



Ministry of Labour  
& Social Security



# HOT OCCUPATION ANALYSIS REPORT

OCTOBER- DECEMBER 2018 | QUARTER 4



Prepared by  
Ministry of Labour and Social Security  
June 2019



# **Hot Occupation Analysis Report**

**October 1 to December 31, 2018**

QUARTER 4

**Prepared by:**  
**The Planning, Research and Monitoring Unit**  
**in the**  
**Ministry of Labour and Social Security**  
**June 2019**

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## 1.0 Introduction

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

The information is extracted from four (4) sources:

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

This edition of the Report examines vacancies which were available during the October-December 2018 quarter, as well as 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.

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

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

## 2.0 Analysis of Jobs Vacancies Advertised in the Newspapers

In 2017, the MLSS's National Labour Market Survey (NLMS) reported that 290 or 43.9 percent of 660 employers surveyed used the newspapers to locate suitable workers. The Survey also indicated that jobs found in the Careers section of the newspapers were largely "white collared", relating to jobs which are performed in offices or deemed as professional.

The Hot Occupation Analysis Report examines job vacancies which are primarily from the formal sector of the economy. The total number of job advertisements analyzed from the newspapers for the period October 1 to December 31, 2018 was 1,953.

### 2.1 Top Ten Occupations Advertised in the Newspapers

The top ten occupations accounted for 54.1 per cent or 1,061 of the total number of jobs advertised for the period October to December 2018 (**See Table 1**). The leading occupation for the period was Managers/Directors, which accounted for 362 or 18.5 per cent of the total number of jobs posted. Teachers were second, recording 288 or 14.7 per cent, followed by Customer/Sales Representatives with 76 or 3.9 per cent. Closing the top ten were Engineers with 30 or 1.5 per cent.

**Table 1: Top Ten Occupations Advertised in the Careers Section of the Jamaica Gleaner and Observer Newspapers  
Period: October-December 2018**

Rank	Occupations	Number of Job Vacancies	Percentage of total jobs advertised
1	Managers/Directors	362	18.5
2	Teachers	288	14.7
3	Customer /Sales Representatives	76	3.9
4	Clerks	67	3.4
5	Supervisors	65	3.3
6	Technicians	62	3.2
7	Accountants	48	2.4
8	Consultants	32	1.6
9	Nurses	31	1.6
10	Engineers	30	1.5
	<b>Total</b>	<b>1,061</b>	<b>54.1</b>

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

### 2.2 Job Titles for the Top Ten Occupations Advertised

Among the list of Directors required were Information Technology and Administration Directors. For Managers, School Principal ranked ahead of Assistant and Branch Managers as the most frequently requested jobs. Other types of Managers advertised were Marketing, Accounts Receivables and Business Banking Managers (**See Table 2**).

In terms of Teachers, Mathematics, English and Spanish Teachers emerged on top. Aside from Customer and Sales Representative which were the leading jobs in the Customer/Sales Representative group, other related positions advertised were Telemarketing and Educational Promotions Representatives.

Accounting Clerks topped the Clerical jobs, which also comprised Administrative, Data Entry and Payroll Clerks. In the case of Supervisors, heading the list were Project, followed by Maintenance Supervisors. Laboratory Technicians emerged ahead on the list of Technicians, followed by Maintenance and Electrical Installation Technicians.

Senior and Financial Accountants were among the list of Accountants required by employers. In the case of Consultants, some areas for which they were required included Public Relations, Communication, Neurosurgery and Social Sector Programme. Heading the list of Nurses, were Registered Nurses. Meanwhile, Resident Engineers topped the list of Engineers which also included Production, Project Electrical, Structural and Site Engineers.

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

Occupation	Job Titles
Directors /Managers	<p><b>Directors</b> Administration, Administration and Procurement, Analytical Services, Bursar, Clinical, Deputy, Development and Public Relations, Engineering, Executive, Finance, Food and Beverage, Health Promotion and Protection, Human Resource and Community Relations, Information Technology, Information Technology and Business Service, Legal Affairs, Maintenance, Management Information System, Managing, Marketing, Mycology, Offender Management, Operations Customer, Principal, Procurement Regional Office, Research and Development, Sales, Senior Justice Policy Analysis and Development, Visitor Safety, Visitor Safety and Experience.</p> <p><b>Managers</b> Accounts Receivables, Administrative, Airworthiness, Area Sales, Assistant (Accounts, Business Banking, Hotel, Human Resource, Information Technology, Micro Finance, Sales, Social and Digital Media, Spa), Audit, Bakery, Beverage Plant, Branch, Brand and Marketing, Business, Business Banking, Business Development, Car Rental, Client Service, Communications, Procurement Compliance, Construction, Construction Project, Construction Site, Convention Services, Corporate, Corporate Support Services, Credit, Deputy, Deputy Programme, Destination, Development Regional Franchise and Sales Channel, Dining Room, Events, Facilities and Maintenance, Facilities Management Services, Farm, Finance, Finance and Accounting, Finance and Administrator, Financial Accounting, Food and Beverage Operations, Front House, General, General Internal Audit, Group</p>



Occupation	Job Titles
	<p>Operations, Guest Experience, Host, Hotel, Human Resource, Human Resource and Administration, Human Resource and Compensation, Internal Audit, Information and Communication Technology, Information Technology, Landscaping and Pest Control, Logistics, Maintenance, Maintenance and Engineering, Market Research, Marketing, Marketing and Public Relations, Meetings and Special Events Office, Monitoring and Evaluation, Monitoring and Inspection, Occupational Health and Safety, Office, Operation and Corporate Services, Operations, Park, Payroll and Benefits, Photoshop, Plant, Policy and Doctrine, Prevention and Protection, Principals, Procurement and Administration, Procurement and Contracts, Procurement and Management, Product Development, Production, Program Administrator, Project, Project Software Engineering, Property, Promotions, Public Relations, Quality Assurance, Research, Research and Information, Restaurant, Retail Risk Credit, Retail Store, Revenue Services, Safety, Sales, Sales and Logistics, Sales and Marketing, Senior, Senior Brand, Senior Finance and Accounting, Shift, Site, Social Media, Spa, Storeroom, Strategy and Economics, Supply Chain and Logistics, Technical, Theatre, Trainee, Training and Development, Warehouse, Warehouse and Distribution, Warehouse Operation, Zone.</p>
Teachers	<p>Accounting, Additional Mathematics, Agricultural Science, Art and Animation, Auto Mechanic, Biology, Building Construction Technology, Building and Mechanical Engineering Drawing, Building Technology, Business Studies, Caribbean Studies, Chemistry, Clothing and Fashion, Communication Studies, Computer Studies, Computer Aided Drawing, Cosmetology, Digital Animation, Drama, Economics, Electrical Installation, Electrical Technology, Electronic Document Preparation Management, English Language, English Literature, Entrepreneurship, Food and Nutrition, French, Geography, Health and Family Life Education, History, Home and Family Management, Home Economics, Human and Social Biology, Industrial Technology, Industrial Techniques, Information Technology, Integrated Science, Language Arts, Law, Librarian, Literacy, Mathematics, Mechanical Engineering Drawing, Mechanical Engineering Technology, Music, Office Administration, Physical Education, Physics, Principles of Accounts, Pure Mathematics, Religious Education, Social Studies, Spanish, Special Education, Technical Drawing, Theatre Arts, Tourism, Visual Arts.</p>
Customer/Sales Representatives	<p>Educational Promotions, Field Sales, Healthcare, HVAC, Marketing, Sales (In House, Mobile, Wholesale), Sales Commission, Sales and Marketing, Sales and Reservation, Technical Sales, Technical Support, Telemarketing, Teller Underwriter.</p>
Clerks	<p><b>General and Keyboard Operators</b>  Administrative, Data Entry, File, Office.</p> <p><b>Numerical and Material Recording Clerks</b>  Accounting, Accounts Payables, Accounts Receivables, Audit, Collections, Custom Broker, Inventory, Payroll, Storeroom, Warehouse.</p> <p><b>Sales Worker Clerks</b>  Sales, Store, Store Assistant.</p>

Occupation	Job Titles
Supervisors	Accounts Payable, Armed Courier, Audit, Bar, Canteen, Construction Site, Customer Service, Dining Room, Food and Beverage, Gaming, Garage, Grounds and Pest Control, Housekeeping, Human Resource, Internal Control, Inventory, Logistics, Maintenance, Maintenance and Grounds, Night Loading, Nurse, Office, Operations, Press Room, Production, Project, Quality Assurance, Restaurant, Retail, Sales, Sales and Marketing, Sales Route, Security Operations, Senior, Spa, Technical, Toll and Safety Warehouse.
Technicians	Accounting, Agricultural Science Lab, Air Condition, Aircraft, Alarm, Architectural, Audiometric, Automotive, Chemistry Laboratory, Computer, Electrical, Electro-Mechanical, Electronic, Fire and Security Alarm, Fountain Service, Geography Information System, HAVC, Heavy Equipment Mechanical Service, Hospitality Laboratory, Hygiene Service, Information Technology, Installation, Instrument, Lab, Liquefied Petroleum Gas, Maintenance, Maintenance and Reliability, Marketing Equipment Management, Mechanical, Pharmacy, Pool, Refrigeration, Repair Electronic, Room, Service, Spa, UPS, Workshop Mechanical Engineering.
Accountants	Administrative, Auditor, Chief, Cost, Executive, Financial, General Ledger, Junior, Management, Accounts Payable, Regional Asset, Senior, Staff.
Consultants	Accident and Emergency, Business Plan Developer, Bridal Sales, Communication, Dental Surgeon, Graphic Design Services, Internal Medicine, Neurosurgeon, Public Relation and Communication, Paediatrician, Programme, Social Sector Programme, Strategic Plan for Jamaica Move Social Sector, Strategic Public Sector Transformation Project, Strategy and Implement of Information Systems, Technical, Travel.
Nurses	Dental, Educator, Midwife, Occupational Health, Ophthalmic Practice, Practical, Practitioner, Registered, School.
Engineers	Assistant Maintenance, Biomedical, Chief, Civil, Construction, Electrical, Helpdesk, Junior Data, Maintenance, Mechanical, Mechanical Project, Network, Production, Project Electrical, Project Management, Renewable Electrical Wind and Solar, Resident, Sales, Senior Power Plant, Service, Site, Structural, Structural and Design.

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

### 2.3 Job Advertisements by Occupational Group

In order to show trends in the demand for various groups of workers, the vacancies were classified by occupational groups (**See Table 3**). The “Professional” group had the highest amount of vacancies advertised, with 900 or 46.1 per cent of the total. This was followed by “Managers”, which recorded 391 or 20.0 percent jobs, ahead of “Technicians and Associate Professional”, which accounted for 283 or 14.5 per cent of the jobs advertised. The prevalence of the “Manager” and “Professional” are in keeping with the target group of the Careers section of the newspapers.

**Table 3: Number of Advertisement by Occupational Group**

Occupational Group	Total	Percent
Professionals	900	46.1
Managers	391	20.0
Technicians and Associate Professionals	283	14.5
Clerical Support Workers	158	8.1
Service and Sales Workers	130	6.7
Plant and Machine Operators and Assemblers	38	1.9
Craft and related Trades Workers	26	1.3
Elementary Occupations	26	1.3
Skilled Agricultural, Forestry and Fishery Workers	1	0.1
<b>Total</b>	<b>1953</b>	<b>100.0</b>

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

Within the “Professional” group, Teachers had the most vacancies, followed by Accountants and Supervisors (**See Table 4**). Next to Principals is Directors, followed by Assistant Managers in the “Managers” group. The top occupation for the “Technicians and Associate Professionals” group was Technician. This was followed by Supervisors and Chefs. In the “Services and Sales Workers” category, the leading occupations were Customer/Sales Representatives, ahead of Cashiers and Cooks. At the top of the list of “Clerical Support Worker” group were Clerks, followed by Customer/Sales Representatives and Administrative Assistants. For the “Craft and related Trades Workers” group, Technicians led the list, ahead of Electricians. Meanwhile, among the vacancies posted for the “Elementary Occupations” group, were Inventory Attendants, Bearers and Handy-men.

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

Occupational Group	Top Occupations	Number of Advertisement	Percent
<b>Professionals</b>	1. Teachers 2. Accountants 3. Supervisors 4. Consultants 5. Nurses	430	47.8
<b>Managers</b>	1. Principals 2. Directors 3. Assistant 4. Branch 5. Coordinators	143	36.6
<b>Technicians and Associate Professionals</b>	1. Technicians 2. Supervisors 3. Chefs 4. Administrative Assistants 5. Coordinators	100	35.3

<b>Occupational Group</b>	<b>Top Occupations</b>	<b>Number of Advertisement</b>	<b>Percent</b>
<b>Service and Sales Workers</b>	1. Customer/Sales Representatives 2. Cashiers 3. Cooks 4. Maintenance and Grounds Attendants 5. Butlers	81	62.3
<b>Clerical Support Workers</b>	1. Clerks 2. Customer/Sales Representatives 3. Administrative Assistants 4. Secretaries 5. Receptionists	113	71.5
<b>Craft and related Trades Workers</b>	1. Technicians 2. Electricians	15	57.7
<b>Elementary Occupations</b>	1. Inventory Attendants 2. Bearers 3. Handy-men	8	30.8
<b>Plant and Machine Operators and Assemblers</b>	1. Drivers 2. Operators	35	92.1
<b>Skilled Agricultural, Forestry and Fishery Workers</b>	1. Attendant	1	100

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

#### **2.4 Job Advertisements by Industry Group**

The “Education” industry registered the largest number of vacancies for the period, totalling 506 or 25.9 per cent. “Public Administration and Defence; Compulsory Social Security” followed with 344 or 17.6 per cent and “Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles” with 190 or 9.7 per cent of the total jobs advertised (**See Table 5**).

**Table 5: Total Advertised Jobs by Industry**

<b>Industry Groups</b>	<b>Number of Jobs Advertised</b>	<b>Percent</b>
1. Education	506	25.9
2. Public Administration and Defence; Compulsory Social Security	344	17.6
3. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	190	9.7
4. Accommodation and Food Services Activities	161	8.2
5. Financial and Insurance Activities	160	8.2
6. Manufacturing	118	6.0
7. Human Health and Social Work Activities	97	5.0

Industry Groups	Number of Jobs Advertised	Percent
8. Information and Communication	87	4.5
9. Professional, Scientific and Technical Activities	42	2.1
10. Administrative and Support Service Activities	38	1.9
11. Transport and Storage	38	1.9
12. Electricity, Gas, Steam and Air Conditioning Supply	37	1.9
13. Construction	28	1.4
14. Activities of Extraterritorial Organisation and Bodies	12	0.6
15. Arts, Entertainment and Recreation	11	0.6
16. Mining and Quarrying	11	0.6
17. Other Service Activities	8	0.4
18. Real Estate Activities	5	0.3
19. Agriculture, Forestry and Fishing	3	0.2
20. Water Supply; Sewerage, Waste Management and Remediation Activities	1	0.1
21. Activities of Households as Employers	0	0.0
22. No Industries stated	56	2.9
<b>Total</b>	<b>1,953</b>	<b>100.0</b>

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

### **2.5 Top Occupations Advertised by Industry**

For the review period, Manager was the top occupation advertised in ten (10) of the nineteen (19) industries stated. These included:

1. Professional, Scientific and Technical Activities
2. Administrative and Support Service Activities
3. Financial and Insurance Activities
4. Real Estate Activities
5. Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles
6. Accommodation and Food Service Activities
7. Information and Communication
8. Arts, Entertainment and Recreation
9. Transport and Storage
10. Public Administration and Defence; Compulsory Social Security

Further analysis of the data showed other leading jobs in the “Professional, Scientific and Technical Activities” industry to be Accountants and Technicians. In the “Administrative and Support Services Activities”, the next frequently advertised positions were Accountants and

Supervisors. The “Financial and Insurance Activities” industry recorded Clerks in second position and Customer/Sales Representatives in third. In the “Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles” industry, Customer/Sales Representatives and Clerks made the top list, in second and third positions, respectively. Meanwhile, Chefs and Supervisors followed Managers as leading jobs in the “Accommodation and Food Service Activities” industry.

Coordinators and Supervisors were behind Managers on the list of the “Transport and Storage” industry. For the “Information and Communication” industry, Supervisors followed Managers and Directors. The “Public Administrative and Defence; Compulsory Social Security” industry had Consultants preceding Coordinators and Engineers.

In the “Human Health and Social Work Activities” industry, Doctors stood out as the leading occupation, ahead of Nurses. For the “Education” industry, Teachers ranked highest, leading Facilitators and Lectures.

The data gathered also showed Customer/Sales Representatives in the top position, leading Managers in the “Manufacturing” industry. As it relates to the “Other Service Activities” industry, the vacancies included Administrative Assistants. In the “Construction” industry, Supervisors topped the list.

For the “Electricity, Gas, Steam and Air Conditioning Supply” industry, Clerks emerged highest among the jobs advertised, with Engineers and Sales Representatives following respectively. Among the jobs advertised for the “Agriculture, Forestry and Fishing” industry were Managers and Consultants, while Administrators were recorded in the “Mining and Quarrying” industry. In the “Water Supply; Sewerage, Waste Management and Remediation Activities” industry, a Mechanical Technician was the only position advertised (**See Table 6**).

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

INDUSTRY GROUPS	TOP INDUSTRY
Professional, Scientific and Technical Activities	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Finance, Group Operations, Product Development, Warehouse Operations, Zone</li> <li>2. <b>Accountants</b> - Financial, Management</li> <li>3. <b>Technicians</b> – Electrical, Hygiene Service, Pharmacy, Service</li> <li>4. <b>Artist</b> - Graphic</li> </ol>
Administrative and Support Service Activities	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Business, Client Service, Facilities and Maintenance, General, Market Research Operations, Project Software, Sales, Technical, Training</li> <li>2. <b>Accountants</b> – Junior, Senior</li> <li>3. <b>Supervisor</b> – Armed Courier, Technical</li> <li>4. <b>Customer/Sales Representatives</b></li> <li>5. <b>Secretary</b> - Legal</li> </ol>
Education	<ol style="list-style-type: none"> <li>1. <b>Teachers</b> – Accounting, Additional Mathematics, Agricultural Science, Art and Animation, Auto Mechanic, Biology, Building Construction Technology, Building Mechanical Engineering Drawing, Building Technology, Business Studies, Caribbean Studies, Chemistry, Communication Studies, Computer Aided Drawing, Cosmetology, Digital Animation, Drama, Economics, EDPM, Electrical Installation, Electrical and Electronic Technology, English Language, English Literature, Entrepreneurship, Food and Nutrition, French, Geography, Health and Family Life Education, History, Home and Family Management, Home Economics, Human and Social Biology, Integrated Science, Industrial Technology, Industrial Techniques, Information Technology, Language Arts, Library, Literacy Specialist, Management of Business and Information, Mathematics, Music, Pure Mathematics, Numeracy Specialist Office Administration, Painting and Mixed Media, Physical Education, Physics, Principles of Accounts, Principles of Business, Religious Education, Social Studies, Spanish, Special Education, Technical Drawing, Theatre Arts, Tourism, Visual Arts</li> <li>2. <b>Lecturers</b> – Business, Early Childhood, Education and Professional Studies, Education and Research, English Language, Food and Project Management, Hospitality, Human Ecology, Information Communication Technology, Language Arts, Literacy Studies, Mathematics, Music, Nurse, Research, Tourism and Hospitality, Visual Arts</li> <li>3. <b>Principals</b></li> <li>4. <b>Technicians</b> – Agricultural Science Lab, Chemistry Laboratory, Computer Laboratory, Hospitality Laboratory, Home Economics, Information Technology, Lab, Science Laboratory</li> <li>5. <b>Nurses</b> – Educator, Registered, School</li> <li>6. <b>Literacy Specialists</b></li> <li>7. <b>Bursars/Secretaries</b></li> </ol>
Financial and Insurance Activities	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Assistant, Brand and Marketing, Branch, Corporate Business Development, Credit, Finance, General, Information Communication Technology, Marketing,</li> </ol>

INDUSTRY GROUPS	TOP INDUSTRY
	<p>Operations, Retail Credit Risk, Senior, Senior Finance and Accounting, Senior Strategy and Economics</p> <ol style="list-style-type: none"> <li>2. <b>Clerks</b> – Accounts, Accounts Payables, Accounts Reconciliation, Administrative, Office</li> <li>3. <b>Customer/Sales Representatives</b> – Customer Service, Sales, Teller, Underwriter</li> <li>4. <b>Accountants</b></li> <li>5. <b>Credit Officers</b></li> </ol>
<b>Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles</b>	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Administrative, Area Sales, Assistant, Branch, Brand, Business Development, Car Rental, Corporate Support Services, Development Regional Franchise and Sales Channel, Facilities Management Service, Food and Beverage, General, Human Resource Services, Human Resource and Administration, Logistics, Operation and Corporate Services, Product, Program Administrator, Project, Retail Store, Sales, Shift, Supervisory Management, Supply Chain and Logistics, Trainee, Warehouse, Warehouse and Distribution</li> <li>2. <b>Customer/Sales Representatives</b> - Customer Service, Marketing, Sales</li> <li>3. <b>Clerks</b> – Accounting, Accounts Receivables, Audit, Collections, Data Entry, File, Inventory, Payroll, Sales, Senior Receiver, Warehouse</li> <li>4. <b>Supervisors</b> – Customer Service, Internal Control, Inventory, Logistics, Retail, Sales Security Operations, Warehouse</li> </ol>
<b>Accommodation and Food Services Activities</b>	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Assistant, Bakery, Business Development, Convention Services, Dining Room, Finance, Food and Beverage, Front House, General, Guest Experience, Hotel, Human Resource, Maintenance, meetings and Special Events, Night, Auditor, Operations, Payroll and Benefits, restaurant, Spa, Storeroom, Training, Training and Development</li> <li>2. <b>Chefs</b> – Asian and Japanese, Assistant Pastry, De Partie, Executive, Head, Pastry, Restaurant, Sous</li> <li>3. <b>Supervisors</b> - Bar, Dining Room, Food and Beverage, General, Housekeeping, Human Resource, Restaurant, Spa</li> <li>4. <b>Technicians</b> – Electrical, HVAC, Maintenance, LPG, Pool, Spa, Steamer, Room</li> <li>5. <b>Cooks</b></li> </ol>
<b>Human Health and Social Work Activities</b>	<ol style="list-style-type: none"> <li>1. <b>Doctors</b> – Accident and Emergency, General Practitioner, General Surgery, Medical Officer, Naturopathic, Neurosurgeon</li> <li>2. <b>Nurses</b> – Critical Care, Dental, Midwife, Operating Theatre, Ophthalmic Practice, Practitioner, Registered</li> <li>3. <b>Consultants</b> – Accident and Emergency, Dental Surgeon, Internal Medicine, Paediatrician, Social Sector Program, Strategic Plan for Jamaica Move Social Sector, Neurosurgeon</li> <li>4. <b>Pharmacist</b></li> <li>5. <b>Medical Officer</b></li> </ol>
<b>Real Estate Activities</b>	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – General, Operations</li> </ol>
	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Airworthiness, Assistant, Communications, General, Logistics, Maintenance, Maintenance and</li> </ol>



INDUSTRY GROUPS	TOP INDUSTRY
	<p>Engineering, Operations, Product, Production, Project, Safety, Training Air Navigation Services</p> <ol style="list-style-type: none"> <li>2. <b>Coordinators</b> – Accounting, Airport, Product</li> <li>3. <b>Supervisors</b> – Accounts payable, Operations, Sales</li> <li>4. <b>Clerk</b> – Custom Broker</li> </ol>
<b>Transport and Storage</b>	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Assistant Social and Digital Media, Human Resource, Marketing, Park, Promotions</li> </ol>
<b>Information and Communication</b>	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Accounts Receivables, Assistant, Assistant Sales, Credit and Collections, Host, Human Resource and Compensation, Marketing and Public Relations, Operations, Project, Research and Information, Retail Category, Sales, Training and Development</li> <li>2. <b>Executives</b> – Regional Sales</li> <li>3. <b>Supervisors</b> – Customer Service, Operations, Press Room, Project, Quality Assurance, Senior</li> <li>4. <b>Sales Representatives</b> – Educational Promotions, Sales, Sales and Reservation, Technical Sales</li> </ol>
<b>Public Administration and Defence; Compulsory Social Security</b>	<ol style="list-style-type: none"> <li>1. <b>School Principals</b></li> <li>2. <b>Managers</b> – Assistant, Audit, Compliance, Construction Project, Deputy, Destination, Events, Farm, Finance and Accounting, Financial Accounting, Human Resource and Development, Human Resource Administration, Monitoring and Evaluation, Occupational Health and Safety, Office Services, Policy and Doctrine, Procurement and Administration, Procurement and Management, Project, Public Relations, Research, Revenue Sales</li> <li>3. <b>Directors</b> – Administration and Procurement, Analytical Services, Development and Public Relations, Deputy, Development Cooperation, Health Promotion Protection, HRMA, Information Technology, Information Technology and Business, Island Traffic Authority, Legal Affairs, Management Information System, Managing, Offender Management, Principal, Sales, Senior Justice Policy Analysis and Development, Visitor Safety</li> <li>4. <b>Consultants</b> - Business Plan Developer, Graphic Design Services, Public Relations and Communication</li> <li>5. <b>Coordinators</b> - Assistant Administrative, Communication, Cluster, Project, Technical, Validation Field, Visitor Safety and Experience, Youth Intervention</li> <li>6. <b>Engineers</b> – Assistant Maintenance, Civil, Construction, Maintenance, Mechanical, Network, Production, Resident, Structural</li> <li>7. <b>Technicians</b> – Accounting, Aircraft, Audiometric, Chemistry, Electronic, Geography Information System, Mechanical, Workshop Mechanical Engineering</li> </ol>
<b>Manufacturing</b>	<ol style="list-style-type: none"> <li>1. <b>Customer/Sales Representatives</b> – Customer Service, Field Sales, Information Technology, Sales, Sales Commission</li> <li>2. <b>Managers</b> – Accounts Key, Beverage Plant, Office, Operations, Photoshop, Procurement and Contracts, Quality Assurance, Sales, Sales and Marketing, Shift, Warehouse</li> </ol>

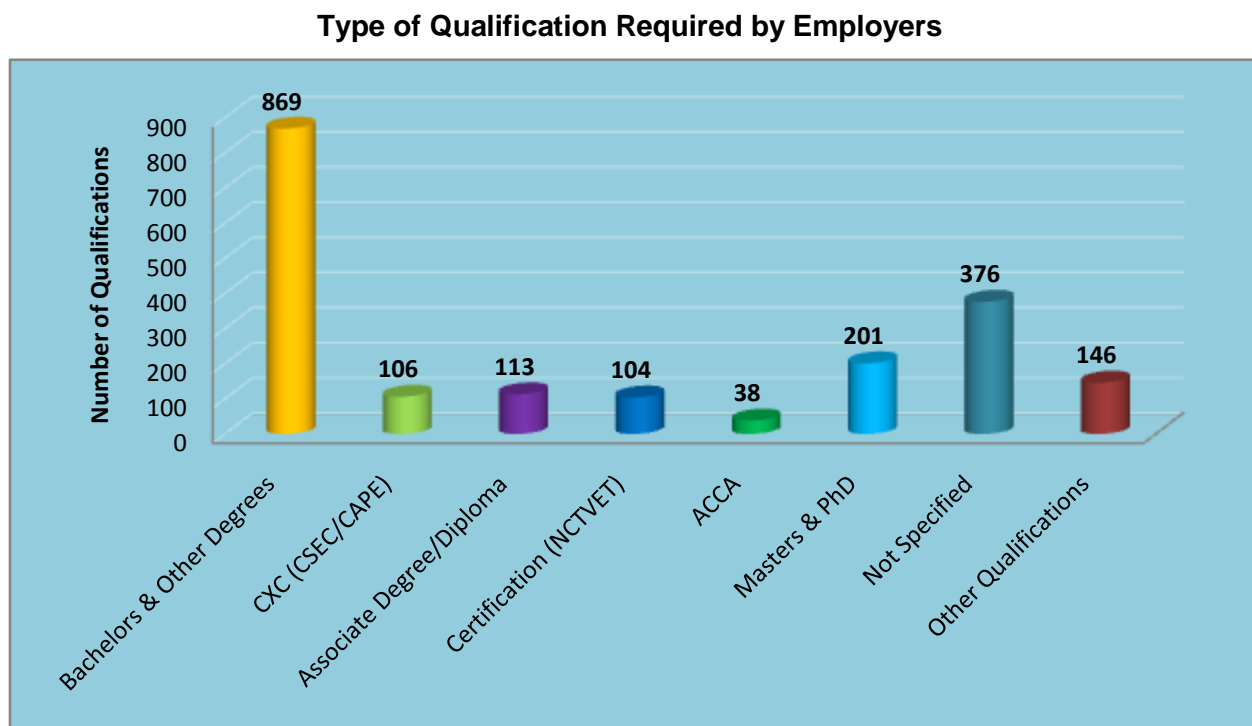
INDUSTRY GROUPS	TOP INDUSTRY
	<ol style="list-style-type: none"> <li>3. <b>Supervisors</b> – Night Loading, Operations, Production, Sales and Marketing, Sales Route, Warehouse</li> <li>4. <b>Technicians</b> – Computer, Fire and Security Alarm, Fountain Service, Instrument, Maintenance, Marketing, Equipment Management, Refrigeration/Air Conditioner</li> <li>5. <b>Drivers</b> – Salesman, Truck</li> </ol>
Other Service Activities	<ol style="list-style-type: none"> <li>1. <b>Assistants</b> – Administrative, Procurement</li> </ol>
Construction	<ol style="list-style-type: none"> <li>1. <b>Supervisors</b> – Construction, Garage</li> <li>2. <b>Drivers</b></li> <li>3. <b>Engineers</b> – Civil, Project Management, Site</li> <li>4. <b>Surveyors</b> – Quality, Quantity</li> </ol>
Electricity, Gas, Steam and Air Conditioning Supply	<ol style="list-style-type: none"> <li>1. <b>Clerks</b> – Accounting, Accounts Payable, Audit</li> <li>2. <b>Engineers</b> – Power Plant, Project Electrical, Project Renewable Electricity Wind and Solar, Sales</li> <li>3. <b>Sales Representatives</b> – HVAC Sales, Sales and Marketing</li> <li>4. <b>Drivers</b> – Route Sales</li> <li>5. <b>Technicians</b> – Electro-Mechanical, UPS</li> <li>6. <b>Attendants</b> – Maintenance and Grounds</li> </ol>
Agriculture, Forestry and Fishing	<ol style="list-style-type: none"> <li>1. <b>Managers</b></li> <li>2. <b>Supervisors</b></li> <li>3. <b>Consultants</b></li> </ol>
Mining and Quarrying	<ol style="list-style-type: none"> <li>1. <b>Administrators</b></li> <li>2. <b>Agents</b></li> <li>3. <b>Attendants</b></li> <li>4. <b>Directors</b></li> <li>5. <b>Electricians</b></li> <li>6. <b>Engineers</b></li> <li>7. <b>Leaders</b></li> <li>8. <b>Officers</b></li> <li>9. <b>Operators</b></li> <li>10. <b>Planners</b></li> <li>11. <b>Technicians</b></li> </ol>
Water Supply; Sewerage, Waste Management and Remediation Activities	<ol style="list-style-type: none"> <li>1. <b>Technician</b> - Mechanical</li> </ol>
No Industry stated	<ol style="list-style-type: none"> <li>1. <b>Managers</b> – Finance, Nigh, Property, Quality, Sales, Sales Business and Residential Solutions, Sales and Logistics, Sales and Service, Sales Technical</li> <li>2. <b>Customer/Sales Representatives</b> – Customer Service, Sales, Telemarketing</li> <li>3. <b>Supervisor</b> – Customer Service, Gaming, Maintenance and Grounds</li> <li>4. <b>Accountants</b></li> <li>5. <b>Administrative Assistants</b></li> </ol>

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

## 2.6 Required Certification/Qualification for Jobs Advertised

Of the 1,953 jobs advertised in the Newspapers during the period October to December 2018, 869 or 44.5 per cent requested individuals with Bachelors and Other Degrees (**See Figure 1**). The next frequently advertised qualifications were Masters Degree and PhD, accumulating 201 or 10.3 per cent. These types of qualifications are representative of the target group which are required by employers who post vacancies in the Careers section of the newspapers. A total of 146 or 7.5 per cent required other qualifications such as a Drivers License, Communication and Good Customer Service Skills.

The data was also analysed to indicate the type of certification and corresponding experience required. For those jobs posted that required CSEC<sup>3</sup> subjects, the vacancies generally required a minimum of five (5) CSEC subjects, as well as 2-3 years of experience. In terms of certification, the vacancies posted on average required Level II certification as well as two (2) years working experience.



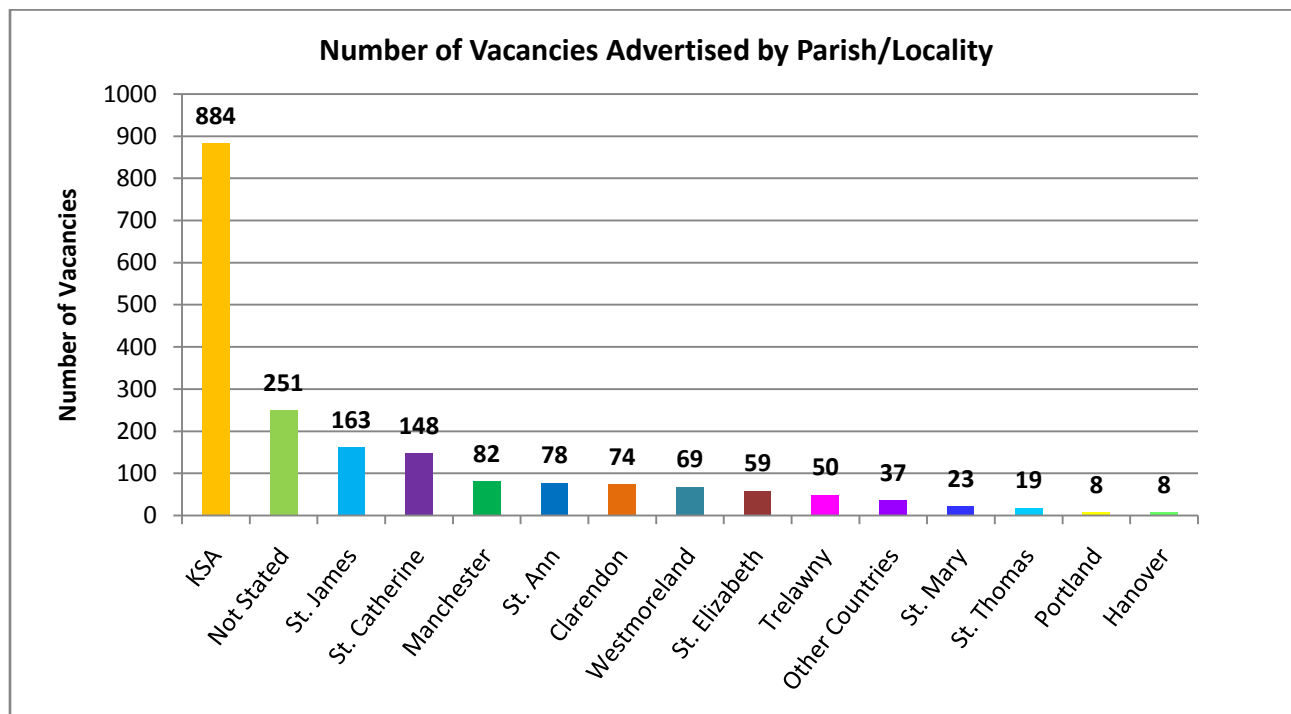
Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

**Figure 1**

<sup>3</sup> CSEC – Caribbean Secondary Examination Certificate

## 2.7 Job Advertisements by Parish

In analysing the data by Parish, it was shown that Kingston and St. Andrew (KSA) had the highest number of vacancies, totalling 884 or 45.3 per cent of vacancies for the October to December 2018. Other parishes with notable level of vacancies were St. James with 163 or 8.3 per cent and St. Catherine with 148 or 7.6 per cent (**See Figure 2**).



Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

**Figure 2**

## 2.8 Top Occupation Advertised by Parish

Upon examining the vacancies by parish for the review period, Teachers featured prominently as the leading occupation in nine (9) parishes, namely: St. Catherine, Trelawny, St. Elizabeth, St. Ann, Manchester, Clarendon, St. Mary, St. Thomas and Westmoreland (**See Table 7**).

In Kingston and St. Andrew, Managers was the highest ranked occupation, recording 127 or 14.4 per cent of the total vacancies within the parish. The types of Managers included Human Resource, Branch and Client Service Managers. This was followed by Teachers with 68 or 7.7 per cent and Technicians (33) or 3.7 per cent. The types of Teachers comprised Digital Animation, Physics, Sociology and Spanish Teachers, while Technicians included Information Technology, Installation and Computer Technicians. As it relates to St. James, the occupations that had the highest number of vacancies were Managers, totalling 25 or 15.3 per cent and Teachers with 20 or 12.3 per cent. The types of Managers that were needed included Product

Development, Project and Property Managers, while the types of Teachers were Biology, Mathematics and Social Studies.

**Table 7: Top Jobs Advertised by Parish**

Parish	Rank	Top Jobs	Types of Jobs
Kingston and St. Andrew	1.	Managers	Accounts Receivables, Administrative, Assistant (Micro Finance, Business Banking, Human Resource, Information Technology, Social and Digital Media), Audit, Bakery, Branch, Business, Business Banking, Business Development, Client Service, Compliance, Construction Project, Construction Site, Corporate Support Services, Credit, Deputy, Destination, Events, Facilities and Maintenance, Facilities Management Service, Finance, Finance and Accounting, Finance and Administrator, Food and Beverage Operations, Front of House, General Group Brand and Marketing, Group Credit and Collections, Guest Experience, Hotel, Human Resource, Human Resource Administration, Human Resource and Development, Information Technology, Internal Audit, Marketing, Meetings and Special Events, Monitoring and Evaluation, Monitoring and Inspection, Office, Operations, Operation and Corporate Services, Operation Insurance Company, Park, Procurement and Administration, Procurement and Contracts, Procurement and Management, Project, Public Relations, Quality Assurance, Research, Research and Information, Retail Risk Credit, Restaurant, Safety, Sales, Sales and Marketing, Sales Business and Residential Solutions, Senior, Senior Finance and Accounting, Strategy and Economics, Shift, Site, Storeroom, Supervisory Management, Supply Chain and Logistics, Technical, Training Air Navigation Services, Training and development, Warehouse, Warehouse and Distribution, Zone
	2.	Teachers	Accounts, Business Studies, Caribbean Studies, Chemistry, Communication Studies, Digital Animation, EDPM, Electrical and Electronic Technology, English Language, English Literature, Entrepreneurship, Food and Nutrition, French, Geography, History, Home Economics, Human and Social Biology, Information Technology, Language Arts, Literacy, Mathematics, Music, Office Administration, Physics, Principles of Accounts, Principles of Business, Sewing, Sociology, Spanish, Technical Drawing, Tourism, Visual Arts
	3.	Technicians	Accounting, Air Condition, Aircraft, Audiometric, Automotive, Chemistry, Chemistry Laboratory,

Parish	Rank	Top Jobs	Types of Jobs	
St. Catherine			Computer, Electrical, Electro-Mechanical, GIS, Heavy Equipment Mechanical Service, Information Technology, Installation, Instrument, Lab, LPG, Maintenance, Marketing Equipment Management, Mechanical, Pharmacy, Refrigeration/Air Conditioner, Repair Electronic, Service, SPA, UPS, Workshop Mechanical Engineering	
	4.	Directors	Administration, Administration and Procurement, Analytical Services, Clinical, Deputy, Development and Public Relations, Engineering, Executive, Finance, Health Promotion and Protection, Information Technology, Information Technology and Business, Institute of Technological, Island Traffic Authority, Legal Affairs, Management Information System, Managing, Mixology, Offender Management, Operations Customer, Principal, Procurement Regional Office, Sales, Senior HRMA, Visitor Safety and Experience	
	5.	Customer Service/Sales Representatives	Customer Service, Educational Promotions, Field Sales, Sales, Sales Commission, Sales and Reservation, Technical Support, Underwriter	
	6.	Specialists	Capability Development, Communications, Customer Service Development, Data, Database, Financial Management, Geographic Information System, Industrial Relation, Literacy/Numeracy, Monitoring and Evaluation, Network, Procurement, Production Development, Public Health, Research, Monitoring and Evaluation, Social Media, Systems	
	7.	Supervisors	Accounts Payable, Audit, Construction Site, Customer Service, Gaming, House, Internal Control, Inventory, Maintenance, Night Loading, Operations, Production, Press Room, Project, Quality Assurance, Restaurant, Sales, Security Operations,	
	8.	Accountants	Assistant, Chief, Cost, Financial, General, Junior, Payables, Regional Asset, Senior, Staff	
	9.	Consultants	Bridal Sales, Business Plan Developer, Communication, Graphic Design, Services, Public Relations and Communication, Paediatrician, Strategic Public Sector Transformation Project, Program, Social Sector Program, Strategic Plan for Jamaica Movement Social Sector	
	10.	Clerks	Accounting, Accounts Payables, Accounts Receivables, Administration, Administrative, Custom Broker, Data Entry, Data Input, Inventory, Sales, Senior Accounting, Senior Receival, Store, Store Assistant, Storeroom	
		1.	Teachers	Aided Drawing, Arts and Design, Building Technology, Caribbean Studies, Chemistry,

Parish	Rank	Top Jobs	Types of Jobs
			Computer Agricultural Science, Electrical Installation, English Language, English Literature, Geography, Human and Social Biology, Industrial Technology, Information Technology, Language Arts, Literacy Specialist, Mathematics, Mechanical Technology, Music, Numeracy Specialist, Physics, Religious Education, Social Studies, Spanish, Special Education, Technical Drawing, Theatre Arts, Visual Arts
	2.	Principals	Principals
	3.	Managers	Branch, Food and Beverage, Night, Office, Plant, Restaurant, Shift, Trainee
	4.	Clerks	Accounting, Audit, Office, Work
	5.	Customer Service/Sales Representatives	Customer Service, Sales
	6.	Specialists	Literacy, Mathematics, Numeracy
	7.	Pharmacists	Pharmacists
Trelawny	1.	Teachers	Accounting, Auto Mechanic, Business, Communication Studies, Electrical Installation, English Language, English Literature, Entrepreneurship, Food and Nutrition and Health, Literacy Specialist, Mathematics, Physical Education, Physics, Social Studies
	2.	Managers	Maintenance, Payroll and Benefits, Revenue Services, Spa, Training and Development
	3.	Nurses	Dental, Registered, School
St. James	1.	Managers	Assistant, Branch, Convention Services, Corporate Support Services, Facilities Management Service, Food and Beverage, General, Maintenance and Engineering, Marketing and Public Relations, Night, Operation and Corporate Services, Photoshop, Product, Product Development, Project, Property, Restaurant, Retail Category, Sales, Sales Floor, Supervisory Management, Supply Chain and Logistics
	2.	Teachers	Biology, Building and Mechanical Engineering Drawing, Building Technology, Caribbean Studies, English Language, Geography, Home and Family Management, Home and Family Life Education, Information Technology, Mathematics, Principles of Accounts, Religious Education, Social Studies, Spanish
	3.	Nurses	Practitioner, Registered, School
	4.	Technicians	Accounting, Electro-Mechanical, Fountain Service, Hospitality Laboratory, Pool, Mechanical, Room
	5.	Coordinators	Airport, Clinical, Entertainment, Health and

Parish	Rank	Top Jobs	Types of Jobs
St. Elizabeth			Environmental, National Child and Youth Development, Project, Safety, Sales
	1.	Teachers	Additional Mathematics, Building Technology, Building and Mechanical Drawing, Caribbean Studies, Chemistry, Cosmetology, English Language, Geography, Industrial Technology, Information Technology, Library, Management of Business, Mathematics, Mechanical Engineering Drawing, Music, Physical Education, Physics, Social Studies, Spanish, Technical Drawing, Visual Arts
	2.	Principals	Principal, Vice
	3.	Customer Service/Sales Representatives	Customer Service, Sales
St. Ann	1.	Teachers	Agriculture, Art and Animation, Business, Chemistry, Drama, Economics, English Language, Geography, Human and Social Biology, Information Technology, Integrated Science, Language Arts, Mathematics, Office Administration, Physics, Principles of Business, Social Studies, Spanish
	2.	Managers	Branch, General, Maintenance, Sales Floor
	3.	Clerks	Accounting, Administration, Administrative, Payroll
Manchester	1.	Teachers	Geography, Industrial Techniques, Industrial Technology, Mathematics, Physical Education, Social Studies, Spanish, Special Education, Technical Drawing,
	2.	Managers	Branch, Corporate Support Services, Facilities Management Service, Operation and Corporate Services, Project, Supervisory Management, Supply Chain and Logistics, Training
	3.	Customer Service/ Sales Representative	Customer Service, Sales, Sales and Marketing
Clarendon	1.	Teachers	Accounting, Agricultural Science, Building Construction Technology, Building Technology, Drawing, English and Communication Studies, English Language, Food and Nutrition, Geography, Health and Family Life Education, History, Information Technology, Mathematics, Mechanical Engineering Technology, Music, Science, Social Studies, Spanish, Visual Arts
	2.	Principals	Principals
	3.	Managers	Assistant Sales, Branch, Night, Training
	4.	Specialists	Literacy, Numeracy



Parish	Rank	Top Jobs	Types of Jobs
Hanover	1.	Nurses	Midwife, Registered
	2.	Teachers	Geography, Social Studies
	3.	Chef	Asian/Japanese
	4.	Officer	Medical
	5.	Principal	Principal
Portland	1.	Principals	Principals
	2.	Clerks	Accounting, Audit
	3.	Manager	Assistant
	4.	Sales Representative	Sales
	5.	Secretary	Secretary
St. Mary	1.	Teachers	Chemistry, English Language, Health and Family Life Education, Information Technology, Mathematics, Physics, Principles of Accounts, Spanish, Special Education, Visual Arts
	2.	Butler	Butler
	3.	Engineer	Resident
	4.	Housekeeper	Housekeeper
	5.	Manager	Manager
	6.	Principal	Principal
	7.	Chef	Sous
	8.	Supervisor	Maintenance
St. Thomas	1.	Teachers	French, Home and Family Life Management, Mathematics, Spanish
	2.	Doctors	General Surgery, Internal Medicine
	3.	Principals	Principal
	4.	Sales Representatives	Sales
Westmoreland	1.	Teachers	English Language, Geography, Human and Social Biology, Information Technology, Mathematics, Physics, Social Studies
	2.	Managers	Assistant Hotel, Branch, Dining Room, Hotel, Night Auditor, Operations, Restaurant
	3.	Principals	Principal
	4.	Clerks	Accounting, Administrative, Cost Control, Office

Source: Jamaica *Gleaner* and *Observer* newspapers, October 1 to December 31, 2018

### 3.0 Job Vacancies from the Electronic Labour Exchange (ELE)

During the period October to December 2018, a total of 319 job vacancies were obtained through the ELE from both online and offline sources. Online vacancies were available on the LMIS website<sup>4</sup>, while those offline were accessed by visiting the MLSS parish offices. Table 8 indicates the types of job vacancies requested by industry for the different parishes. A range of jobs were noted among the parishes, including Sales/Customer Service Representative, Chef, Administrative Assistant, Life Guard, Domestic Helper, Cashier, Manager, Data Entry Clerk and Mixologist.

**Table 8: ELE Vacancies Disaggregated by Industry and Occupation**

Parish	Industry Type	Occupation
Manchester	Accommodation and Food Service Activities	Bartender, Bellhop, Cashier, Chef, Delivery Man, Executive Chef, Pastry Chef, Server
	Activities of Households as Employers	Baby Sitter, Caregiver, Domestic Helper, General Worker, Handy Man, Labourer, Painter, Tiler
	Professional, Scientific and Technical Activities	Administrative Assistant, Electrician, Mechanic
	Agriculture, Forestry and Fishing	Casual Worker, Data Entry Clerk, Factory Worker, Front Desk, Warehouse Assistant
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Bartender, Cashier, Chef, Customer Service Representative, Hostess, Janitor, Sales Clerk, Sales Representative, Security Worker, Store Clerk, Warehouse Assistant
Portland	Administrative and Support Service Activities	Life Guard, Photographer, Sales Manager
St. Thomas	Activities of Households as Employers	Household Helper
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Cashier
St. Catherine	Activities of Households as Employers	Domestic Helper
	Financial and Insurance Activities	Customer Service Representative
	Human Health and Social Work Activities	Dental Assistant
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Cashier, Customer Service Representative
Clarendon	Activities of Households as Employers	Household Worker, Caregiver
	Agricultural, Forestry and Fishing	General Worker
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Cashier, Labourer

<sup>4</sup> The website address is [www.lmis.gov.jm](http://www.lmis.gov.jm). Jobseekers can access these jobs by registering on the website.

Parish	Industry Type	Occupation
St. Elizabeth	Activities of Household as Employers	Domestic Helper, Labourer, Live-In Helper
	Financial and Insurance Activities	Insurance Agents
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Customer Service Representative, Front Desk Receptionist, Sales Representative
St. Ann	Accommodation and Food Service Activities	Bakery Worker, Bartender, Cashier Counter Clerk, Chef, Cooks, Front Desk Clerk, Housekeepers, Janitors, Maintenance Worker, Public Area Worker, Receiving Clerk, Server, Stewards, Supervisor, Technician (Mechanic)
	Administrative and Support Service Activities	Photographer
	Human Health and Social Work Activities	Computer Technician/Data Entry Clerk
	Manufacturing	Drivers
	Professional, Scientific and Technical Activities	Administrative Assistant
	Public Administration and Defence; Compulsory Social Security	Loss Prevention Officers
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Assistant Manager, Casual Labourer
	Accommodation and Food Service Activities	Accounts Payable, Administrative Assistant, Administrator, Baker, Cashier, Cost Controller, Human Resource Manager, Mixologists, Pantry Cooks, Servers
St. James	Activities of Households as Employers	Baby Sitter, Live In Helper
	Administrative and Support Service Activities	Administrative Assistant, Customer Support/Call Centre Agents
	Education	Teachers
	Manufacturing	Accounting Clerk
	Professional, Scientific and Technical Activities	Draftsmen, Seamstress, Tailor
	Transport and Storage	Secretary
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Blended Juice Worker, Chef, Customer Service Representative, Office Clerk, Restaurant Manager, Sales Clerk, Servers, Steward, Typist
	Activities of Households as Employers	Baby Sitter, Days Worker, Live-In Caregiver, Nanny, Painter
Kingston and St. Andrew	Administrative and Support Service Activities	Sales Associate
	Financial and Insurance Activities	Clerk, Loans Officer
	Manufacturing	Administrative Clerk, Data Entry Clerk, Receptionist

Parish	Industry Type	Occupation
Hanover	Professional, Scientific and Technical Activities	Janitor
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Accounts Receivables Clerk, Customer Service Representative, Human Resource Officer, Inventory Assistant
	Financial and Insurance Activities	Cashier
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Cashier
Trelawny	Accommodation and Food Service Activities	Bar Supervisor, Bartender, Laundry Attendant, Server, Steward
	Activities of Households as Employers	Baby Sitter, Live-In Helper
	Administrative and Support Service Activities	Sales Representative, Store Clerk
Westmoreland	Education	Teachers
	Financial and Insurance Activities	Customer Service Representative
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Accountant, Carpenter, Handy Man, Sales Representative
	Accommodation and Food Service Activities	Bartender, Bilingual Front Office Agent, Cashier, Cook, Front Office Agent, House Keeping Public Area, House Keeping Supervisor, Housekeeper, Life Guard, Restaurant Supervisor, Secretary, Server
	Activities of Households as Employers	Baby Sitter, Domestic Helper
	Administrative and Support Service Activities	Customer Service Representative
	Arts, Entertainment and Recreation	Cook, Janitor, Server
	Financial and Insurance Activities	Customer Service Representative
	Human Health and Social Work Activities	Emergency Medical Technician, Registered Nurse
	Other Service Activities	Receptionist
	Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles	Accounting Clerk, Cashier, Customer Service Representative, Kitchen Helper, Pump Attendant, Server

#### 4.0 Local Vacancies released by Private Employment Agencies (PEAs)

The data submitted to MLSS by PEAs was used to signal jobs which were required locally for the period. The number of vacancies submitted for the period totalled 195 (See Table 9). Sales Workers was the largest group, totalling 55 or 28.2 per cent. The Clerical Worker category was next, recording 47 or 24.1 per cent. Other areas of note were Domestic Helpers with a total of 22 or 11.3 per cent and Production Workers with 16 or 8.2 per cent.

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

Type of Worker	Number of Vacancies
1. Sales Workers	55
2. Clerical Workers	47
3. Other Workers	32
4. Domestic Helpers	22
5. Production Workers	16
6. Waiters	13
7. Transport Workers	5
8. Security Guards	4
9. Building Workers	1
TOTAL	195

## 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 October to December 2018. 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 was 1,500. This figure represents both new and renewed applications. The highest number of work permits approved was for Managers, which registered 717 or 47.8 per cent of the total work permits granted. Technicians followed with 291 or 19.4 per cent, while persons employed in the Craft and related Trades field represented 6.1 per cent or 92 approvals (**See Table 10**).

**Table 10: Work Permits issued for the period October-December 2018**

Occupation	Type of Jobs
1. Managers	Administrative Wholesale and Retail Trade Hotel Other Service Organizations Finance
2. Technicians	Ship Captain Electrical Engineering
3. Craft and related Trades Workers (with specialized skills)	Electrician Plumber Welder Mechanic
4. Dancers	Night Club/Entertainment, Ballet, Ballerina
5. Engineers	Civil/Building Construction Electrical Mechanical Surveyor

Occupation	Type of Jobs
6. Cooks	Specialist in Chinese Cuisine Specialist in Italian Cuisine Specialist in Indian Cuisine
7. Machine Operators	Crane Operator/Grader and Scraper Operator
8. Clerical Support Workers	Store Cashier Travel Consultant
9. Teaching Professionals	Lecturer Secondary Education Teacher
10. Skilled Agricultural, Forestry and Fishery Workers	Fishermen and Women (Coastal Waters) Farmer (Citrus)

## 6.0 Conclusion and Recommendations

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

1. Some of the emerging areas for this quarter were Audiometric Technician, Electro Mechanical Technician, Renewable Electrical Wind and Solar Engineer and Cannabis Geneticist.
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 Electrician, Plumber, Welder and Mechanic 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 and Numeracy.
7. Accountants, Sales and Customer Service positions were common among most industries. Prevalent among the Managers were Brand and Marketing Managers. These types of jobs are due chiefly to the large service industry in the Jamaican economy.
8. Dominant jobs in the low skilled areas included Domestic Workers, Janitors and Handy-men.
9. Driving, Good Communication and Customer Service Skills are very important attributes to have, when searching for a job.
10. Neurosurgery, Internal Medicine, Accident and Emergency and Naturopathic were identified as areas needed in the medical field. In the case of Nurses, Critical Care, Operating Theatre and Ophthalmic Practice were also required. Other notable Medical Workers identified were Sonographers and Pharmacists.
11. For the “Accommodation and Food Services Activities” industry, prominent jobs featured were for Chefs, Cooks, Housekeepers, Water Sports Workers and Lifeguards.



The results show that more persons are required to be trained in the areas of need. Of great concern at this time are the specialized workers such as Electricians, Plumbers, Welders and Mechanics who need to be trained to replace some of the persons who are granted work permits.

## GLOSSARY OF TERMS

**Accommodation and Food Service Activities** - includes the provision of short-stay accommodation for visitors and other travellers, as well as the provision of complete meals and drinks fit for immediate consumption. The amount and type of supplementary services provided within this section can vary widely.

**Activities of Extraterritorial Organizations and Bodies** - includes the activities of international organizations and bodies.

**Activities of Households as Employers; Undifferentiated Goods and Services Producing Activities of Households for Own Use** - includes activities of households in the role of employers of domestic personnel. The section also includes undifferentiated subsistence goods-producing and services-producing activities of households that is, the activities of households that are engaged in a variety of activities that produce goods and services for its own subsistence.

**Administrative and Support Service Activities** - includes a variety of activities that support general business operations. The main purpose of these activities is for the support of business operations and not the transfer of specialized knowledge.

**Agriculture, Forestry and Fishing** - covers the exploitation of vegetal and animal natural resources. It encompasses the activities of growing crops, raising animals, harvesting timber and harvesting other plants and animals from farms or their natural habitats.

**Armed Forces Occupations** - include all jobs held by members of the armed forces. Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis and who are not free to accept employment and are subject to military discipline. Included are regular members of the army, coastguard, air wing and other military services, as well as recruits enrolled for military training or other service for a specified period.

**Arts, Entertainment and Recreation** - includes a wide range of activities to fulfill the cultural, entertainment and recreational interests of the general public, including live performances, operation of museum sites, gambling, sports and recreation activities.

**Audiometric Technician**- works with specialized equipment to detect hearing issues in patients, which range from babies and students to senior citizens.

**Bartender** - mixes and serves drinks to customers, either directly from patrons at the bar, or through waiters and waitresses who place drink orders for dining room customers.

**Clerical Support Workers** - record, organise, store, compute and retrieve information, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments.

**Construction**- includes general and specialized construction activities for building and civil engineering works. It includes processes such as site preparation; construction of complete buildings or parts thereof; civil engineering; building installation and completion; and the renting of construction or demolition equipment with operators.

**Consultant** - offers advice and expertise to organisations to help them improve their business performance in terms of operations, profitability, management, structure and strategy.

**Craft and related Trades Workers** - apply specific technical and practical knowledge and skills to construct and maintain buildings, form metal, erect metal structures, set machine tools, or make, fit, maintain and repair machinery, equipment or tools, carry out printing work, and to produce or process food stuff, textiles, or wooden, metal and other articles, including handicraft goods.

**Customer Service Representative** - interacts with customers to provide information in response to inquiries about products and services and to address unresolved complaints.

**Education** - includes education at any level or for any profession, oral or written as well as by radio, television, Internet or other means of communication. It includes public as well as private education. Also included are military schools and academies, prison schools, adult education, literacy programmes and special education for the mentally and physically challenged at their respective levels.

**Electricity, Gas, Steam and Air Conditioning Supply** - includes the production, collection and distribution of electricity; the manufacture and distribution of gas and the production and distribution of steam and air conditioning supply.

**Electro Mechanical Technician** – operates, tests, maintains or calibrates unmanned, automated, or electromechanical equipment.

**Engineer** - analyzes, develops and evaluates large-scale, complex systems.

**Financial and Insurance Activities** - includes financial service activities, including insurance, reinsurance and pension funding activities. This section also includes activities of holding companies and other activities to facilitate or support financial services.

**Human Health and Social Work Activities** - include the provision of health care through diagnosis and treatment by trained medical or para-medical personnel for humans. It also includes social work activities such as welfare, counselling, child care and protection and vocational rehabilitation to those requiring such assistance in special facilities.

**Information and Communication** - includes the production and distribution of information and cultural products, the provision of the means to transmit or distribute these products, as well as data or communications, information technology activities and the processing of data and other information service activities. The section also includes publishing, telecommunications, information technology, radio and television programming and other information service activities.

**Job** – is a paid position of regular employment.

**Labour Market Information System (LMIS)** - is a web-based system through which information on trends in the labour market are collected, stored, analyzed and disseminated. The LMIS is not only a one stop labour market information source, but also a job search, career development and job placement facility.

**Manager**-plans, directs, coordinates and evaluates the overall activities of enterprises, governments and other organizations, or of organizational units with them and formulates and reviews their policies, laws, rules and regulations.

**Manufacturing** - includes the physical or chemical transformation of materials, substances or components into new products. These materials, substances or components transformed are raw materials that are products of agriculture, forestry, fishing, mining or quarrying as well as products of other manufacturing activities. Manufacturing entities that process these materials directly or contract other units to process the materials for them are both included in manufacturing.

**Mining and Quarrying** - includes the extraction of minerals occurring naturally whether solids, liquids or gases. Extraction can be achieved by underground or surface mining or well operation etc. This section also includes activities aimed at preparing these crude materials for marketing, for example, crushing, grinding, cleaning, sorting, liquefaction of natural gas and agglomeration of solid fuels.

**Naturopathic Medicine** - is a form of alternative medicine that employs an array of pseudoscientific practices branded as "natural" and promotes "self-healing."

**Neurosurgeon** - treats and diagnoses medical conditions that affect the spinal cord, brain, peripheral nerves and the structures supported and surrounded by these bodily areas.

**Occupation** - is a person's regular work or profession; job or principal activity.

**Other Service Activities** - includes the activities of membership organizations, the repair of computers, personal and household goods. It also includes a variety of personal service activities not covered elsewhere in the classification.

**Ophthalmic Nurse** - diagnoses and treats various diseases that affect the human eye such as cataracts, partial or full blindness, eye trauma and glaucoma.

**Professional, Scientific and Technical Activities** - include specialized professional, scientific and technical activities. These activities require a high degree of training and make specialized knowledge and skills available to users.

**Professionals** - apply scientific or artistic concepts and theories, teach about the foregoing in a systematic manner or engage in any combination of these activities.

**Public Administration and Defence; Compulsory Social Security** - includes public administration and regulation activities of a governmental nature, legislative activities, public order and safety, foreign affairs and national defence activities. Also included is provision of services to the community and compulsory social security activities.

**Real Estate Activities** - include all forms of real estate activities. Activities included in this section are acting as lessors, agents and/or brokers through selling or buying real estate, renting real estate or providing other real estate services. Activities carried out in this section may be done on a fee or contract basis.

**Service and Sales Workers** - provide personal and protective services to travel, housekeeping, catering, personal care, or protection against fire and unlawful acts, or demonstrate and sell

goods in wholesale or retail shops and similar establishments, as well as at stalls and on markets.

**Skilled Agricultural, Forestry and Fishery Workers** - grow and harvest field or tree shrub crops, gather wild fruits, and plants, breed, tend or hunt animals, produce a variety of animal husbandry products, cultivate, conserve and exploit forest, breed or catch and cultivate or gather other forms of aquatic life in order to provide food, shelter and income for themselves and their households.

**Sonographer** - performs sonograms and dexta scan procedures for diagnostic purposes.

**Technician** - works with complex systems or perform highly technical, mechanical or diagnostic tests.

**Technicians and Associate Professionals** - perform technical and related tasks connected with research and the application of scientific or artistic concepts and operation methods and government or business regulations.

**Transport and Storage** - includes activities related to the provision of passenger or freight transport, whether scheduled or not, by rail, road, water or air. Freight transport via pipelines is also included. This section also covers supporting and auxiliary transport activities such as terminal and parking facilities, cargo handling, storage and warehousing as well as post and courier activities. The renting of transport equipment with a driver or operator is also included.

**Wholesale and Retail Trade; Repair of Motor Vehicles and Motorcycles**- includes the wholesale and retail sale of new and second-hand vehicles, maintenance and repair, wholesale and retail sale of parts and accessories as well as the activities of commission agents involved in wholesale or retail sale of vehicles.

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