

AN ANALYSIS OF HOT OCCUPATIONS IN JAMAICA

July 3 to September 26, 2016

This document provides quarterly analysis of vacancies published in the Careers Section of the Jamaica Gleaner and Observer newspapers between July 3 and September 26, 2016. It highlights jobs which were available through the Electronic Labour Exchange (ELE) of the Ministry of Labour and Social Security (MLSS). An analysis was also done of Work Permits approved by the MLSS.

A summary of job openings from all sources revealed that Teachers were in high demand for the period. This was also observed for the same period last year. Other jobs which figured prominently were Managers and Officers.

Top 10 Occupations Advertised in Newspaper

The analysis from the newspaper was based on 2,508 jobs which were posted during the period. Of this total, 1,733 or 67.2 per cent comprised the Top Ten list. Teachers emerged ahead of the other jobs, totalling 717 or 28.5 per cent of the Top 10 jobs. Managers were next with 409 or 16.3 per cent (**See Table 1**).

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

| Current Period | | | Previous Period (2015) | | |
|------------------------------------|-------|-------------|--|-------|-------------|
| Jobs | Total | Percentages | Jobs | Total | Percentages |
| Teachers | 717 | 28.5 | Teachers | 573 | 10.1 |
| Managers ¹ | 409 | 16.3 | Managers | 265 | 4.7 |
| Officers | 186 | 7.4 | Officers | 174 | 3.1 |
| Customer and Sales Representatives | 104 | 4.1 | Account/Clerks | 124 | 2.2 |
| Technicians | 62 | 2.5 | Technicians | 111 | 1.9 |
| Accountants | 51 | 2.0 | Administrative Assistants | 103 | 1.8 |
| Lecturers | 51 | 2.0 | Representatives/Customer Service and Sales | 84 | 1.5 |
| Nurses | 41 | 1.6 | Engineers | 77 | 1.4 |
| Engineers | 39 | 1.5 | Supervisors | 70 | 1.2 |

¹ This category includes Director and Supervisory positions.

| Current Period | | | Previous Period (2015) | | |
|----------------|--------------|-------------|------------------------|--------------|-----|
| Analysts | 32 | 1.3 | Lecturers | 70 | 1.2 |
| Total | 1,733 | 67.2 | Total | 1,651 | |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

A further disaggregation was done of the Top Ten jobs advertised. The types of Teachers which were needed varied across different subjects (**See Table 1A**). However, vacancies for Mathematics (102 or 14) percent, English Language & Literature (74 or 10 percent), Spanish (50 or 6.9 percent) and Chemistry teachers (35 or 4.8 percent) were highest. Specific job vacancies for Managers included Finance, Food and Beverage, Branch, Corporate Affairs, Communication and Distribution (**See Table 1A**).

Table 1A: Disaggregation of Top Ten Jobs

| Jobs | Job Titles |
|------------------------------------|---|
| Teachers | Agricultural Science, Arts, Auto Mechanics, Biology, Clothing and Textiles, Computer Science, Cosmetology, Drama, Economics, Electrical & Electronics, Food & Nutrition, French, Geography, History, Home Economics, Integrated Science, Literacy, Music, Physical Education, Physics, Reading Specialist, Religious Education, Social Sciences, Special Education, Technical Drawing, Visual Building Technology |
| Managers | Accounting, Assistant Hall, Bilingual, Business Development, Food & Beverage, Branch, Change, Corporate Affairs and Communication, Credit, Distribution, Construction, Finance & Administration, Garden, General, Hotel, Human Resource, Inventory, Information Technology, Operations, Payroll, Restaurant, Safety and Security, Sales, Kitchen, Project, Warehouse, Zone |
| Officers | Administrative, Armed Security, Case, Client Relationship, Compliance, Credit & Collections, Health & Safety, Information Technology Operation, Insurance Claims, Legal, Marketing, Monitoring & Evaluation, Engagement, Portfolio, Project, Quality Control, Target Intervention, Training Delivery, Payroll |
| Customer and Sales Representatives | Client, Customer Service, Field, Guest Service, Marketing, Educational, Medical, Pharmaceutical Promotion, Sales, |
| Technicians | Air Conditioning, Cable TV, CAD, Civil Engineering, Computer, Electrical, Fibre Optic, Heavy Duty Equipment, Laboratory Assistant, LPG, Refrigeration, Pharmacy, Pool, Property, Quality Assurance, Service, Stage lighting, Studio, Vehicle tracking, |
| Accountants | Assistant, Chief, Executive, Financial, Hotel, Investment, Junior, Portfolio, Project, Senior |
| Lecturers | Accounting, Anaesthesia, Art Management, Biology, Clinical, Criminal Justice, Early Childhood, Finance, Funeral Services, Hospitality, Information Technology, Mathematics, Marketing, Music, Nursing, Pharmacy, Psychology, Public Health, Research Coordinator, Sociology, Special Education |

| Jobs | Job Titles |
|-------------|---|
| Nurses | Infection Control, Registered, School, Specialists |
| Analysts | Accounting, Billing, Business Operations, Commercial, Communication, Credit, Financial, IMS Project, Investment, Laboratory, Quality Assurance, Postal Crime, Production, Programme, Purchasing, Risk |
| Engineers | Aircraft Maintenance Duty, Biomedical, Chief, Civil, Construction, Electrical, Infrastructure & Technical, IT Security, Mechanical, Network, Systems, Technical |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

Advertisement by Occupational Group

The jobs advertised were classified by occupational groups² for the period under review. “Professionals” had the highest number of advertisements, totalling 1,477 or 56.9 per cent. The second largest was “Managers” with 424 or 15.2 per cent. “Elementary Occupations” and “Skilled Agricultural, Forestry and Fishery Workers” was the smallest (**See Table 2**).

Table 2: Number of Advertisements by Occupational Group

| Rank | Occupational Groups | Totals | Percentage |
|--------------|--|---------------|-------------------|
| 1 | Professionals | 1,477 | 56.9 |
| 2 | Managers | 424 | 15.2 |
| 3 | Technicians and Associate Professionals | 339 | 12.1 |
| 4 | Service and Sales Workers | 228 | 8.2 |
| 5 | Clerical Support Workers | 90 | 3.2 |
| 7 | Craft and Related Trades Workers | 84 | 2.0 |
| 8 | Plant and Machine Operators and Assemblers | 150 | 1.3 |
| 6 | Elementary Occupations | 3 | 1.1 |
| 9 | Skilled Agricultural, Forestry and Fishery Workers | 1 | 0.0 |
| Total | | 2,796 | 100 |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

Each occupational group was further disaggregated based on the Top Ten occupations advertised. For the “Professionals”, the Top Ten group included Teachers, Accountants and Analysts.

General Managers topped the list of “Managers”, while Officers were ahead for the “Technicians and Associate Professionals” (**See Table 3**).

² Jamaica Standard Occupational Classification 2015.

Among the “Service and Sales Workers”, Merchandising Supervisors and Store Sales Representatives were mostly in demand. Accounting Clerks and Senior Secretaries were the most advertised jobs for “Clerical Support Workers”. Drivers headed the “Plant and Machine Operators and Assemblers” group while Stewards topped “Elementary Occupations”. Electricians were highest for “Craft and Related Trades Workers”. In terms of the “Skilled Agricultural, Forestry and Fishery Workers” group, only a Farm Foreman position was advertised.

Table 3: Top Jobs by Occupational Groups

| Occupational Group | Top Occupations | Number of Advertisements | Percentages |
|--|---|--------------------------|-------------|
| Professionals | 1. Teachers | 1304 | 82.0 |
| | 2. Accountants | | |
| | 3. Analysts | | |
| | 4. Officers | | |
| | 5. Nurses | | |
| | 6. Administrators and Advisors | | |
| | 7. Agents and Agronomists | | |
| | 8. Artists | | |
| | 9. Programmers | | |
| | 10. Architects | | |
| Managers | 1. General Managers | 334 | 78.2 |
| | 2. Plant Managers | | |
| | 3. Project Managers | | |
| | 4. Sales Managers | | |
| | 5. Operations Managers | | |
| | 6. Directors | | |
| | 7. Principals | | |
| | 8. Floor Managers | | |
| | 9. Team Leaders | | |
| Technicians and Associate Professionals | 1. Officers (Credit, Human Resource, Loans, Case, Client Relationship) | 207 | 61.1 |
| | 2. Technicians (CAD draftsman, Science Laboratory, Fibre Optic, Pharmacy, Production Operation, Electrical) | | |
| | 3. Administrative Assistants | | |
| | 4. Sales Representatives | | |
| | 5. Secretaries | | |
| | 6. Supervisors (Merchandiser, Operation, Field/site inspection, Floor, Building) | | |
| | 7. Chefs (Italian, Line, Pastry, Executive) | | |
| | 8. Auditors | | |

| Occupational Group | Top Occupations | Number of Advertisements | Percentages |
|---|--|--------------------------|-------------|
| Service and Sales Workers | 1. Supervisors (Merchandizing, Route Sales) | 148 | 64.9 |
| | 2. Sales Personnel (Store, Telephone) | | |
| | 3. Officers | | |
| | 4. Security Officers | | |
| | 5. Merchandisers | | |
| | 6. Housekeepers | | |
| | 7. Chefs | | |
| | 8. Cashiers | | |
| | 9. Coordinators | | |
| Clerical Support Workers | 1. Clerks (Accounting, Administrative, Billing, Cash Office, Sales, Inventory, Internal Audit, estimating, Property) | 82 | 63.1 |
| | 2. Secretaries (Senior) | | |
| | 3. Customer Service Representatives | | |
| | 4. Receptionists | | |
| | 5. Sales Representatives | | |
| | 6. Warehouse Clerk | | |
| Plant and Machine Operators and Assemblers | 1. Drivers(Trailer, Truck, Salesman) | 37 | 100 |
| | 2. Operator(Forklift, Power station, Plant, Fuel Distribution, Printer) | | |
| | 3. Dump Truck Drivers | | |
| | 4. Excavator Operators | | |
| | 5. Machine Operators | | |
| | 6. Treatment Plant Operators | | |
| Elementary Occupations | 1. Stewards | 3 | 100 |
| | 2. Waitress | | |
| Craft and Related Trades Workers | 1. Electricians | 80 | 53.3 |
| | 2. Mechanics (Maintenance, Diesel, Auto) | | |
| | 3. Technicians (Refrigeration, AC, Alarm, Heavy Duty Equipment) | | |
| | 4. Meat Room Attendant | | |
| | 5. Field Supervisors | | |
| | 6. Transport Supervisors | | |
| | 7. Mason | | |
| | 8. Stitchers | | |
| | 9. Bakers | | |
| Skilled Agricultural, Forestry and Fishery Workers | 1. Farm Foreman | 1 | 100 |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

Advertisements by Industry

For the quarter, job vacancies were highest in the “Real Estate, Renting and Business Activities” industry, totalling 871 or 41.2 per cent. Next was “Education” at 686 or 24.5 per cent. This was followed by the “Financial Intermediation” industry with 278 or 9.9 per cent (See Table 4).

Table 4: Total Jobs advertised by Industry

| Industry Groups | Number of Jobs Advertised | Percentages |
|--|---------------------------|-------------|
| Real Estate, Renting and Business Activities | 871 | 31.2 |
| Education | 686 | 24.5 |
| Financial Intermediation | 278 | 9.9 |
| Public Administration and Defence, Compulsory Social Security | 220 | 7.9 |
| Hotels and Restaurants | 197 | 7.0 |
| Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods | 106 | 3.8 |
| Extra-Territorial Organizations and Bodies | 84 | 3.0 |
| Transport, Storage and Communications | 82 | 2.9 |
| Health and Social Work | 78 | 2.8 |
| Manufacturing | 69 | 2.5 |
| Other Community, Social and Personal Activities | 20 | 0.7 |
| Agriculture, Hunting and Forestry & Fishery | 16 | 0.6 |
| Electricity, Gas and Water Supply | 10 | 0.4 |
| Mining and Quarrying | 10 | 0.4 |
| Construction | 7 | 0.3 |
| Private Households with Employed Persons | 1 | 0.0 |
| No Industry Stated | 61 | 2.2 |
| Total | 2,796 | 100 |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

A review of the top occupations was also done for the industries. Jobs advertised for the “Real Estate, Renting and Business Activities” industry included Accountants and Managers and for the “Education” industry, Mathematics Teachers were mostly in demand.

Accountants and Collection Officers were mainly available in the “Financial Intermediation” industry and Hotel and Project Managers were in greatest demand in the “Hotels and Restaurants” industry,

Advertisements for Analysts, Medical Officers and Business Development Officers were the leading vacancies in the “Public Administration and Defence, Compulsory Social Security” industry.

Cashiers and Sales Representatives were the leading vacancies for the “Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods” industry. Psychologists and Analysts were mostly in demand for the “Extra-territorial Organisations and Bodies” industry. Meanwhile, Drivers and Forklifts Operators topped the list for the “Transport, Storage and Communications” industry.

For the “Health and Social Work” industry, Specialist and Registered Nurses registered high among jobs which were needed for the sector.

Artisans, Electrician Maintenance and Stitchers were some of the vacancies advertised in the “Other Community, Social and Personal Activities” industry, while Electrician, Science and LPG Technicians were the leading vacancies for the “Electricity, Gas and Water Supply”.

Vacancies for the “Construction” industry were mostly for Architects. Meanwhile, Housekeeper positions were advertised for the “Private Households with Employed Persons” **(See Table 5)**.

Table 5: Top Jobs Advertised by Industries

| Industry | Top Five Occupations |
|---|--|
| Education | <ol style="list-style-type: none"> 1. Teachers (Mathematics, Electric and Electronics, Nursing, English Language, Information Technology, Agriculture Science, Building Technology, Computer Science, Biology, Geography, Technical Drawing) 2. Lecturers (Information Technology, Management, Mortuary, Criminal Justice, Nursing Public Health, Spanish) 3. Principals and Vice Principals 4. Nurses (School and Registered) |
| Real Estate, Renting and Business Activities | <ol style="list-style-type: none"> 1. Accountants (Chief, Executive, Financial, General, Senior, Supervisor) 2. Managers (Assistant, Zone, Business Development, Food & Beverage, Operations, Plant, Construction) 3. Officers (Driving & Logistics, Public, Armed and Unarmed Security) 4. Representatives (Sales, Customer Service, Development and Client Relationship, Medical) 5. Analysts (Credit, Commercial, Senior Business, Commercial, Programme, Quality Assurance, Postal Crime, Billing) 6. Technicians (AC, Fibre Optic, CAD, |

| Industry | Top Five Occupations |
|---|---|
| | Electrical, 7. Clerks(Accounting, Inventory, Payroll, Warehouse) 8. Paralegals 9. Graphic Artist 10. Technical Architect |
| Hotels and Restaurants | 1. Accountants 2. Cooks 3. Agents (front desk, concierge) 4. Chef(Sous, Pastry, Italian) 5. Managers(Food & Beverage, Hotel, Laundry, Restaurant) 6. Kitchen Trainees 7. Housekeepers 8. Officers (Client Relationship, Purchasing) 9. Bar & Restaurant Supervisors |
| Public Administration and Defence Compulsory Social Security | 1. Analysts (Senior, Investment, Quality Assurance) 2. Medical District and Medical Business Development Officers 3. Pharmacists |
| Financial Intermediation | 1. Accountants(Junior, Chief, Investment, Portfolio) 2. Officers(Collection, Credit, Loan, Product Development) 3. Internal Auditor Supervisors 4. Advisors 5. Client Services Agent |
| Health and Social Work | 1. Nurses (Registered, Specialist) 2. Pharmacists and Pharmacy Technicians 3. Medical Physicist 4. Dental Hygienist |
| Wholesale and Retail Trade; Repair of Motor Vehicles, Motorcycles and Personal and Household Goods | 1. Sales Representatives 2. Cashiers 3. Merchandisers 4. Managers 5. Merchandiser Supervisor |
| Manufacturing | 1. Sales and Haulage Contractor 2. Managers 3. Plant Operators 4. Route Sales Supervisors 5. Sales Representatives |
| Extra-Territorial Organizations and Bodies | 1. Psychologists 2. Doctors 3. Analysts |

| Industry | Top Five Occupations |
|---|---|
| Transport, Storage and Communications | 1. Drivers (Coach, Delivery) 2. Forklift Operators |
| Other Community, Social and Personal Activities | 1. Artisans 2. Maintenance Electrician 3. Stitchers 4. Nail Technicians 5. Beauty Technicians |
| Electricity, Gas and Water Supply | 1. Maintenance Technicians 2. Machine Operators 3. Electrical Technicians 4. LPG Technician |
| Mining and Quarrying | 1. Laboratory Assistants 2. Project Officers 3. Power Station Operators |
| Agriculture, Hunting and Forestry & Fishery | 1. Agronomists 2. Accountants 3. Assistant Pulper |
| Construction | 1. Architects 2. Payroll Officers |
| Private Households with Employed Persons | 1. Housekeeper |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

REQUIRED CERTIFICATION AND QUALIFICATION FOR JOBS ADVERTISED

Of the 2,796 vacancies analyzed, 2,276 or 81.4 per cent specified the required qualifications or certifications for the jobs. Bachelors or First Degree figured prominently, with 40 per cent of vacancies requiring this type of qualification (**See Table 6**). This level of qualification was mostly required for Accounting Professionals and Managers, both a Bachelors and Masters Degree was required for Lecturers.

Associate Degree was required for mainly Administrative Assistants, Technicians, Sales Representatives and Nurses.

A minimum of three (5) CXCs was required for jobs in the “Clerical and Support Workers” group and “Service and Sales Workers” group.

Certification was needed for most position that did not specify type qualification, for example certification in Business, HEART Trust /NTA Cosmetology, Food Service and Hospitality, Information Technology, MySol, MS SQL, and UNIX.

Computer skills in Microsoft Office and Quick Books remained high on the list which recruiters need candidates to have.

For most positions, working experience or training in a related field were critical for successfully attaining a job. Sixty five percent of the jobs advertised required persons with working experience. Of this amount, 42 per cent required persons with 1-3 years of experience.

Table 6: Qualifications Required

| Types of Qualification | Numbers | Percentages |
|---------------------------------|---------------------------|-------------|
| Bachelors Degree | 912 | 40.0 |
| Diploma or Associate Degree | 544 | 23.9 |
| Certification(Teaching, NCTVET) | 497 | 32.8 |
| ACCA | 202 | 8.9 |
| CXC, CSEC | 179 | 7.9 |
| Masters | 151 | 6.6 |
| Other Qualification | 62 | |
| Total | 2, 547³ | 100 |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

JOB ADVERTISEMENTS BY PARISH

Kingston and St. Andrew (KSA) received the highest number of job vacancies, totalling 1,437 or 59.9 per cent of the jobs advertised. St. James followed, amounting to 249 or 10.4 per cent. The lowest number of vacancies was observed in St. Thomas with 8 or 0.3 per cent, followed by Portland with 11 or 0.5 per cent (**See Table 7**).

Table 7: Total Job Advertisements by Parish

| Parish/Locality | Total Jobs Advertised | Percentages |
|-----------------|-----------------------|-------------|
| KSA | 1,440 | 60 |
| St. James | 249 | 10.4 |
| St. Catherine | 206 | 8.6 |
| St. Ann | 123 | 5.1 |
| Manchester | 101 | 4.2 |
| Clarendon | 63 | 2.6 |
| Westmoreland | 61 | 2.5 |
| St. Elizabeth | 56 | 2.3 |
| Hanover | 32 | 1.3 |
| Trelawny | 24 | 1.0 |
| St. Mary | 13 | 0.5 |
| Portland | 11 | 0.5 |

³ Figure is overstated due to the overlap in the types of qualification required, e.g. Requiring Diploma and/or Associate Degrees.

| Parish/Locality | Total Jobs Advertised | Percentages |
|----------------------------|-----------------------|-------------|
| St. Thomas | 8 | 0.3 |
| Total Parish Stated | 2,395 | |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

For KSA, Accountants, Customer Service Representatives, Analysts, Directors and Managers were the leading positions advertised, totalling 84 or 13.1 per cent of jobs advertised in the parish. Accountant/Accounting Clerks followed with 35 or 5.5 per cent (**See Table 8**).

Table 8: Top Ten Jobs Advertised in KSA

| Rank | Occupations | Number of Vacancies |
|------|------------------------------|---------------------|
| 1 | Managers | 167 |
| 2 | Accountant/Accounting Clerks | 161 |
| 3 | Analysts | 135 |
| 4 | Officers | 116 |
| 5 | Teachers | 105 |
| 6 | Administrators | 69 |
| 7 | Sales Representatives | 51 |
| 8 | Directors | 37 |
| 9 | Advisors | 26 |
| 10 | Nurses | 25 |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

- **St. James**

For the Parish of St. James, 249 vacancies were recorded. Managers, topped the list of vacancies ahead of Nurses (**See Table 9**).

Table 9: Top Jobs Advertised in St. James

| Parish | Top Ten Jobs |
|-----------|--|
| St. James | <ol style="list-style-type: none"> 1. Managers (Hotel, Restaurant, Distribution, Water sports, Safety & Security) 2. Nurses 3. Accountants 4. Agents 5. Drivers 6. Administrative Assistants 7. Chefs 8. Lecturers |

| Parish | Top Ten Jobs |
|--------|--------------|
| | 9. Teachers |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

- **St. Catherine**

This parish received 206 or 8.6 per cent of the total vacancies recorded for the quarter. Job openings were highest for Teachers, followed by Lecturers (**See Table 10**).

Table 10: Top Jobs Advertised in St. Catherine

| Parish | Top Jobs |
|----------------------|---|
| St. Catherine | <ol style="list-style-type: none"> 1. Teachers(CAPE, Chemistry, Mathematics, English Language) 2. Lecturers 3. Accountants 4. Agronomists 5. Librarian 6. Secretaries |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

- **St. Ann**

One hundred and thirty one 131 or 5.1 percent of the vacancies were posted for the parish. Teachers topped the list of jobs, which included Reading, Mathematics and English Language Teachers. These were followed by Lecturers (**See Table 11**).

Table 11: Top Jobs in St. Ann

| Parish | Top Jobs |
|----------------|---|
| St. Ann | <ol style="list-style-type: none"> 1. Teachers (Reading, Mathematics, English Language) 2. Lecturers 3. Managers (Product, Public Area, Water sports) 4. Analysts(Purchasing) 5. Drivers 6. Principals 7. Sales Representatives |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

- **Manchester**

There was an increase in the number of vacancies for Manchester, with 101 or 4.2 per cent compared to 77 or 5.9 in the previous period. This represents an increase of 31.2 per cent over the last quarter. Teachers were mostly in demand, followed by Lecturers (See Table 11).

Table 11: Top Jobs Advertised in Manchester

| Parish | Top Jobs |
|------------|--|
| Manchester | <ol style="list-style-type: none"> 1. Teachers(French, Spanish, Mathematics) 2. Lecturers 3. Managers (Branch, Regional) 4. Registered Nurses 5. Assistant Bursars 6. Drivers 7. Architects 8. Technicians |

Source: Gleaner and Observer newspapers (July 3 to September 30, 2016)

- **Clarendon , Westmoreland, St. Elizabeth, Trelawny**

Teacher positions were the most advertised jobs for the parish of Clarendon. Managerial positions to include Hotel, Room Division and Human Resource were the most advertised jobs for Westmoreland. Other jobs included Mathematics and Special Education Teacher positions. Agriculture Science, Chemistry, Biology and Mathematics Teachers were among the top jobs advertised for St. Elizabeth. Teachers and Pharmacists made the list for Trelawny.

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

Teaching positions were also mostly advertised in Portland and St. Mary. Meanwhile, Managers and Medical Officers Positions and Medical Personnel were needed in St. Mary. Sales Representatives and Managers topped the list for Hanover.

Jobs Advertised in other countries

A number of jobs were advertised for countries outside Jamaica. Jobs were advertised from countries such as Antigua, Barbados, Canada, Guyana, Montserrat, Turks and Caicos and the United Kingdom. Among the jobs were Managers, Chief Executive Officers, Financial Accountants, Business Examination Service, Project Finance Officers, Registered Nurse, Programme Managers, Project Officers, Special Technician Assistants, Mathematics Teachers, Mental Health Wardens, Sales and Marketing Analysts and Registered Nurses.

Jobs Advertised by the Electronic Labour Exchange (ELE) Unit

An examination of the jobs which were available through the ELE for the period revealed that there were approximately 502 vacant positions (**See Table 12**). Sales Representative was the top position, followed by Cashier. English Language (CSEC) was prominently featured throughout the list of qualifications needed for these jobs.

Vacancies were available in seven (7) of the fourteen parishes. For the Parish of Manchester, Bartenders, Cashiers, Cooks and Customer Service Representatives were among some of the jobs available.

For Kingston and St. Andrew, Accounting Technician, Bearer, Maintenance Technician, Carpenter and Cashier were among the list of vacancies advertised.

Administrative Assistants Customer Service Executive, Housekeeping Attendant and Kitchen Assistant jobs were some of the vacant positions in the parish of St. James.

St. Elizabeth had jobs such as Cahier, Chef, Computer Technician and Front Desk Personnel.

Clarendon and Portland had similar positions which include Sales Representatives.

Table 12: Jobs Advertised by ELE

| Parish | Jobs |
|--------------------------------|---|
| Manchester | Bartender, Cashier, Cook, Customer Service Representative, Days Worker, Electrical Engineer, Janitor, Live In Helper, Merchandiser, Office Clerk, Painter, Plant Worker, Plumber, Sales & Marketing Representative, Sales Clerk, Store Clerk, Supervisor, Web Developer, Toll Collector |
| Kingston and St. Andrew | Accounting Technician, Bearer, Maintenance, Technician, Carpenter, Cashier, Customer Service Executive, Elevator Installer and Technician Information Technology (IT) Officer, Sales Representative Senior Secretaries |
| St. James | Administrative Assistant, Customer Service Executive, Housekeeping Attendant, Kitchen Assistant, Merchandiser Paralegal Officer, Sales Agent, Sales Representative, Store Attendant |
| Trelawny | Nail Technician |
| St. Elizabeth | Cashier, Chef, Computer Technician, Customer Service Representatives, Front Desk Personnel, Pharmacy Assistant Practical Nurse, Sale & Marketing Representative, Sales Representative, Support Technician |
| Clarendon | Customer Service Officer , Sales Representatives, Front Desk Personnel, Housekeeper |
| Portland | Sales Representatives |

Work Permits Approved

A work permit is mainly approved on the premise that local workers in specific occupations are in short supply. This section reviews work permits approved by MLSS during the period July 3 to September 30, 2016. It shows the types of positions that were available locally which were filled by work permit applicants. The total number of work permits issued was 1, 359 and this included both new and renewal applications.

Approximately 48.5 per cent of the top work permits were granted to persons in Managerial positions.

The main occupations were as follows:

1. Department Managers, Production & Operations/Wholesale Trade
2. Department Managers, Administration
3. Managers In Other Service Organizations
4. Department Managers, Sales
1. Technicians⁴
2. Cooks⁵
5. Department Managers, Production & Operations/Retail Trade
6. Department Managers, Production & Operations/Construction
7. Fishermen and Women, Coastal Waters
8. Department Managers, Production & Operations/Hotel
9. Dancers, Night Club/Entertainment Centre⁶
10. Electricians⁷
11. Department Managers, Supplies
12. Department Manager, Production & Operations/Communication
13. Fishermen and Women, Deep Sea
14. Other Engineers
15. Plumbers⁸
16. Engineers⁹
17. Assemblers, Wood products¹⁰
18. Lecturers, University

⁴ Workers in Construction and Engineering in Telecommunications Sector.

⁵ These are workers specializing in Chinese, Italian, and Indian cuisine.

⁶ These are trained cultural dancers in the hospitality sector.

⁷ Specialist workers in the expansion and construction of hotels and projects to include dorms at UWI.

⁸ Ibid

⁹ Ibid

¹⁰ These workers are involved in scaffolding work.