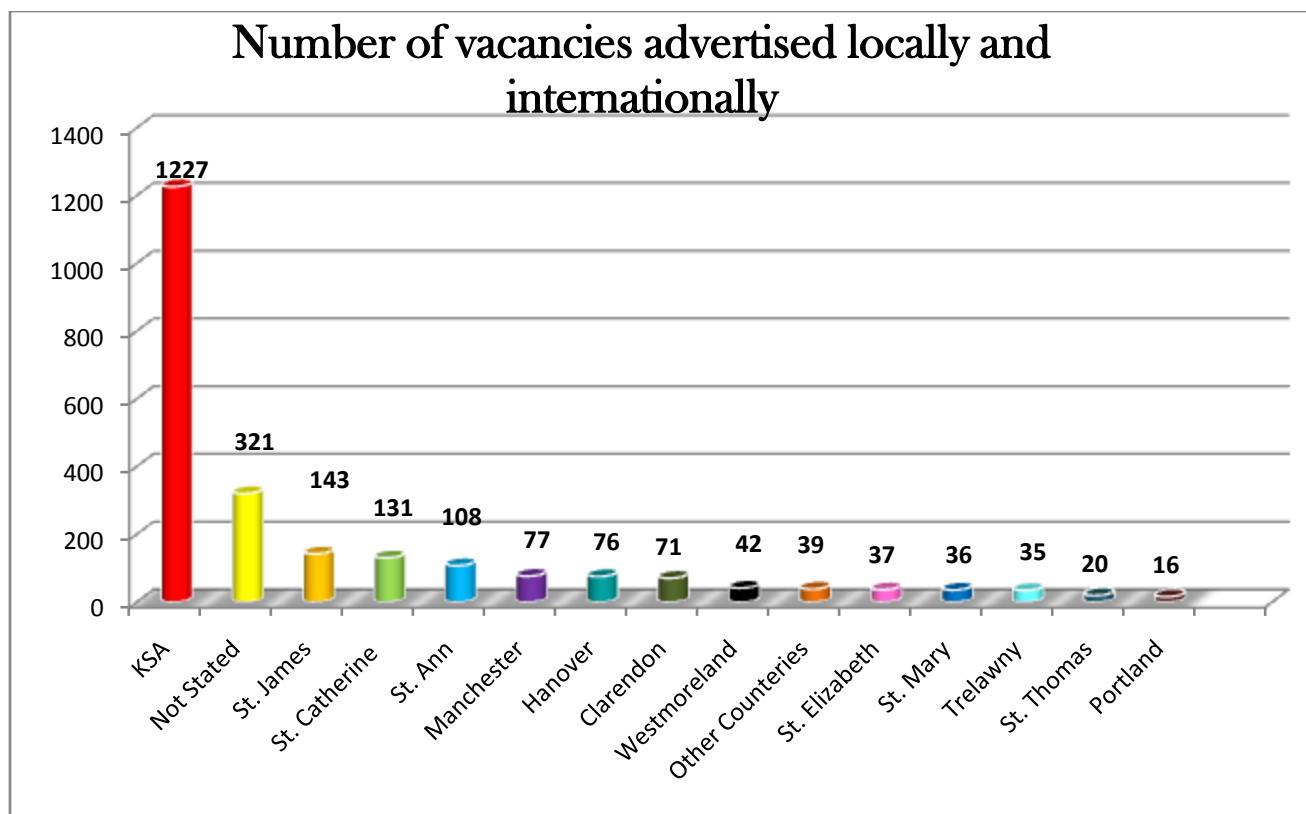
Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

Figure 1

2.7 Jobs Advertised by Parish and Other Countries

Of the 2,379 job vacancies advertised, thirty nine (39) were from other countries. These included the Caribbean Countries such as the Bahamas, Barbados, Dominica, Guyana, St Lucia, St Vincent & the Grenadines and Trinidad & Tobago. Vacancies were also advertised for positions in Belize, Costa Rica, Grand Cayman, Jordan, Kenya, Senegal, Thailand, Turk & Caicos Islands and the United Kingdom.

Analysis of the data by parishes showed that Kingston and St Andrew (KSA) had the highest number of vacancies which totalled 1,227 or 51.6 per cent. St James, St Catherine and St Ann followed with 143 or 6.0 per cent, 131 or 5.5 per cent and 108 or 4.5 per cent respectively (See **Figure 2**).



Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

Figure 2

2.8 Top Occupation Advertised by Parish

In this section the data was analyzed to ascertain the leading occupations by parish. The data revealed that Teachers and Managers were the leading advertised vacancies in all fourteen (14) parishes. In Kingston & St Andrew, Manager was the highest ranked occupation, totalling 194 or 15.8 per cent of the overall vacancies in the parish. This was followed by teaching jobs in areas such as Auto Mechanics, Biology, Chemistry and Literatures in English with 75 or 6.1 per cent. For the parish of St James, Managers were mostly advertised for positions such as Branch, Marketing and Property Managers with 17 or 11.9 per cent. In St. Catherine Teachers were the top jobs advertised, with 28 or 21.4 per cent. This included teaching jobs in the area of English, Mathematics, Social Studies and Spanish. St Ann also had Managers as the top occupation advertised with 15 or 13.9 per cent in areas such as Customer Service, Marketing and Tours (See **Table 7**).

Table 7: Top Jobs Advertised by Parish

Parish	Rank	Top Jobs	Type Of Jobs
Kingston and St Andrew	1.	Managers	Account, Accountant, Accounts Payable, Accounting & Administrative Assistant, Application/Business System, Asset Management, Area, Asset & Property, Assistant, Assistant Retail, Assistant Training, Assistant, Food & Beverage, Audit, Branch, Brand, Business Development, Business Development & Strategic Planning, Cafe Brand, Capital Markets, Centre, Commercial Services, Compliance Policies& Procedure, Compliance& Risk Management, Corporate Relationships, Credit, Customer Care Service, Customer Service, Debt Collection, District, Equipment Sales, Events, Export Sales, Finance, Finance & Accounting, Fixed Income & Treasury, Food& Beverage, Food Production, General, General Finance, Greenhouse, Group Body Shop, Hardware, Hospitality, Hotel Operations, Human Resource, Information Technology, In Training, Inventory, Maintenance and Facilities, Market Support, Marketing, Marketing Brand, Marketing & I/Sales, Marketing & Promotions, Marketing & Property, Marketing & Sales, Management Information System, Network and Operating Systems, Office, Office Services, Operations, Parks, Payables & Payroll, Plant, Portfolio, Procurement, Product Development, Production, Production Line, Project, Project Development, Property, Property & Port, Property and Facilities, Public Education, Purchasing, Quality, Quality Assurance, Regional, Regional Programme, Relationship, Risk & Compliance, Sales, Sales & Marketing, Senior Public Service Capability Development, SME Banking, Social Media& Digital, Specialty Restaurant, Special Projects, Station, Store, Technical After-sales, Technical Sales, Technical Support, Training, Warehouse, Warehouse & Distribution, Wealth

Parish	Rank	Top Jobs	Type Of Jobs
	2.	Teachers	Auto Mechanics, Biology, Business Basic/IT, Business Education, Business Management, Business Tourism, Chemistry, Chemistry & Biology, Communication Studies, Computer Science, Economics/Principles of Accounts, Electrical Installation, English, English Language, English Language & Literature, English/Social Studies, Family & Resource Management, Geography, Geography & Environmental, Information Technology, Guidance Counselling & Human & Social Biology, IB Arts, Industrial Arts, Industrial Technique, Integrated Science, Literatures in English, Mathematics, Performing Arts, Physical Education, Physics, Physics/Electronic, Primary, Religious Education, Spanish, Spanish/English, Spanish/French, Special Education, Visual Arts, Welding
	3.	Assistants	Accounting, Administrative, Attorney General, Clerical, Client Service, Computer, Dental, Executive, FAOR, Financial, Health & social Care, Human Resource & Administration, Inventory, Kitchen, Lab, Legal, Library, Office, Personal, Procurement, Production, Project, Research, Sales & Marketing, Senior Administrative, Senior Resource Management, Truck, Vice President
	4.	Directors	Administration, Assistant Finance, Budget and Commitment, General, Chief Technical, Corporate Sales, Corporate Services, Cultural Research and Information, Education & Research, Entertainment, Executive, Executive Financial Markets Division, Finance & Accounts, Finance & Planning, Director, Human Resource, Human Resource Management & Development, Management Reporting, Planning & Analysis, , Managing, Market Operations, Market operations and Analysis, Music, Nursing Services.
	5.	Technicians	Junior AC, Lab, Lab Computer, Lighting & Audio, Machine Packaging, Maintenance, Mechanical, Multimedia, Optical Lab, Pest

Parish	Rank	Top Jobs	Type Of Jobs
			Control Service, Pharmacy, Planning & Monitoring, Refrigeration & Air Conditioning, Science Lab, Water Resource
	6.	Supervisors	Accounting, Assistant, Assistant –Machine Operator, Branch, Commercial Sales, Commercial Services, Computer Room, Customer Care, Customer Service, Electrical and Mechanical, Field, Fleet, Floor, Herd/Breeding, Internal Control, Kitchen, Landscape/Grounds, Logistics & Procurement, Maintenance, Merchandising, Pasture, Property Maintenance, Quality Control, Shift, Stores,
	7.	Lecturers	Academic Writing, Anatomy, Anatomy & Physiology, Animation, Biochemistry, Biology, Chemistry, Clinical Chemistry, Construction Technology, Early Childhood, Emergency Medicine, Experimental Foods, Family & Consumer Science, Geography, Guidance& Counselling, Haematology, Mathematics, Neurosurgery, Nursing, Nurse Educator, Physical Education, Physics, Primary Education, Science for Primary Education, Secondary Education and Professional Studies, Senior Economics, Senior Epidemiology, Speech Therapy, Special Education
	8.	Accountants	Chief, Cost, Financial, Junior, Junior Systems, Loans & Receivables, Management, Manager/Office, Senior, Senior District, Staff, Receivables
	9.	Sales Representatives	Marketing, Medical, Information Technology, Insurance Sales, Relief, Sales, Sales Floor/In House, Sales & Marketing, Support, Technical Sales
	10.	Coordinators	Administrative, Area Maintenance, Cluster, Cooperate & Public Affairs, Human Resource, Event, Logistics, Marketing, Mixer-Production, NIDS Project, PMTCT Field, Practicum, Project, Quality Assurance, Real Estate, Sales & Marketing, Schedule, Senior Customer Service.
St. James	1.	Managers	Assistant, Assistant GTD, Assistant Human

Parish	Rank	Top Jobs	Type Of Jobs
			Resource, Auditor, Branch, Distribution, Gas Station Assistant, Human Resource Information Systems (HRIS), Information Technology (IT), IT Engineering, Photoshop, Plant, Projects, Property, Restaurant
	2.	Supervisors	Food & Beverage, Housekeeper, Housekeeping, Photoshop, Recruiting Supervisor, Restaurant, Sanitation, Security, Storeroom, Warehouse, Sales
	3.	Agents	Call Centre, Concierge, Front Desk, Loans Sales, Reservation, Sales, Senior Member Retention
	4.	Sales Representatives	Insurance Sales, Medical, Sales, Sales & Marketing, Solar Sales
	5.	Technicians	Information Technology, Network & CCTV Wifi, Refrigeration & Air Condition, Room, Solar
	6.	Coordinators	Human Resource, Revenue, Supervisor/ Inventory Assistant, Training, Social Media
	7.	Lecturers	Business, Hospitality, Mathematics, Science
	8.	Teachers	English Language & Literature, , Mathematics, , Spanish/English
St. Catherine	1.	Teachers	Biology/Integrated Science, Civics, English, English Language, English Language & Spanish, Industrial Technique, Literacy Specialist, Literature & Language, Mathematics, Music, Physics & Mathematics, Social Studies, Spanish, Technical Drawing, Theatre, Visual Arts.
	2.	Sales Representatives	Insurance Sales, Sales, Solar Sales
	3.	Managers	Assistant, Assistant Administrative, Branch, Compliance & Risk Management, Divisional, Garden Operations, Health & Safety, Human Resource, Project, Training, Development and Recruitment
	4.	Technicians	Electronic, Lab Computer, Packing Machine, Pharmacy, System Support
	5.	Supervisors	Bakery, Restaurant, Sales

Parish	Rank	Top Jobs	Type Of Jobs
	6.	Clerks	Accounting
	7.	Lecturers	Economics & Accounts, Hospitality, Law & Communication, Management
St Ann	1.	Managers	Area, Area Sales, Branch, Customer Service, General, Information Technology, Marketing, Purchasing, Quantity Control, Supermarket, Tours
	2.	Teachers	Business, Cosmetology, Economics, English Language & Social Studies, Information Technology & Mathematics, Industrial Arts, Mathematics.
	3.	Specialists	Applications Support, Business Process Documentation, Intranet, Network/Infrastructure, Wireless Network
	4	Assistants	Clerical, Inventory, Legal, Library
	5.	Sales Representatives	Insurance Sales, Pharmaceutical Sales, Solar Sales
Manchester	1.	Teachers	Agricultural Science, Aide, Biology, Classroom, English. English Language, Drawing, French/Spanish, Home & Family Life Education, History, Industrial Technique, Mathematics, Music, Physics, Physics & Biology, Religious Education Social Studies & Physical Education
	2.	Sales Representatives	Insurance Sales, Medical, Pharmaceutical Sales, Sales.
	3.	Managers	Area, Branch, Risk & Compliance
	4.	Supervisors	Driver/Maintenance, Inventory, Sales, Warehouse.
	5.	Technicians	Pharmacy, Refrigeration/ Air Condition, Senior Civil Works
	6.	Nurses	Registered, Relief, Specialist
Hanover	1.	Supervisors	AC & Cooling, Accounts Receivables, Bar, Housekeeping, Maintenance, Pool Maintenance, Property, Public Area, Restaurant, Sales,
	2.	Managers	Assistant Human Resources, Branch, Finance Administrative, Food & Beverage

Parish	Rank	Top Jobs	Type Of Jobs
	3.	Teachers	English Language & Literature, Home & Family Life Education, Mathematics, Music, Spanish
	4.	Agents	Front Desk, Group Purchasing, Guest Service, Reservations, Sales
Clarendon	1.	Teachers	Building & Construction, Building Technology, Chemistry, Health & Family, History (HFLE), IT/Business, Literacy, Mathematics, MOB & Accounts, Religious Education & Caribbean Studies, , Social Studies, Spanish, Technical Drawing/Building & Furniture Technology, Visual Arts.
	2.	Sales Representatives	Insurance Sales, Medical, Sales
	3.	Principals	Principal, Vice
	4.	Specialists	Information Technology & Social Media, Literacy, Numeracy
	5.	Technicians	Bin Exchange Service, Electrical, Maintenance, Refrigeration/ Air Condition, Service Fire Extinguishers
Westmoreland	1.	Managers	Assistant Group (IT), Branch, Food & Beverage, Quality, Sales,
	2.	Coaches	Assistant, Head, Primary Mathematics, Secondary Mathematics
	3.	Sales Representatives	Insurance Sales, Sales
	4.	Supervisors	Sales
	5.	Administrators	
	6.	Assistants	Administrative, Inventory
	7.	Chefs	Italian, Pastry
St Elizabeth	1.	Teachers/	Clothing & Textile, English Literature, Geography, Health & Family, History (HFLE), Mathematics, Management of Business & Information Technology/ Principles of Business, Music, Principles of

Parish	Rank	Top Jobs	Type Of Jobs
			Business, Physical Education
	2.	Coaches	APSE, Primary Mathematics, Secondary Mathematics
	3.	Managers	Branch, Territory Sales
	4.	Nurses	School
	5.	Principals	
	6.	Sales Representatives	Pharmaceutical Sales, Sales
St Mary	1.	Teachers	English Language & Spanish, English/Spanish, Industrial Technology, Librarian, Mathematics, Music, Physics & Mathematics, Reading, Spanish.
	2.	Managers	Branch, Export, Food & Beverage Front of House
	3.	Assistants	Clerical, Library
	4.	Supervisors	Promotions, Sales
	5.	Secretaries	Senior
	6.	Principals	
	7.	Coaches	Primary Mathematics, Secondary Mathematics,
Trelawny	1.	Teachers	Accounts, Business Education with Tourism, English A and B, English Language, Literacy Special, Mathematics, Primary Mathematics, Social Studies, Spanish, Technical Drawing, Textile, Clothing & Fashion, Visual Arts, Secondary Mathematics
	2.	Coaches	Primary Mathematics, Secondary Mathematics,
	3.	Sales Representatives	Insurance Sales, Sales
	4.	Manager	Branch, Quantity Control
St Thomas	1.	Teachers	English Language, Library, Mathematics, Social Studies, Spanish & French, Visual Arts
	2.	Manager	Branch, Compliance & Risk Management, Human Resource, Plant
	3.	Coaches	Primary Mathematics, Secondary Mathematics

Parish	Rank	Top Jobs	Type Of Jobs
Portland	1.	Sales Representatives	Insurance Sales, Pharmaceutical, Sales
	2.	Coaches	Primary Mathematics, Secondary Mathematics
	3.	Supervisors	Promotions, Sales
Other Countries	1.	Manager	Audit, Business development, Corporate Communication, Human Resource, Marketing, Measurement & Evaluation, Senior
	2.	Officer	Resource Mobilization
	3.	Assistants	Administrative, Executive, Programme, Senior Business Development
	4.	Engineer	Civil, Powerhouse, Survey
	5.	Pharmacists	
	6.	Registrar	Assistant, Deputy & Marshal
Not Stated	1.	Managers	Assistants, Brand, Business Development, Call Centre, Claims, Construction, Delinquency, Engineering & Maintenance, Fleet, Food & Beverage, Garden, General, Human Resource, Hydroponics Farm, Investment Facilitation, Maintenance, Operations, Product, Production & Host, Quality Control, Restaurant, Sales, Store, Wealth
	2.	Supervisors	Assistant Site, Automotive Maintenance, Banqueting, Bar, Call Center, Construction, Engineer, Front Desk, Housekeeping, Laundry, Maintenance, Night Audit, Operations, Pressroom, Production, Purchasing, Restaurant, Sales, Security, Stewarding, Store, Transport, Warehouse, Warehouse & Delivery, Workshop
	3.	Assistants	Accounting, Administrative, Executive, Marketing, Production, Programme
	4.	Clerk	Accounting
	5.	Technicians	Auto body, Dental, Drafting, Medical, Field Service, Information Technology, Lab, land survey, Nail, Water Treatment Equipment

Parish	Rank	Top Jobs	Type Of Jobs
	6.	Accountants	Financial, Senior

Source: The Gleaner and the Jamaica Observer newspapers, January 1 to March 31, 2019

3.0 Job Vacancies from the Electronic Labour Exchange (ELE)

During the period January 1 to March 31, 2019, a total of 610 job vacancies were obtained through the ELE from both online and offline sources. Online vacancies were available on the LMIS website, while those offline were accessed by visiting the MLSS parish offices and through job fairs. Online and offline vacancies were available in thirteen (13) of the fourteen parishes, with the exception of Portland which had all vacancies recorded online. Table 8 indicates the types of vacancies which were available during the period. These include Accounting Clerk, Domestic Helper, Customer Service Representatives and Managers such as Marketing, Logistics and Production Managers.

Table 8: ELE Vacancies Disaggregated by Industry and Occupation

Parish	Industry	Occupation
Kingston	Accommodation & Food Service Activities	Mixologist Assistant
	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use	Caregiver/ Shadow, Days Worker, Live-In-Helper, Office Attendant
	Administrative & Support Service Activities	Administrator/ Receptionist
	Clerical Support Worker	Accounting Clerk, Call Centre Agent, Customer Service Representative, Data Entry Clerk, File Clerk, Secretary, Teller, Warehouse Clerk
	Human Health & Social Work	Pharmaceutical Sales Representative
	Managers Professional, Scientific & Technical Activities	Marketing Manager Accountant, Accountant Personnel, Managers, Information Technology Manager, Legal Assistant, Purchasing Officer, Supervisor

Parish	Industry	Occupation
St. James	Transportation & Storage	Extruder, Driver, Rewinder/Recycling Machine Operator
	Wholesale and Retail Trade; Repair Of Motor Vehicles And Motorcycles	Mechanic, Packers, Warehouse Assistant
	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use	Babysitter, Domestic Helper, Painter
	Accommodation & Food Service Activities	Bartenders, Butler, Chefs, Cooks, Customer Agent, Housekeeper, Kitchen Steward, Laundry, Lifeguard, Pantry Cooks, Servers, Stewards, Tour Guides
	Administrative & Support Service Activities	Administrator, Compliance Officer, Customer Service Representative, Data Entry Clerk, Front Desk Agent, Help Desk Agent, Receptionist, Reservation Agent, Secretary
	Arts, Entertainment, & Recreation	Photographers
	Education	Teacher
	Managers	HR Assistant, HR Manager, Marketing and Sales Managers
	Other Service Activities	Dressmaker, Hairdresser, Maintenance, Security, Tailors
	Professional, Scientific & Technical Activities	Accountant, Administrator, Auditor
	Technicians and Associated Professional	IT Technician
St. Ann	Transportation & Storage	Bus Washer, Driver
	Wholesale and Retail Trade; Repair of Motor Vehicles And Motorcycles	Cashier, Sales Associated, Sales Clerk, Sales Inventory, Sales Representative
	Accommodation & Food Service Activities	Baker, Bud-Tender, Chef Assistant, Cook, Dish washer, Entertainment Co-ordinator, Hostess, Housekeeping Supervisor, Kitchen Assistant, Lifeguards, Public Area Officer, Spa Worker, Waitress
	Activities of Household as Employers Undifferentiated Goods- & Services-	Live-In-Helper,

Parish	Industry	Occupation
Trelawny	Producing Activities of Households for own use	
	Administrative & Support Service Activities	Accounting Clerk, Clerical Officer, Customer Service, Data Entry Clerk, Handyman, Inventory Clerk, Receptionist
	Agriculture, Forestry & Fishing	Gardner
	Arts, Entertainment & Recreation	Beauty Consultant
	Construction	Labourer, Sidemen
	Human Health & Social Work	Bud-Tender, Cosmetologist/Beauty Consultant, First Aiders, Health and Safety Officer, Sanitation Officer
	Managers	Assistant Property Manager, General Manager
	Other Service Activities	Butchers, Dressmaker, Maintenance, Meat Cutter, Tailor
	Professional, Scientific & Technical Activities	Barristers, Graphic Designer, Human Resource Officer, Human Resource Assistant
	Public Administration & Defence; Compulsory Social Security	Lost Prevention Officers
	Transportation	Assistant Driver, Bike Delivery Person, Driver
	Technicians and Associated Professional	Purchasing Officer
	Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles	Cashier, General Worker, Packer, Sales Associate, Security Officer, Warehouse Clerk
	Accommodation & Food Service Activities	Hostess, Floor Agents, Team Leader, Supervisor
	Hanover	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use
Administrative & Support Service Activities		Office Clerk
Human Health and Social Work		Sanitation Worker
Manager		Managers
Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles		Cashier, Meat Room Attendant, Merchandiser, Packer
Accommodation & Food Service Activities		Chef, Cook, Server, Janitor, Supervisor
Wholesale & Retail Trade; Repair of		Cashier

Parish	Industry	Occupation
Westmoreland	Motor Vehicles & Motorcycles	
	Accommodation & Food Service Activities	Baker, Bartender, Bellman, Chef, Cook, Front Desk, Hostess, Housekeeper supervisor, Houseman, Janitor, Lifeguard, Night Auditor, Public Area Supervisor, Servers, Steward, Waiter
	Administrative & Support Service Activities	Administrator, Customer Service Representative
	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use	Babysitter
	Other Service Activities	Butchers, Maintenance
	Professional, Scientific & Technical Activities	Accountant
	Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles	Cashier
Clarendon	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use	Caregiver, Household Worker
	Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles	Cashier, Store Clerk, General Worker
Hanover	Accommodation & Food Service Activities	Chef, Cook, Janitor, Server, Supervisor
	Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles	Cashier
Manchester	Administrative & Support Service Activities	Customer Service Representative, Data Clerk, Front Desk Operator, Office Clerk, Receptionist, Secretary
	Accommodation & Food Service Activities	Bartender, Bellman, Kitchen Steward, Server/Waitress
	Activities of Household as Employers Undifferentiated Goods- & Services-Producing Activities of Households for own use	Babysitter, Days Worker, Domestic Worker, Gardner, General Worker, Helper, Household Helper, Live-in-Helper, Live-out-Helper
	Construction	Mason, Labour
	Human Health and Social Work	Caregiver, Nurse,
	Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles	Cashier, Sales Clerk, Sales Representative, Shopkeeper, Storekeeper
	Wholesale & Retail Trade; Repair of	Cashier
St. Thomas	Wholesale & Retail Trade; Repair of	Cashier

Parish	Industry	Occupation
St. Elizabeth	Motor Vehicles & Motorcycles	
	Activities of Household as Employers Undifferentiated Goods- & Services- Producing Activities of Households for own use	Domestic Helper
St. Mary	Accommodation & Food Service Activities	Lifeguard, Server
St. Catherine	Other Service Activities	Photographer
	Activities of Household as Employers Undifferentiated Goods- & Services- Producing Activities of Households for own use	Live-in –Helper
Portland	Administrative & Support Service Activities	Accounting Clerk, Administrative Assistant, Debt Collector,
	Electricity, Gas, Steam & Air Conditioning Supply	Maintenance Technician
	Professional, Scientific & Technical Activities	Accountant, Auditor,
	Activities of Household as Employers Undifferentiated Goods- & Services- Producing Activities of Households for own use	Housekeeper,
	Administrative & Support Service Activities	Accounting Clerk, Executive Assistant,
	Electricity, Gas, Steam & Air Conditioning Supply	Electrical Technician,
	Human Health and Social Work Manager	Quality Assurance and Safety Officer Assistant Production Manager, Logistics Manager, Sales and Marketing Manager
	Professional, Scientific & Technical Activities	Accountant, Cost and Management Accountant

4.0 Local Vacancies released by Private Employment Agencies (PEAs)

Data submitted by Private Employment Agencies (PEAs) to the MLSS for the period January 1 to March 31, 2019 was used to ascertain some types of overseas jobs which were available to Jamaicans for the period. For this period, employment vacancies were reflected only in the United States which included job availability for Hotel (H2B) and J1 workers. The number of vacancies for the period totalled 1,768. The Housekeeper category topped the list with a total of

820 or 46.4 per cent. Waiters/ Kitchen Stewards were next, amounting to 200 or 11.3 per cent, followed by the Others (H2B) group with 136 or 7.7 per cent, (See Table 9 & Figure 3).

Table 9: Number of Local Vacancies submitted by PEAs by type of worker

Type of Worker	Number of Vacancies
1. Housekeepers	820
2. Waiters/Kitchen Stewards (J1)	200
3. Others (H2B)	136
4. Life Guards	110
5. Servers/Ride Attendants (J1)	100
6. Clerical	51
7. Domestic Helpers	40
8. Sales Workers	11
TOTAL	1,468

Percentage Distribution of Vacancies submitted by PEAs by type of worker

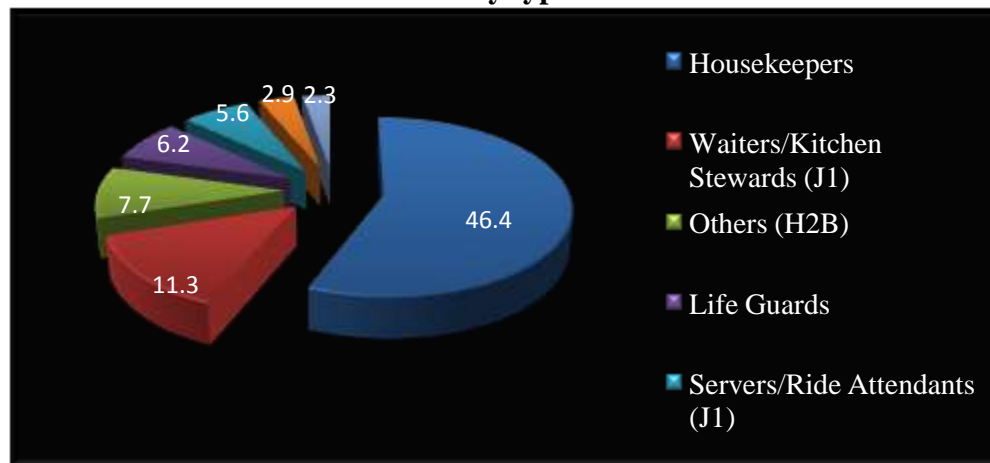


Figure 3

5.0 Work Permits Issued by the Ministry of Labour and Social Security (MLSS)

This section reports on work permits made available to international job seekers/employers that were approved by the MLSS during the period January 1 to March 31, 2019. The MLSS grants work permits and exemptions, 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).

This 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. Foreign and Commonwealth Nationals, who wish to engage in employment activities on the island, must obtain a work permit or work permit exemption before entering Jamaica. This is whether the form of employment is voluntary, commercial, business, professional and charitable, entertainment or sports.

The total number of work permits issued for the period under review was 2,690. This figure represented both new and renewed applications. Applications with the highest number of approvals were Managers with a total of 600 or 22.3 per cent. Technicians followed with a total of 447 or 16.6 per cent of the total work permits granted, while persons employed in the Crafts and Trade Related field represented 6.4 per cent or 172 approvals.

Table 10: Work Permits issued for the period January 1– March 31, 2019

Number	Type of Jobs Issued
1.	Managers: Administrative, Finance, Hotel, Other Service Organizations, Wholesale & Retail Trade, Sales
2.	Technicians: Electrical, Engineering, Ship Captain
3.	Trade Related Workers: Electrician, Mechanic, Plumber, Welder
4.	Engineers: Civil/Building Construction, Electrical, Mechanical, Surveyor
5.	Cooks: Specialist in Chinese Cuisine, Specialist in Italian Cuisine, Specialist in Indian Cuisine
6.	Dancers:

	Ballet, Ballerina ,Night Club/Entertainment
7.	Machine Operators: Crane Operator /Grader& Scraper Operator
8.	Clerical Support Workers: Executive Secretary, Debt Collector
9.	Teaching Professionals: Lecturer, Secondary Education Teacher
10.	Skilled Agricultural, Forestry & Fishery Workers: Fishermen and Women (Coastal Waters)

Work Permits issued for the period January 1, 2019 – March 31, 2019

6.0 Conclusion and Recommendation

Several notable trends were gleaned from the analysis, which were:

1. Some of the emerging areas for this quarter were Haemodialysis Nurse, Hygienist, Nephrologists, and Radiographers and Sonographers.
2. Managers and Teachers were chief among the “white collar” jobs needed. This was evident across all parishes.
3. In order to earn a “white collar” position, having a Bachelors degree would be an asset.
4. Most Managers were required to have five (5) years or more years of experience. It was also evident that those jobs that required five (5) or more CSEC subjects or Level II certification, generally required persons to have 2-3 years working experience.
5. It was evident that work permits were granted to persons in the “Wholesale and Retail Trade; Repair or Motor Vehicles and Motorcycles” industry, of which most were owners of businesses. It was also noted that related trade workers with specialized skills such as Fishermen and Women (Coastal Waters) were granted work permits.
6. Mathematics, English Language and Foreign Language Teachers continued to be the dominant area of need in the “Professional” group. Specialist Teachers were also needed in Literacy, Numeracy and Primary Education.
7. Coordinators, Sales and Customer Service and Supervisor positions were common among most industries. Prevalent among the Managers were Brand, Branch and Human Resource Managers. These types of jobs are due chiefly to the large service industry in the Jamaican economy.
8. For the “Accommodation and Food Services Activities” industry, prominent jobs featured were for Agents, Chefs, Cooks, Coordinators Housekeepers/ Housekeeping, Managers and Supervisors.

The results showed that more persons are required to be trained in basic or advanced computer skills as this was evident as one of the main requirements for most of the positions advertised.

Reference

The Gleaner (January 1 –March 31, 2019). Career Section (various editions).

Jamaica Observer (January 1 –March 31, 2019). Career Section (various editions).

MLSS, Planning Monitoring and Research Unit (2019) Work Permit Data.

_____ (2019) Private Employment Agencies' Data.

_____ (2019) Employment Opportunities for Low
Skilled Workers in Jamaica.

Statistical Institute of Jamaica (2015), Jamaica Standard Occupation Classification.

_____ (2016), Jamaica Industrial Classification.