Analysis of Hot Occupations October to December, 2016

This document provides analysis of vacancies published in the Careers' Section of the Jamaica Gleaner and Observer newspapers for the period October to December, 2016. It reviews vacancies which were available through the Electronic Labour Exchange (ELE) of the Ministry of Labour and Social Security, as well as work permit approved by the Ministry during the period.

Top Ten Occupations Advertised in the Newspapers

The analysis from the newspaper was based on 1,671 job vacancies that were posted during October to December, 2016. The top ten vacancies comprised 983 or 58.8 per cent of the total advertised vacancies. As was the case in the same period last year, Managers emerged with the highest number of vacancies, totaling 285 or 29.0 per cent of the Top 10 jobs this year. Teachers were next with 168 or 17.1 per cent (See Table 1A).

Table 1A: Top Ten Occupation Advertised in the Career's Section of the Gleaner and Observer

Oct-Dec 2016		Oct-Dec 2015			
Rank	Job Titles	Number Of Job Vacancies	Rank	Job Titles	Number Of Job Vacancies
1	Managers	285	1	Managers	265
2	Teachers	168	2	Officers	213
3	Officers	160	3	Teachers	137
4	Supervisors	68	4	Supervisors	109
5	Customers/Sales (Representatives)	68	5	Customers/Sales (Representatives)	97
6	Accountants	62	6	Administrative Assistants	87
7	Lecturers	54	7	Principals	80
8	Technicians	50	8	Accountants	54
9	Clerks	34	9	Lecturers	48
10	Nurse	34	10	Directors and Executive	47

Source: Gleaner and Observer newspapers (October to December, 2016)

The data gathered showed that the vacancies for Managers varied based on the types of Managers. The most frequent job openings for Managers were from the Information Technology related vacancies, which represented 27 or 9.5 per cent. This was followed by Branch Managers (13 or 4.6 per cent), Human Resource Managers (11 or 3.9 per cent)

and Warehouse Managers (9 or 3.2 per cent). Among the most advertised Teachers were Mathematics, English Language and Literature, Chemistry, Spanish, Building Technology/Construction and Physics Teachers (See Table 1B).

Table 1B: Disaggregation of Top Ten Jobs

Jobs	Job Titles
Managers	General, Food and Beverage, Property, Regional, Reservation, Retail Store, Public Education, Maintenance, Marketing, Logistic, Risk, Corporate Service, Store, Sales, Service, Career Opportunity, Community Interventions, Auto Loans Collection, Office, Front Office, Insurance, Records, Divisional, Estate, Equipment, Customer Service, Plant, Office Administrative, Medical Technologist, Agro Park Farm, Bar, Business Continuity, Audit, Case, Chain, Audit, Construction, Financial.
Teachers	Biology, Integrated Science, Industrial Techniques, Cosmetology, Science, Visual Arts, Special Education, Electrical Installation, Automotive Technology, Drawing and Visual Arts, Computer Science, Business Studies/Education, Early Childhood, Accounts, Music, Physical Education and Sports, Food and Nutrition, Social Studies and Economics, Plumbing and Religious Education.
Officers	Accounting, Personnel, Project Examining Service, Response/Arm Guard, Business Loan, Chief Executive, Brokerage, Chief Financial, Collection, Chief Marketing, Credit, Development, Education, Enforcement, Employees Relation, Digital Marketing, Human Resource, Information, Loans, Maintenance, Marketing, Medical, Payroll, Principal Finance, Processing, Procurement, Purchasing and Logistic, Regional, Research, Safety, Property and Youth Empowerment.
Customers and Sales Representatives	Teller, Customer Service, Sales, Medical, Member Service, Motor Sales, Route Sales and Sales Maintenance.
Technicians	Field, Accounting, AC & Refrigeration, Auto & Equipment Electrical, Computer Lab, I.T, Electro Mechanical, Electronics, Sales and Service, Hardware, Pharmacy, Home Economic Lab, Maintenance, Laboratory, Electrical Power Generation, Auto & Equipment Electronic/Mechanical, Computer and Sales and Service.
Accountants	Chief, Cost, Junior, Project, Senior, Investment, Executive and Sales Executive.
Lecturers	Senior Internal Medicine, Senior Mathematics, Senior Obstetrics & Gynecology, Business with Human Resource, Cape Economics, Caribbean Studies, Chemistry, Clinical, Computer Science, Early Childhood Education, English Language, I.T., Mathematics, Nursing, Physical Education, Science, Social Studies, Animation, Accounting, Behavioral Science, Business Management, Career Development, Digital and Commerce, Energy and Electronics, Engineering, Human Service, Law, Marketing and Plant Science.

Jobs	Job Titles	
Supervisors	Front Office, Inbound Sales and Service, Mobile, Processing, Customer Payment, Audit, Building Facilities, Credit and Collections, Dining Room, Equipment Maintenance, Facilities Electrical/Pavement, Floor, Front House, Housekeeping, Internal Control, I.T Infrastructure, Location, Merchandising, Paintball, Production, Public, Route Sales, Sales, Public Area, Senior Production, Shift, Site, Canteen, Collection, Finance, Maintenance and Food and Beverage.	
Clerks	Accounting, Audit, Data Entry, General Accounts, Goods Receivable, Inventory, Junior Internal Audit, ID Card Data Collection & Processing, Payroll, Sales, Warehouse, Cashier/Billing, Cold Storage and Plant Assistant	
Nurse	Registered, Senior Administration, Educator, Industrial, Occupational Health	

Advertisement by Occupational Group

The jobs were classified by occupational group for the period under review. The "Professionals" group had the highest number of advertisements, totaling 758 or 45.4 per cent. "Managers" were next with 344 or 20.6 per cent. "Elementary Occupations" and "Agricultural, Forestry and Fishery Workers" had the least number of vacancies in the newspapers (See Table 2).

Table 2: Number of Advertisement by Occupational Group

Occupational Group	Total	Percent
Professional	758	45.4
Managers	344	20.6
Technicians and Associated Professional	214	12.8
Services and Sales Workers	156	9.3
Clerical Support Worker	77	4.6
Craft & Related Trade Workers	41	2.5
Plant and Machine Operators `and Assemblers	31	1.9
Elementary Occupation	17	1.0
Agriculture, Forestry and Fisheries Workers	1	0.1
Not Stated	32	1.9
Total	1671	100

Source: Gleaner and Observer newspapers (October to December, 2016)

The Occupational group was further disaggregated based on the top ten occupations advertised. Those in the "Professional" group included Teachers, Accountants, Officers, Lecturers and Nurses.

Directors topped the list of the "Managers", while Sales Representatives and Officers were ahead in the "Technicians and Associated Professionals" group (See Table 3).

Among the "Service and Sales Workers", Customer/Sales Representatives and Supervisors were mostly in demand. Clerks and Collectors (Debt/Bailiff/Toll) were the most advertised jobs for "Clerical Support Workers". Drivers headed the "Plant and Machine Operators and Assemblers" group, while Bearers topped "Elementary Occupations". Technicians were highest for "Craft and Related Trade Workers". In terms of the "Agriculture, Forestry and Workers" group, only a Nursery Overseer was advertised.

Table 3: Top Jobs by Occupational Group

Occupational	Top Occupations	Number of	Percent
Group		Advertisement	
Professionals	Teachers Officers Lecturers Nurses Accountants Engineers Supervisors Analysts Administrators Coordinators	501	65.7
Managers	Directors Principals Branch Human Resource Warehouse Coordinators Operations Information Technology Assistant Finance	97	29.0
Technicians and Associate Professional	Sales Technicians Officers Technicians Assistants Chefs Administrative Technicians Secretaries Supervisors	152	75.0
Service and Sales Worker	Customer/Sale Representative Supervisors Securities Cooks Executives Sales Waiters Sale Agents Merchandisers	96	64.4

Occupational Group	Top Occupations	Number of Advertisement	Percent
Clerical Support Workers	Collectors: bailiff/debt/toll Clerks Front desk agents Receptionists Secretaries	66	81.5
Plant and Machine Operators and Assemblers	Drivers: truck/delivery Technical Operators Forklift Operators Crane Operators Personal/Live in Drivers Sales Route Drivers	41	100
Elementary Occupation	Bearer Grounds men: Caretakers/Janitors Cleaners Butlers Housekeepers Warehouses: Locators/Porters/Attendants Attendants: Office/Shop/Utility Service Valets Stewards/Scullions	16	100
Craft and related Trade Workers	Technicians Supervisors Duct Cleaners and Repairers Electricians Fitters(Optical) Installers (Elevator) Mechanics (Automotive) Controllers(workshop) Master Villages Office Maintenances Painters and Plumbers	39	1
Agriculture Forestry and Fishery Worker	Nursery Overseer	1	100

Advertisement by Industry

For the quarter, job vacancies were highest in the "Real Estate, Renting and Business Activities" industry, totaling 680 or 40.7 per cent. Next was "Education" which tallied to 322 or 19.3 per cent. This was followed by the "Financial Intermediation" industry with 125 or 7.5 per cent (See Table 4).

Table 4: Total Advertised Jobs by Industry

Industry Groups	Number of Jobs Advertised	Percent
Real Estate, Renting and Business Activities	680	40.7
Education	322	19.3
Financial Intermediation	125	7.5
Public Administration, Defence and Compulsory Social Security	117	7
Hotels and Restaurant Services	104	6.2
Wholesale and Retail Trade ;Repair of Motor Vehicles, Motorcycles and Personal and Household Goods	80	4.8
Health and Social Work	55	3.3
Manufacturing	42	2.5
Transport, Storage and Communication	37	2.2
Electrical, Gas and Water Supply	31	1.9
Construction	11	0.7
Extra Territotials Organizations and Personal Services	10	0.6
Other Community , Social and Personal Activities	10	0.6
Private and Household with Employed Personal Services	4	0.2
Mining and Quarrying	3	0.2
Agriculture, Hunting and Forestry & Fishery	1	0.1
Elementary Occupations	1	0.1
No Industries stated	38	2.3
Total	1,671	100

Top Occupations by Industry

A review of the top occupation was also done for the industries. Jobs advertised for the "Real Estate and Renting and Business Activities" industry primarily included Clerks and Managers. For the "Education" industry, English Language and Literature and Mathematics Teachers were mostly in demand. Managers and Accounting Officers were the most popular vacancies in the "Financial Intermediation" industry while Chef stopped the "Hotel and Restaurant" industry.

Advertisement for Consultants, Directors and Managers were leading vacancies in the "Public Administration and Defense, Compulsory and Social Security" industry. Sales Representatives and Agents headed the list for "Wholesale and Retail Trade Repair of Motor Vehicles, Motorcycle and Personal and Household Goods" industry. Specialists and Engineers were the most popular for the "Extra Territotials Organizations and Bodies" industry. Meanwhile, Drivers and Forklift Operators topped the list in the "Transport, Storage and Communications" industry.

For the "Health and Social Work" industry, Nurses and Pharmacists were rank highest among the jobs that were needed for this sector. Butlers and Kitchen Cleaners were some of the vacancies in the "Other Community, Social and Personal Activities" industry, while Engineers and Technician were leading vacancies for the "Electricity, Gas and Water Supply".

Vacancies for the "Construction" industry were mostly for Construction Managers and Supervisors. Meanwhile, Housekeepers and a Grounds men positions were advertised for the "Private Household with Employed Persons" (See Table 5).

Table 5: Top Jobs Advertised by Industries

Industry	Top Occupations
Education	 Teachers: English Language and Literature, Mathematics, Spanish, Chemistry, Building, Science, Biology, Visual Arts, Special Education, Social Studies, Music and Drama, Mechanical Engineering and Electrical and Electronics.
	Lecturers: Human Resource, English Language, Social Studies, Economic, Nursing, Animation, Computing and Caribbean Studies
	3. Nurses: Registered and School
	4. Principals
	5. Bursars
Real Estate and Business Activities	 Managers: Warehouse, Sales, Operations, Information Technology, Human Resource, General, Brand, Branch and Finance
	 Clerks: Accounting, Data Entry, Inventory, Payroll, Senior, Contract, Audit and Assistant
	 Officers: Human Resource, Development, Credit, Chief Executive and Security
	 Secretaries: Corporate, Executive, Legal and Senior
	Auditors: Senior, Intern, Financial and Operational
	 Analysts: Information Technology, Pension, Credit, Laboratory and Systems
	7. Officers: Human Resource and Development
	8. Accountants: Junior, Administrative
	Sales Representatives: Executives, Personnel and Technical
	10. Administrators: Assistant, Associate, System, Payroll, Store, System Support, Human Resource and Accounts
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Industry	Top Occupations
Hotel and Restaurant	1. Chefs
	2. Agents
	3. Supervisors
	4. Cooks
	5. Housekeepers
	6. Lifeguards
	7. Managers
	8. Waiters
	9. Coordinators
Public Administration and Defence, Compulsory	1. Consultants
Social Security	2. Directors
	3. Managers
	4. Nurses
	5. Officers
Financial Intermediation	 Managers: Accounting, Insurance, Treasury, Audit and Business
	Accountants: Executive, Cost, Project, Investment
	3. Directors: Corporate Credit, Enforcement, Risk, Marketing and
	Operation
	4. Officers: Payroll, Accounting, Chief
	Business and Finance, Regional and Credit
	5. Controllers : Financial, Accounts
Health and Social Work	1. Nurses: registered, School, Occupational
	Health, Educators and Industrial
	2. Pharmacists: Technician, Senior
	3. Medicals : Officer, Senior, Specialist
	4. Lecturers: Internal Medicine, Obstetrics
	and Gynecology, Information
	Technology 5. Managers: Case, Medical Technologist
Wholesale and Retail Trade; Repair of Motor	Sales Consultants
Vehicles, Motorcycles and Personal and	2. Sales Representatives
Household Goods	3. Sale Executive
	4. Managers
	5. Cahiers
Manufacturing	1. Managers
	2. Merchandisers
	3. Officers
	4. Sales
	5. Supervisors
Extra- Territorial and Organizations and Bodies	1. Specialists
	2. Engineers
	3. Managers
	Representative Member services Facilitators
	5. Facilitators
Transport, Storage and Communications	1. Drivers
	2. Merchandisers
	Forklift Operators
	4. Engineers

Industry	Top Occupations
	5. Reporters
Other Community ,Social and Personal Activities	1. Butlers
	2. Kitchen Cleaners
	3. Commercial Cleaners
	4. Therapists
Electrical, Gas and Water Supply	5. Tennis professionals6. Engineers
Electrical, das and water supply	7. Technicians
	8. Maintenance Engineers
	9. Supervisors
	10. Electricians
Mining and Quarrying	11. Mechanical Engineers
	12. Electrical Project Engineer Seniors
	13. Maintenance Department Supervisors
Agriculture, Hunting and Forestry & Fisheries	Nursery Overseer
Construction	1. Managers
	2. Supervisors
	3. Inspectors Site
	4. Project Engineers
	5. Civil/Structure Engineers
Private Households with Employed Persons	 Household Helpers
	2. Grounds Men

Required Certification and Qualification for Jobs Advertised

Of the 1,671 job vacancies advertised, certification and qualification were specified for 1,486 or 88.9 per cent. Bachelors Degree figured prominently, with 54.0 per cent of the vacancies requiring this type of qualification (**See Table 6**). Professionals and Managers were mostly required to have this qualification. A Masters Degree or PhD was specified for Lecturers.

Associate Degree was the main requirement for Administrative Assistants, Technicians, Sales Representative and Nurses.

A minimum of three (3) to five (5) CXC/GCE was frequently asked for in the industries "Wholesale and Retail; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods" and "Real Estate, Renting and Business Activities".

Some vacancies required only a Certificate, such as Business Certification in Accounting, Association of Chartered Certified Accountants (ACCA) and Certified Accounting Technician (CAT). There was a strong demand for HEART Trust/NTA Certificates,

Certification in Customer Service and Information Technology with Microsoft Office.

Computer skills in Microsoft Office and Quick Books were also in high demand.

For most positions, work experience or training in related field were critical for successfully attaining a job. Of the number of job advertised, 833 or 50 per cent of the jobs asked for persons with work experience. Of this amount, 504 or 60.5 per cent required 1-3 years of experience.

Table: 6 Qualifications Required

Qualification	Numbers	Per cent
Bachelor's Degree	803	54.0
C.X.C, CSEC	97	6.5
Associate Degree / Diploma	143	9.6
Certification(Teaching, National	58	3.9
Council on Technical and		
Vocational Education (NCTVET))		
ACCA	32	2.2
Masters Degree	129	8.7
Other Qualifications	224	15.1
Total	1486	100

Source: Gleaner and Observer newspapers (October to December, 2016)

Job Advertisement by Parish

A total of 1,257 or 75 per cent of the 1671 jobs were advertised by parish. Kingston and St Andrew (KSA) received the highest number of vacancies, totaling 740 or 58.9 per cent of the job advertised by parish. St James was next, tallying 150 or 11.9 per cent. As seen in Table 7, the lowest numbers of vacancies was observed in Portland (7 or 0.6 per cent) and St Thomas (8 or 0.6 per cent).

Table 7: Job Advertised by Parish

Parish/Locality	Total Job Advertised	Per cent
KSA	740	58.9
St James	150	11.9
St Catherine	75	6.0
St Ann	63	5.0
Manchester	32	2.6
Clarendon	35	2.8
Westmoreland	55	4.4
St Elizabeth	29	2.3
Hanover	19	1.5
Trelawny	26	2.1
St Mary	18	1.4
Portland	7	0.6

Parish/Locality	Total Job Advertised	Per cent
St Thomas	8	0.6
Total Parish Stated	1257	75.2
International Countries	20	1.2
No Parishes Stated	380	22.7
Coast/Zones & Region	14	0.8
TOTAL	1671	100

For KSA, Managers, Officer, Teachers, Sale Representatives and Lecturers were the leading positions advertised, with Managers totaling 137 or 34.1 per cent of the top ten jobs advertised in the parish. Officers followed with 85 or 21.1 per of the jobs advertised (See Table 8).

Table 8: Top Jobs Advertised in Kingston and St Andrew

Rank	Occupation	Number of Vacancies
1.	Managers	137
2.	Officers	85
4.	Sales Representatives	29
3.	Lecturers	30
5.	Teachers	29
6.	Supervisors	27
7.	Technicians	19
8.	Clerks	18
9.	Coordinators	14
10.	Engineers	14

Source: Gleaner and Observer newspapers (October to December, 2016)

St James

For the parish of St James, 150 job vacancies were recorded. Managers topped the list, ahead of Drivers and Teachers (See Table 9).

Table 9: Top Jobs Advertised in St. James

Parish	Rank	Top Ten Jobs
St. James	1.	Managers
	2.	Drivers
	3.	Teachers
	4.	Supervisors
	5.	Sales (Rep/Agents/Executives)
	6.	Lecturers
	7.	Officers
	8.	Technicians

Source: Gleaner and Observer newspapers (October to December, 2016)

St. Catherine

The parish received 75 or 6.0 per cent of the total vacancies recorded for the quarter. Job vacancies were highest for Teachers (See Table 10).

Table 10: Top Jobs Advertised in St. Catherine

Parish	Rank	Top Ten Jobs
St. Catherine	1.	Teachers
	2.	Sales Representatives
	3.	Bursars
	4.	Technicians
	5.	Managers
	6.	Nurses

📥 St. Ann

This parish received 63 or 5.0 per cent of the job vacancies, with Teachers also ranking the highest, followed by Managers (See Table 11).

Table 11: Top Jobs Advertised in St. Ann

Parish	Rank	Top Ten Jobs
St. Ann	1.	Teachers
	2.	Managers
	3.	Officers
	4.	Chefs
	5.	Merchandisers
	6.	Cashiers

Source: Gleaner and Observer newspapers (October to December, 2016)

Manchester

A total of 32 or 2.6 per cent job vacancies were advertised for the parish. Managers were the most popular job vacancies, followed by Medical Officers (See Table 12).

Table 12: Top Jobs Advertised in Manchester

Parish	Rank	Top Ten Jobs
Manchester	Rank	Managers
	1.	Medical Officers
	2.	Auditors
	3.	Customer Service Representatives
	4.	Accountants
	5.	Consultants

Source: Gleaner and Observer newspapers (October to December, 2016)

Clarendon, Westmoreland, St. Elizabeth and Trelawny

The demand for Teachers was high in all four (4) parishes. Medical Officers were popular in Clarendon and Westmoreland. Principals, Officers, and Industrial and Electrical

Instructors were amongst the most frequent vacancies advertised for St Elizabeth. Other top jobs for Trelawny were Nurses and Technicians.

Portland, St Thomas, St Mary and Hanover

The need for Teachers was also high in St Thomas, St Mary and Hanover. However, there was also a demand for Medical Officers in Hanover.

International Job Vacancies

During October to December 2016, a number of job opportunities were available internationally for Jamaicans. Many were within the CARICOM region, including Barbados, Grenada, Anguilla and Bermuda. There were requests from outside the region which included the United States and countries as far as Dubai. The job opportunities were mainly for Administrative Tribunal/Assistants, Administrative Executives, Finance Managers, Senior Policy Managers, Project Coordinators, Sales Specialists, Team Leaders and Telephones Sales Executives.

❖ Job Advertised by the Electronic Labour Exchange (ELE) Unit

An assessment of the jobs available through the ELE Department which is the Public Employment Service revealed that there were 607 job openings for the period October to December 2016. Vacancies were available through the ELE in nine (9) of the fourteen parishes. Clerks were the most frequent vacancies, followed by Sales Representatives (See Table 13).

Table 13: Jobs Advertised by ELE

Parish	Jobs	
Manchester	Drivers, Kitchen Stewards, Handymen, Janitors, Pump Attendants, Jerkmen, Counter Sales Clerks, Office Clerks, Sale Representatives, Cashiers, Customer Sales Representatives, Accounting Clerks, Cable Technicians and House Keepers	
Kingston & St Andrew	Technicians and House Keepers Administrative Dispatchers, Assistant Managers, Python Developers, Property Caretakers, Quality Assurance Technicians, Database Developers, Quality Assurances, Accounting Clerks, Information Technology Technicians, Senior Secretaries, Career Development Officers, Groundsmen, Bartenders, Employment Service Representatives, Maids, Production Attendants/Packers, Heavy Equipment Mechanics, Landscapers, Accounts Payable Officers, Supply Chain Supervisors, Directors(Final Accounts and Receivables), Directors (Access to Information), Accounting/Supply Clerks, Administrative	

Parish	Jobs	
	Assistants, Project Managers and Customer Brokers	
St James	IT Helpdesk Technicians, Customer Service/ Sale Representatives, Cooks,	
	Sales Clerks, Bearers, Human Resource Administrative, Security Officers	
St Elizabeth	Supervisors, Cashiers	
Hanover	General Workers, Customer Service Representatives	
St Catherine	Instrument/Electrical Technicians	
St Ann	Sales Executives, Forklift Operators, Warehouse Clerks, Administrative	
	Clerks	
Clarendon	Chefs	

Source: ELE Department (MLSS)

❖ Work Permits Approved

A work permit is made available on the premise that there is no local worker available in the specific area of work or if the specific job is in short supply. This document reports on the work permits made available to international job seeker/employers that were approved by the MLSS during the period October to December 2016.

The total number of work permits issued for the period was 733. This figure included both new and renewal applications. Approximately 309 or 42.2 per cent of the work permits were granted to persons in Managerial positions (See Table 14).

Table 14: Work Permits Issued

Number	Types of Jobs Issued
1.	Manager: Production
	Administrative
	Sales
	Other Service Organization
	Production and Operation/Hotel
	Production and Operation/Retail Trade
	Production and Operation/ Construction
	Supplies
2.	Technicians:
	Telecommunications/Engineering/Construction
3.	Cooks:
	Specialist in Chinese cuisine
	Specialist in Italian cuisine
4.	Specialist in Indian cuisine Dancers: Night Club/Entertainment Center
4.	Dancers: Night Club/Entertainment Center Ballet
5.	Interns
6.	Engineers:
	Construction
	Telecommunications

Source: Work Permit Department (MLSS)