

Job Vacancies, 2014



**MINISTRY OF
MANPOWER**

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Notations:

- : nil or negligible
n.a. : not applicable
s : suppressed

List of Abbreviations:

PMETs : Professionals, Managers, Executives & Technicians
RAF : Rank- And- File

Highlights

- Job vacancies rose over the year to 67,400 in September 2014. *Service & sales workers* (15,330 or 25% of total vacancies) such as *shop sales assistants, security guards* and *waiters* were in keen demand. This was followed by *associate professionals & technicians* (12,000 or 19%) and *professionals* (8,770 or 14%).
- The *services* industry accounted for four in five of all vacancies in September 2014. The bulk of the vacancies came from *community, social & personal services*, reflecting the expansion of childcare and pre-schools, healthcare and tertiary institutes. In addition, the opening of new shopping malls supported robust hiring in *wholesale & retail trade, accommodation & food services* and *administrative & support services*. *Manufacturing* contributed another 13% of the vacancies, while the remaining 5.7% came from *construction*.
- The proportion of vacancies unfilled for at least six months (41%) and those hard to fill by locals¹ (67%) were broadly unchanged from a year ago, as the labour market remained tight. Non-PMETs continued to form the majority of such openings, especially for *service & sales workers* and *cleaners, labourers & related workers*.
- Reflecting the predominance of lower-end jobs among the hard-to-fill vacancies, *unattractive pay* (affecting 46% of hard-to-fill vacancies), *preference for a shorter workweek* (39%), *physically strenuous job nature* (37%) and *shift work* (31%) were the common reasons employers cited for difficulty in recruiting locals.
- There were vacancies available for all educational levels, with more for both ends of the educational spectrum. Specifically, those requiring at least primary or lower (14,720 or 24%) and university degree qualifications (13,060 or 21%) were most in demand. There were also many openings requiring secondary (11,430 or 18%), diploma & professional qualifications, (11,400 or 18%), lower secondary (6,280 or 10%) and post-secondary qualifications (5,520 or 8.8%).

¹ Locals refer to Singapore Citizens and Permanent Residents.

Job Vacancies, 2014

1 Introduction

1.1 This annual report analyses the job vacancy situation in 2014, highlighting occupations in demand, top hiring industries, required qualifications and working experience. It also identifies openings that are vacant for extended periods and those employers report hard to fill by locals.

1.2 Job vacancies are openings for which employers are actively recruiting employees from outside their establishments. These can be new positions created due to business expansions or existing positions that have become vacant arising from staff turnover. Job vacancy statistics measures unmet demand for manpower and changes over time can reflect occupational shifts in the economy. Information on job vacancies can also help jobseekers and employers make informed decisions.

1.3 Data on job vacancies for broad occupational groups are collected from the quarterly Labour Market Surveys conducted by the Manpower Research and Statistics Department on private establishments (each with at least 25 employees) and the public sector. More comprehensive vacancy information on detailed occupations, industries, qualifications and working experience required are collected annually through the Job Vacancy Survey on positions unfilled as at September. Details of the survey coverage and methodology are in [Appendix I](#).

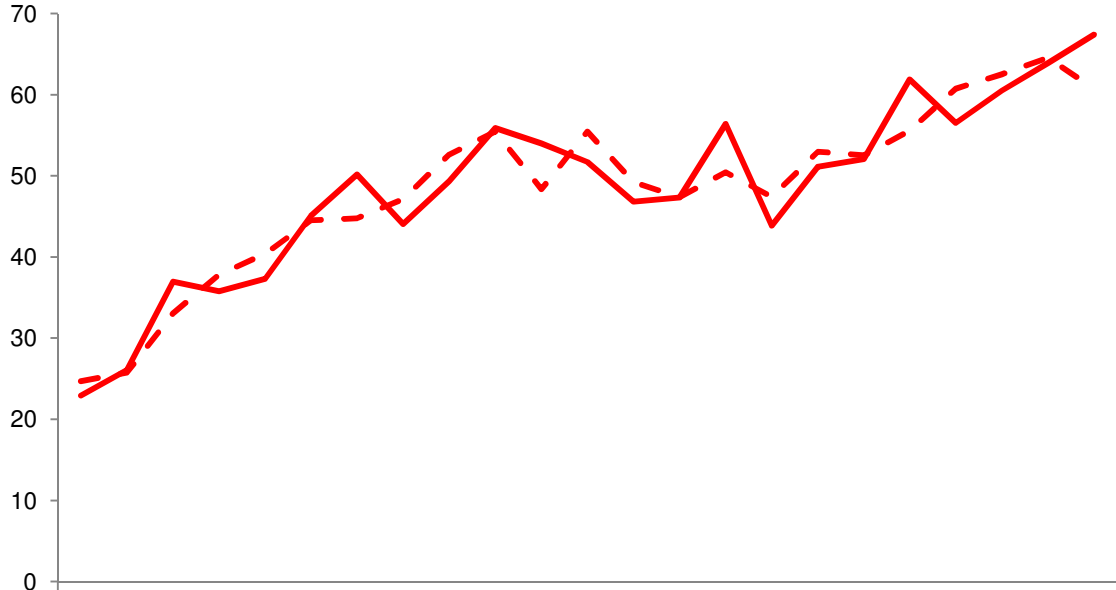
2 Overview

Job vacancies continued to rise over the year

2.1 Job vacancies rose over the year to 67,400 in September 2014, from 61,900 recorded a year ago. However, September's number of job vacancies declined on a seasonally adjusted basis from June 2014, broadly reflecting the moderated business conditions in the second half of 2014 ([Chart 1](#)).

Chart 1: Job Vacancies

Number ('000)



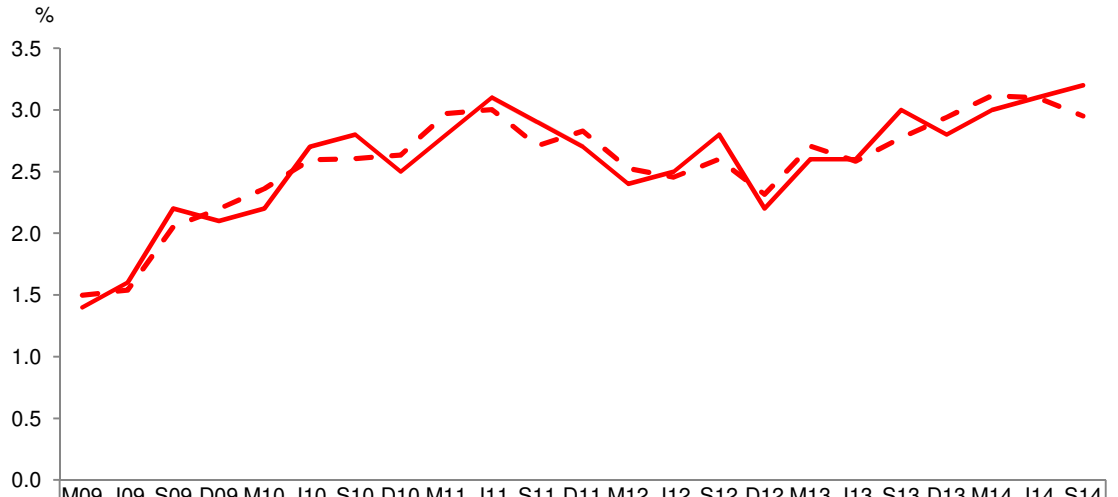
	M09	J09	S09	D09	M10	J10	S10	D10	M11	J11	S11	D11	M12	J12	S12	D12	M13	J13	S13	D13	M14	J14	S14
— Non-Seasonally Adjusted	22.9	26.1	36.9	35.8	37.3	45.1	50.2	44.1	49.3	55.9	54.0	51.7	46.8	47.3	56.4	43.9	51.1	52.1	61.9	56.5	60.5	63.9	67.4
- - Seasonally Adjusted	24.7	25.8	33.1	37.8	40.4	44.5	44.8	47.1	52.6	55.5	48.4	55.4	49.2	47.4	50.5	47.4	53.0	52.5	55.6	60.7	62.5	64.6	60.7

Source: Labour Market Survey, MOM

Note: Data pertain to private sector establishments each with at least 25 employees and the public sector.

2.2 Overall, job vacancies formed 3.2% of total manpower demand in September 2014, higher than the 3.0% last year. Compared to the preceding quarter, seasonally adjusted job vacancy rate edged down from 3.1% in June to 2.9% in September 2014.

Chart 2: Job Vacancy Rate



Source: Labour Market Survey, MOM

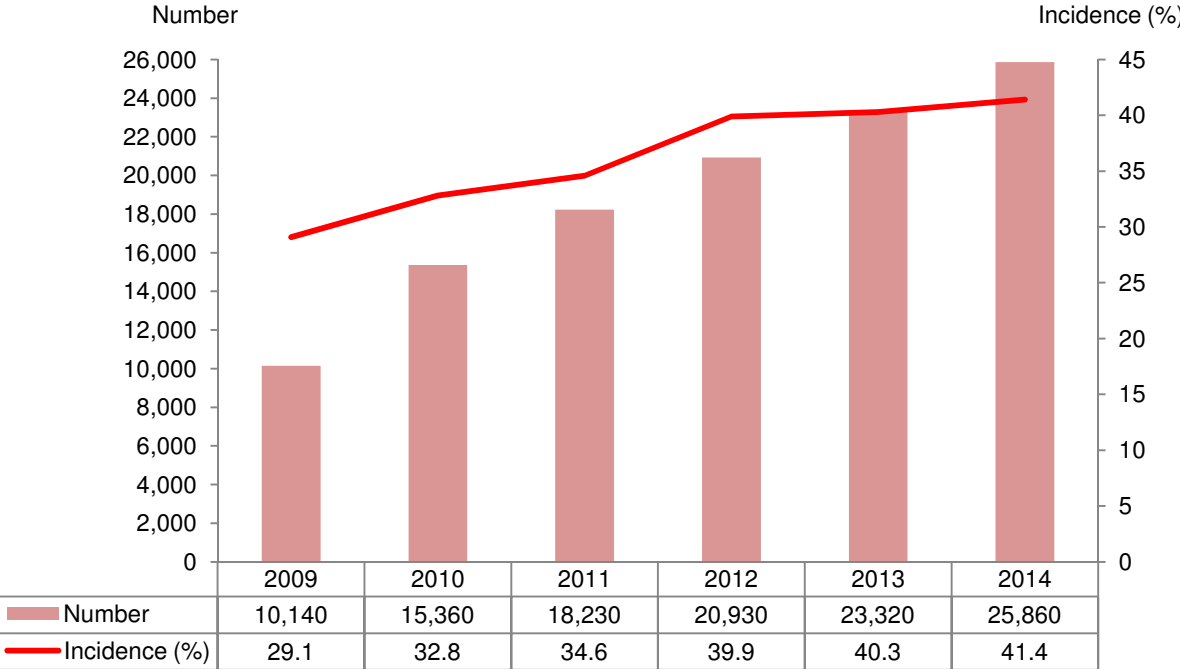
Note: Data pertain to private sector establishments each with at least 25 employees and the public sector.

No discernible increase in hiring difficulties among employers

2.3 The proportion of vacancies unfilled for at least six months and openings listed as hard to fill by locals² remained broadly unchanged from a year ago.

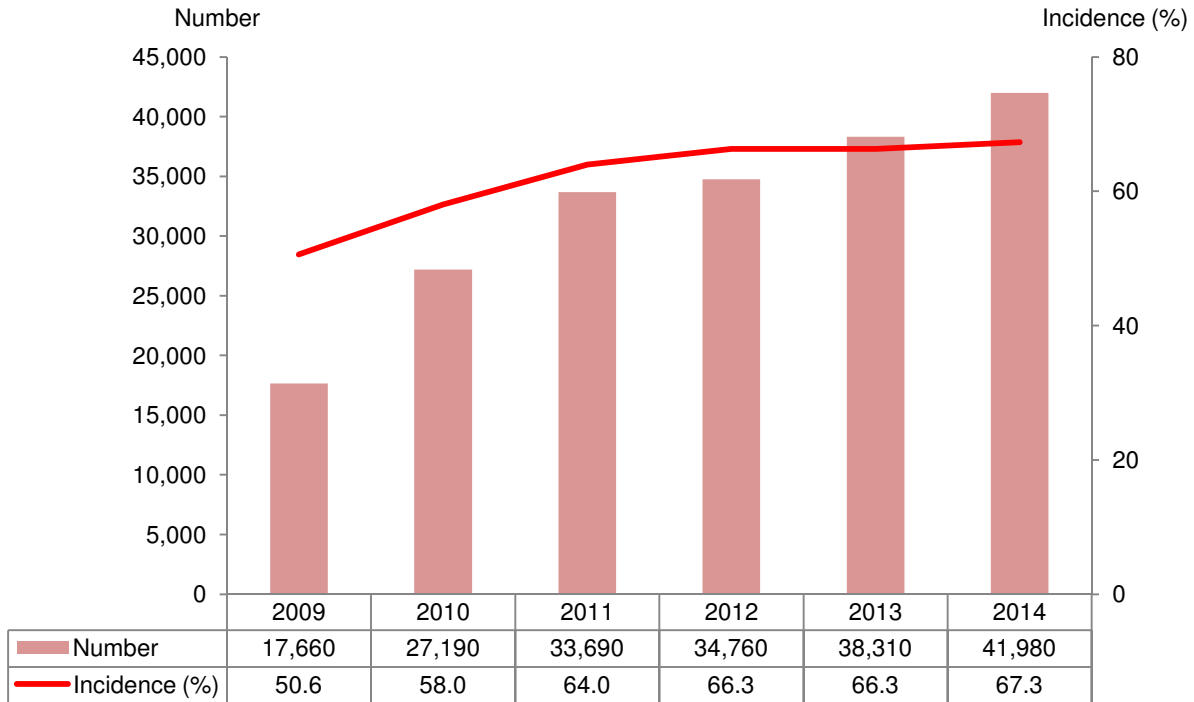
² Locals refer to Singapore Citizens and Permanent Residents.

**Chart 3: Number And Incidence Of Vacancies Unfilled For At Least Six Months, 2009 – 2014
(As At September)**



Source: Job Vacancy Survey, MOM

**Chart 4: Number And Incidence Of Vacancies Hard To Fill By Locals, 2009 – 2014
(As At September)**

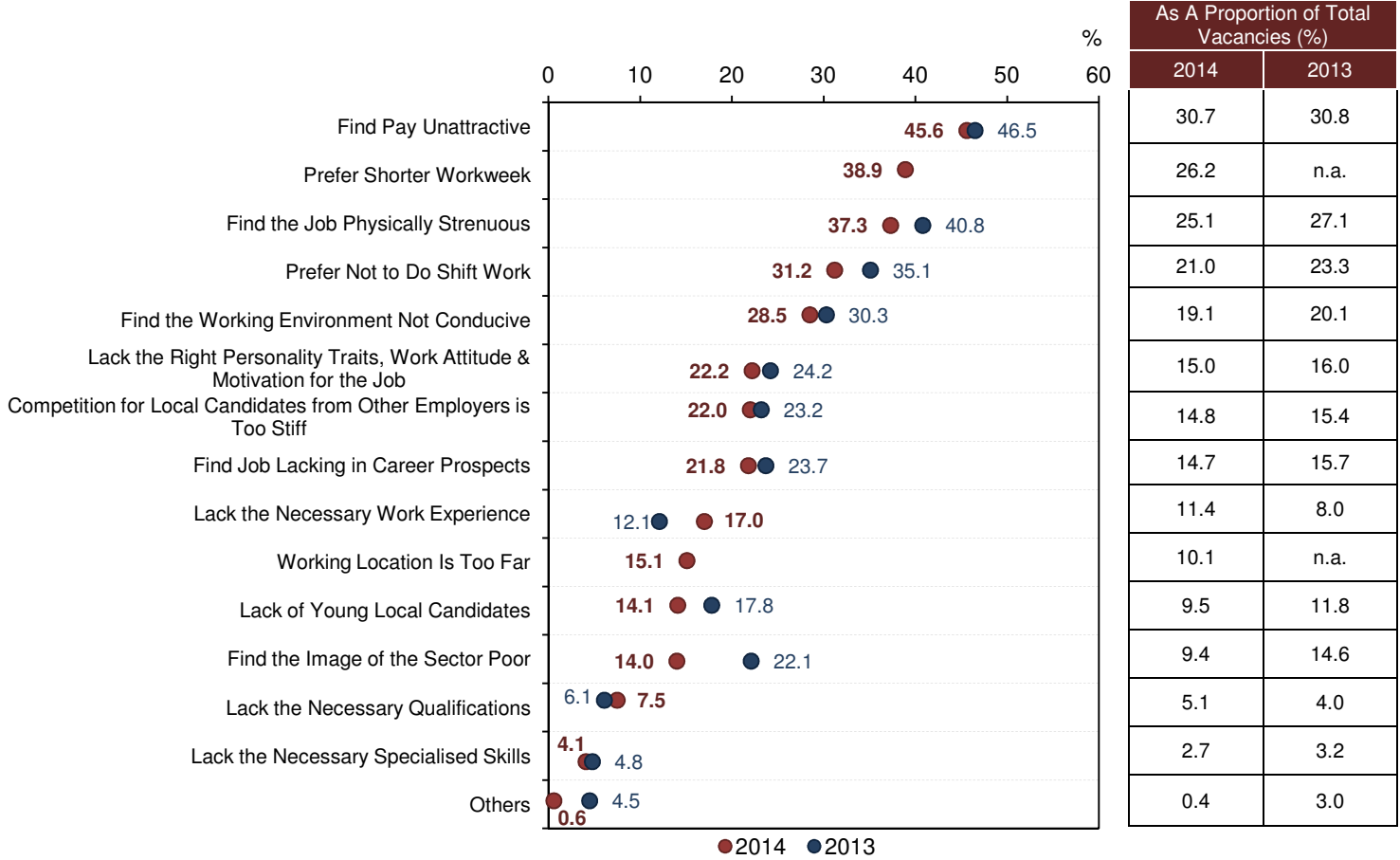


Source: Job Vacancy Survey, MOM

Unattractive pay, preference for a shorter workweek, physically strenuous job nature, and shift work remained main barriers cited for difficulty in hiring locals

2.4 Hard-to-fill vacancies could be due to genuine skills shortages when the supply of suitably qualified workers is less than demand; or job-specific conditions e.g. unattractive pay and working conditions offered by employers. Reflecting the predominance of rank-and-file jobs among the hard-to-fill vacancies, *unattractive pay* (affecting 46% of hard-to-fill vacancies), *preference for a shorter workweek* (39%), *physically strenuous job nature* (37%) and *shift work* (31%) were the common reasons employers cited for difficulty in recruiting locals. A smaller proportion of the hard-to-fill vacancies were due to *lack of necessary work experience* (17%), *qualifications* (7.5%) and *specialised skills* (4.1%) (Chart 5).

Chart 5: Reasons Vacancies Were Hard To Fill By Locals, 2013 And 2014 (As At September)



Source: Job Vacancy Survey, MOM

Notes:

- (1) Establishments were allowed to indicate more than one reason for vacancies being hard to fill by locals.
- (2) Preference for shorter workweek and working location being too far were added in the list of options in 2014 Job Vacancy Survey.
- (3) Figures in chart are expressed as a proportion of the hard-to-fill vacancies.
- (4) Figures in table are expressed as proportion of total vacancies.
- (5) 'n.a.': Not available.

3 By Occupational Group

Service & sales workers, associate professionals & technicians and professionals were most sought after

3.1 Job openings were available across all occupations. *Service & sales workers* (15,330 or 25% of total vacancies) remained most sought after, amid sustained demand for workers in the domestic-oriented services industries³. This was followed by *associate professionals & technicians* (12,000 or 19%), *professionals* (8,770 or 14%) and *cleaners, labourers & related workers* (7,710 or 12%) (Chart 6).

3.2 Among the *professionals, managers, executives & technicians* (PMETs), *teaching professionals* (1,770), *management executives* (1,550) and *sales & marketing managers* (840) topped the list. Within the non-PMET group, *shop sales assistants* (3,730), *security guards* (2,250), *waiters* (2,200), *cleaners in offices & other establishments* (1,850), *receptionists and information clerks* (1,600), *general office clerks* (1,230), *cleaners & helpers in hotels & related establishments* (1,230), and *civil engineering/building construction labourers* (1,030) were in demand. A listing of specific top ten occupations within each occupational category can be found in Table 1, the occupational matrix.

Chart 6: Job Vacancies By Occupation, 2014 (As At September)

Occupation	Number Of Job Vacancies	Share Of Job Vacancies (%)	Year-On-Year Change	
			Number	Percentage change (%)
Service & Sales Workers	15,330	24.6	+800	+5.5
Associate Professionals & Technicians	12,000	19.2	+2,450	+25.6
Professionals	8,770	14.0	+680	+8.4
Cleaners, Labourers & Related Workers	7,710	12.4	-540	-6.6
Managers & Administrators	4,820	7.7	+760	+18.7
Clerical Support Workers	4,540	7.3	+340	+8.1
Plant & Machine Operators & Assemblers	4,250	6.8	+250	+6.3
Craftsmen & Related Trades Workers	3,850	6.2	+40	+1.0

Source: Job Vacancy Survey, MOM

Note: Job vacancies for Workers Not Classified by Occupation and Agricultural & Fishery Workers are not reflected here.

³ Domestic-orientated services industries such as retail trade (+3,500), food & beverage services (+2,700), administrative & support services (+8,200) and community, social & personal services (+22,900) registered high employment gains in the first nine months of 2014. Source: "Labour Market, Third Quarter 2014", MOM.

Job openings rose over the year for nearly all occupational groups, notably so for associate professionals & technicians

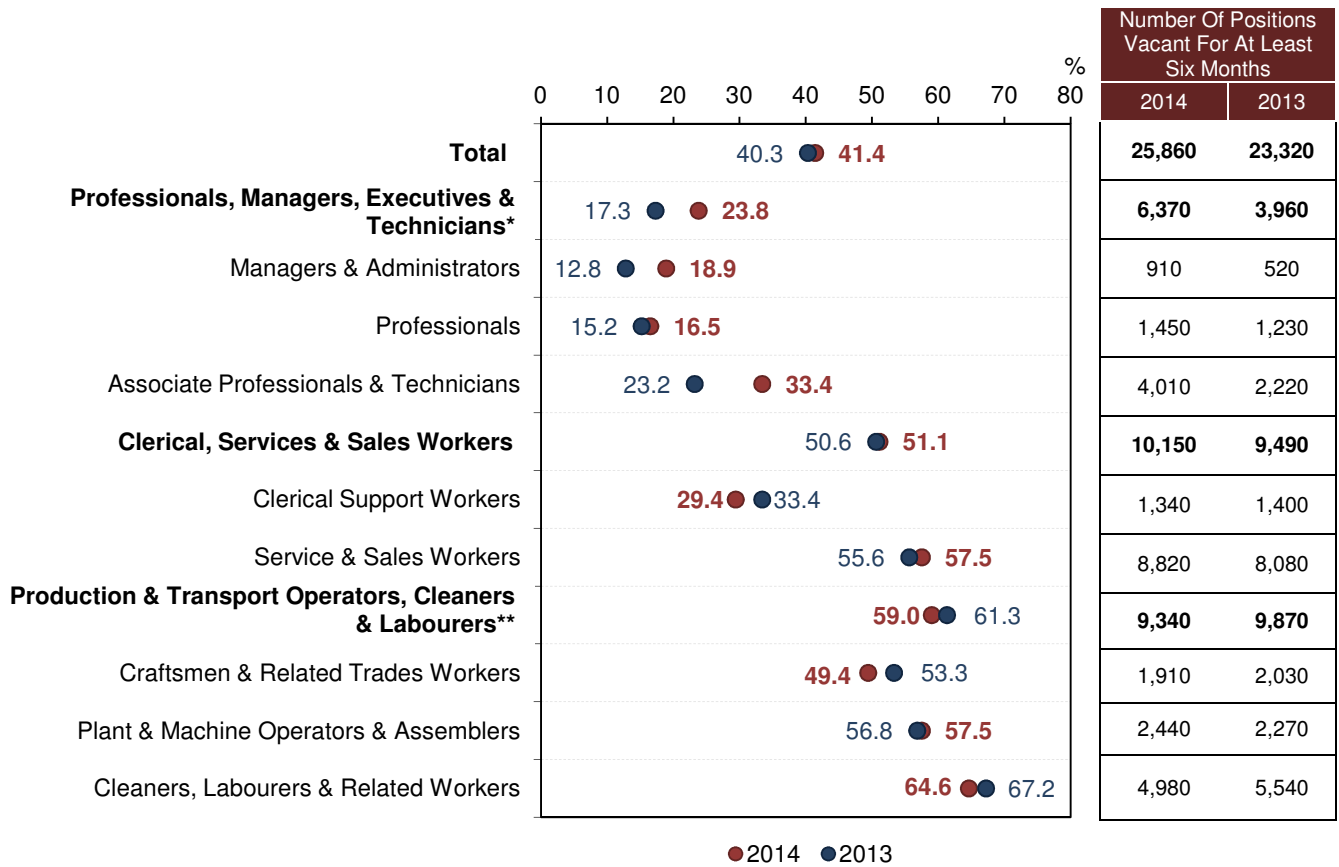
3.3 There were more job openings this year for nearly all occupational groups. The increase in job vacancies was most notable for *associate professionals & technicians* (+2,450 or +26%), with *registered nurses* (+480), *enrolled/ assistant nurses* (+370), *government associate professionals (excluding uniformed officers)* (+190) and *management executives* (+150) forming almost half of the increase in the group. There were also more openings for *service & sales workers* (+800 or +5.5%), *managers & administrators* (+760 or +19%) and *professionals* (+680 or +8.4%). In contrast, vacancies for *cleaners, labourers & related workers* declined by 6.6% (or -540) over the year (Chart 6).

Most openings unfilled for extended periods and hard-to-fill by locals were for non-PMET jobs

3.4 Vacancies for non-PMETs continued to form the majority of openings unfilled for extended periods (19,500 or 75%) and hard to fill by locals (29,190 or 70%). Openings for *rank-and-file (RAF)* occupations were more likely to be unfilled for extended periods and hard to fill by locals. Specifically, more than one in two vacancies for *cleaners, labourers & related workers* (65%), *plant & machine operators & assemblers* (58%) and *service & sales workers* (57%) were unfilled for at least six months. Similarly, about nine in ten vacancies for *craftsmen & related trade workers* (92%), *cleaners, labourers & related workers* (91%) and *plant & machine operators & assemblers* (91%) were hard to fill by locals. While PMET vacancies tend to register lower incidence for being unfilled for extended periods and hard to fill by locals, the proportions rose substantially over the year in 2014, amid the tight labour market.

3.5 A listing of top ten occupations with positions unfilled for at least six months and hard to fill by locals among PMETs and non-PMETs are in Annex – Table A1, A3, A4.

Chart 7: Number And Incidence Of Vacancies Unfilled For At Least Six Months By Occupation, 2013 And 2014 (As At September)

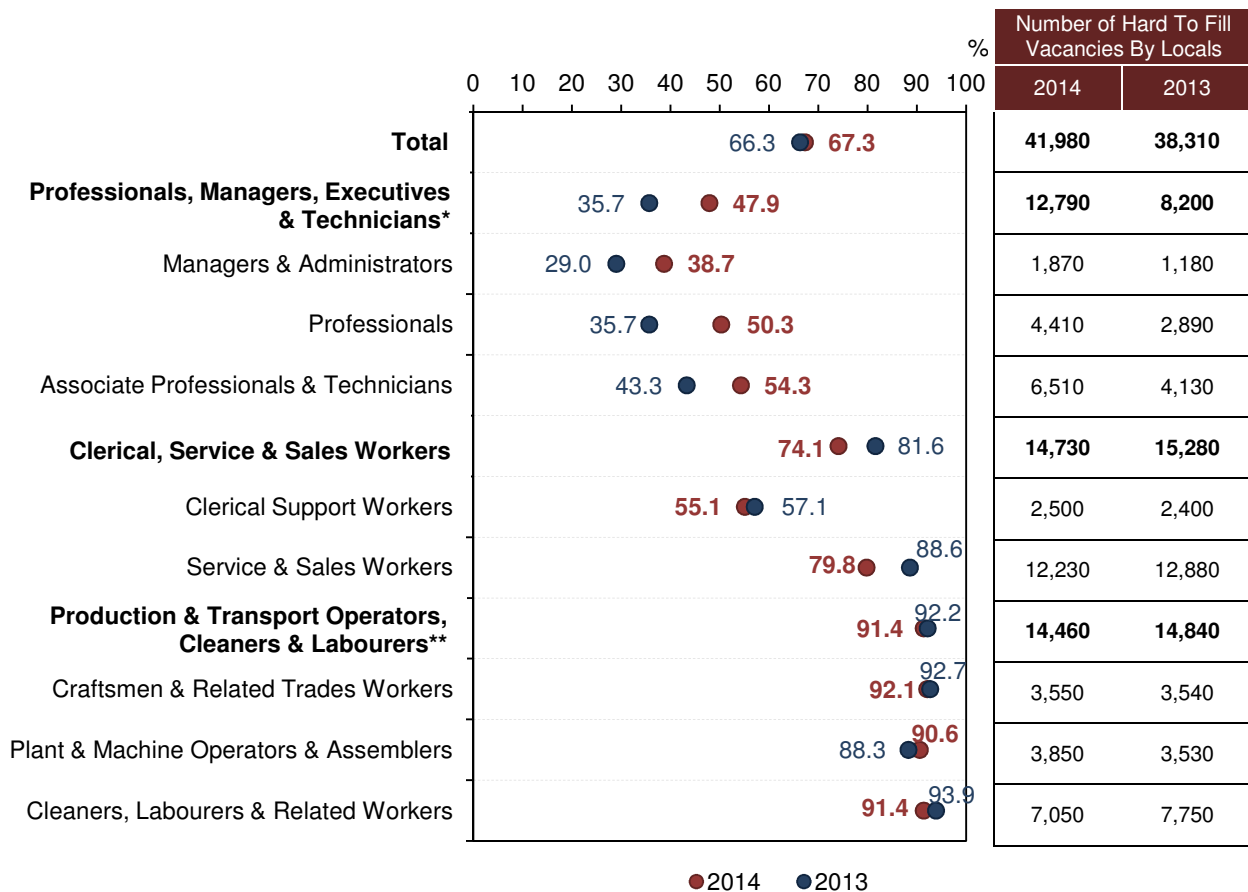


Notes:

- (1) * includes Workers Not Classified by Occupation.
- (2) ** includes Agricultural & Fishery Workers.

Source: Job Vacancy Survey, MOM

Chart 8: Number And Incidence Of Vacancies Hard To Fill By Locals By Occupation, 2013 And 2014 (As At September)



Source: Job Vacancy Survey, MOM

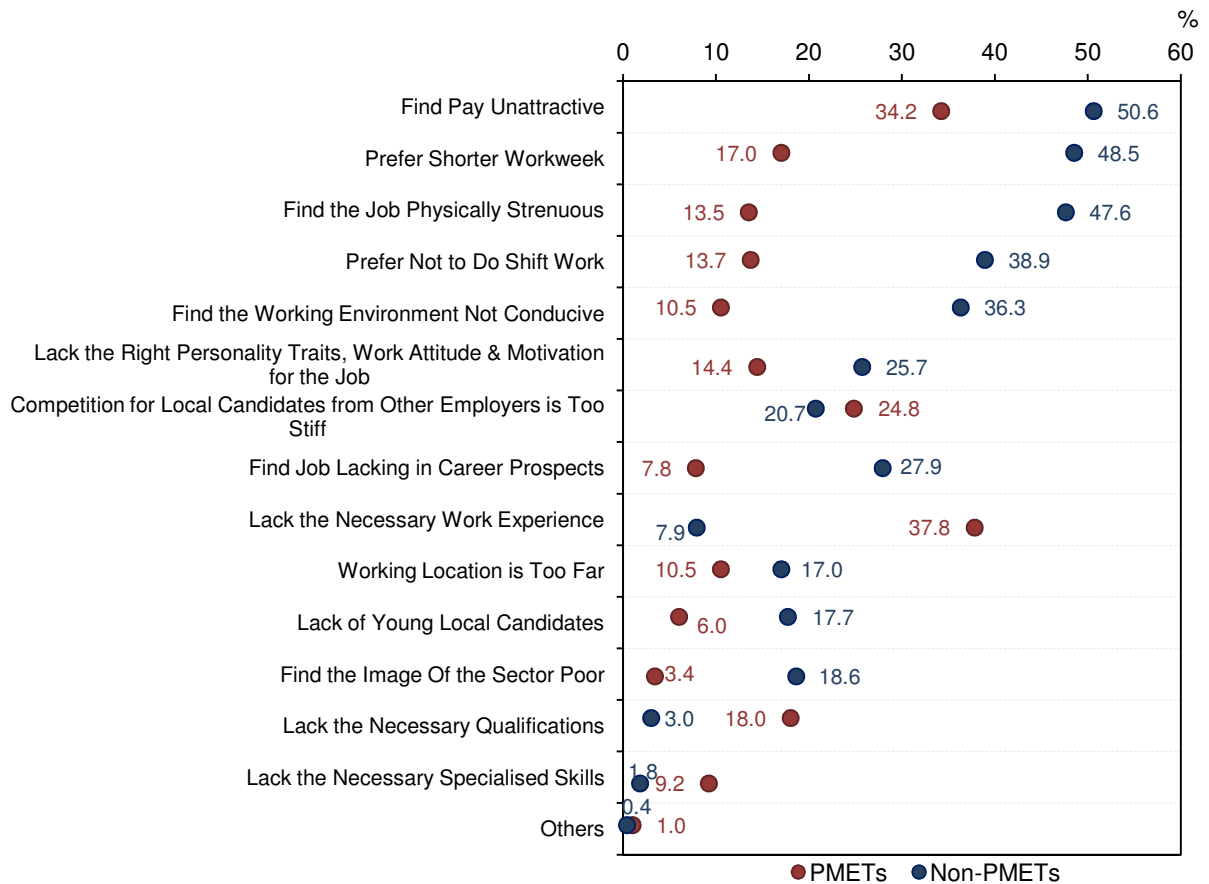
Notes:

- (1) * includes Workers Not Classified by Occupation.
- (2) ** includes Agricultural & Fishery Workers.

Specific job conditions were commonly cited in non-PMET hard-to-fill vacancies; while for PMETs, lack of work experience and qualifications and competition for limited pool of candidates were more pertinent

3.6 Employers were more likely to indicate job-specific conditions pertaining to *low pay, long workweek (preference for shorter workweek) and physically strenuous (job nature)* as key reasons for hard-to-fill non-PMET vacancies. On the other hand, skills shortages e.g. *lack of specialised experience and qualifications and competition for limited pool of local candidates* were more pertinent to hard-to-fill PMET vacancies (Chart 9).

**Chart 9: Reasons Vacancies Were Hard To Fill By Locals By Broad Occupational Group, 2014
(As At September)**



Source: Job Vacancy Survey, MOM

Notes:

- (1) Establishments are allowed to indicate more than one reason for vacancies being hard to fill by locals.
- (2) Figures in chart are expressed as a proportion of the hard-to-fill vacancies.

3.7 The remaining part of the section presents an occupational matrix, listing the top ten occupations with the highest number of vacancies for each occupational category, including:

- i) common minimum qualifications
- ii) working experience required
- iii) incidence of openings vacant for at least six months
- iv) whether employers deemed these vacancies hard to fill by locals
- v) wage⁴ data from the Occupational Wage Survey, 2013.⁵

Managers & Administrators

3.8 Leading the list of top managerial openings were *sales & marketing managers* (840), *business development managers* (380), *policy & planning managers* (350) and *administration managers* (350). Nearly all the top ten positions for managers & administrators required minimally a degree qualification except for *restaurant managers*, where diploma & professional qualifications would commonly suffice. Where experience was concerned, job-specific know-how was the most common requirement of managerial positions. Employers generally had less difficulty filling the posts, with the exception of *building & construction project managers* and *restaurant managers*.

Professionals

3.9 *Teaching professionals* (1,770) remained high in demand, followed by *software, web & multimedia developers* (690), *civil engineers* (590) and *system analysts* (530). The common requirements for professional positions were a degree qualification and job-specific working experience. All the top ten professional openings had below-average incidence of vacancies unfilled for at least six months. However, nearly half were found to be hard to fill by locals. This included *electronics engineers* (77%), *electrical engineers* (75%), *mechanical engineers* (73%), *software, web & multimedia developers* (70%).

Associate Professionals & Technicians

3.10 *Management executives* (1,550) continued to be the most sought after, followed by *registered nurses* (830), *enrolled/ assistant nurses* (690) and *mechanical engineering technicians* (670). Generally, vacancies within this occupational group required at least a diploma & professional qualification and job-specific experience. Although the majority of vacancies had below-average incidence of vacancies unfilled for extended periods and hard to fill by locals, there were a number with above-average incidences comprising *registered nurses*, *enrolled/ assistant nurses*, *mechanical engineering technicians* and *computer technicians (including IT user helpdesk technicians)*.

⁴ Locals employed full-time in these occupations.

⁵ The wage data pertained to full-time resident employees in private sector establishments with at least 25 employees who have CPF contributions in June 2013.

Table 1(a): Top Ten PMET Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Per-centile	Median (50th)	75th Per-centile		
Managers & Administrators									
Sales & Marketing Manager	840	1. Wholesale & Retail Trade (29.1%) 2. Financial & Insurance Services (18.7%) 3. Professional Services (15.9%)	Degree & Above	Industry Specific	4,640	6,300	9,170	19.9	40.5
Business Development Manager	380	1. Financial & Insurance Services (29.1%) 2. Professional Services (14.9%) 3. Wholesale & Retail Trade (14.4%)	Degree & Above	Job Specific	5,329	7,559	10,981	11.7	36.3
Policy & Planning Manager	350	1. Professional Services (58.7%) 2. Community, Social & Personal Services (23.6%) 3. Financial & Insurance Services (7.1%)	Degree & Above	Job Specific	5,250	7,118	9,435	5.4	10.0
Administration Manager	350	1. Community, Social & Personal Services (53.6%) 2. Financial & Insurance Services (18.7%) 3. Professional Services (9.5%)	Degree & Above	General Working Experience	4,677	6,000	7,725	29.7	16.4
Budgeting & Financial Accounting Manager (Including Financial Controller)	280	1. Professional Services (21.8%) 2. Wholesale & Retail Trade (21.5%) 3. Financial & Insurance Services (18.3%)	Degree & Above	Job Specific	5,250	7,053	9,705	12.7	36.6
Building & Construction Project Manager	230	1. Construction (70.6%) 2. Professional Services (10.1%) 3. Manufacturing (8.3%)	Degree & Above	Job Specific	3,950	5,300	7,100	33.3	76.3
Restaurant Manager	230	1. Accommodation & Food Services (91.2%) 2. Manufacturing (3.1%) 3. Financial & Insurance Services (1.8%)	Diploma & Professional Qualification	Industry Specific	2,352	2,844	3,537	57.5	86.8
Human Resource Manager	220	1. Community, Social & Personal Services (33.6%) 2. Professional Services (17.5%) 3. Wholesale & Retail Trade (14.3%)	Degree & Above	Job Specific	5,000	6,581	9,198	11.5	21.2
Financial/Insurance Services Manager (Eg Financial Institution Branch Manager)	170	1. Financial & Insurance Services (98.8%)	Degree & Above	Job Specific	6,850	9,149	13,144	7.2	44.3
Education Manager	160	1. Community, Social & Personal Services (96.8%)	Degree & Above	Industry Specific	3,751	4,804	6,809	4.5	10.3

Table 1(a) (Continued): Top Ten PMET Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill by Locals (%)
					25th Percentile	Median (50th)	75th Percentile		
Professionals									
Teaching Professional	1,770	1. Community, Social & Personal Services (99.7%)	Diploma & Professional Qualification	No Working Experience	4,439	7,745	14,005	1.5	10.6
Software, Web & Multimedia Developer	690	1. Information & Communications (60.5%) 2. Manufacturing (12.9%) 3. Professional Services (11.6%)	Degree & Above	Job Specific	3,561	4,400	5,807	16.4	70.1
Civil Engineer	590	1. Construction (35.2%) 2. Community, Social & Personal Services (33.0%) 3. Professional Services (24.5%)	Degree & Above	No Working Experience	3,990	5,000	6,398	26.9	58.4
Systems Analyst	530	1. Information & Communications (35.2%) 2. Financial & Insurance Services (19.4%) 3. Manufacturing (11.4%)	Degree & Above	Job Specific	4,114	5,290	6,896	17.5	56.5
Mechanical Engineer	500	1. Manufacturing (49.1%) 2. Professional Services (13.0%) 3. Construction (12.8%)	Degree & Above	Job Specific	3,750	4,639	6,000	25.3	72.7
Electronics Engineer	440	1. Manufacturing (40.5%) 2. Information & Communications (28.2%) 3. Wholesale & Retail Trade (13.6%)	Degree & Above	Job Specific	3,903	4,825	5,852	30.0	77.0
Industrial & Production Engineer	420	1. Manufacturing (68.6%) 2. Professional Services (13.1%) 3. Wholesale & Retail Trade (11.2%)	Degree & Above	Job Specific	3,717	4,550	5,647	17.9	58.8
Management & Business Consultant	400	1. Professional Services (27.0%) 2. Financial & Insurance Services (20.8%) 3. Community, Social & Personal Services (18.6%)	Degree & Above	Job Specific	4,350	5,832	8,445	9.2	34.7
Electrical Engineer	270	1. Wholesale & Retail Trade (24.5%) 2. Manufacturing (22.3%) 3. Construction (15.1%)	Degree & Above	Industry Specific	3,743	4,664	5,841	17.7	75.1
Auditor (Accounting)	250	1. Professional Services (74.7%) 2. Financial & Insurance Services (13.5%) 3. Community, Social & Personal Services (5.3%)	Degree & Above	Job Specific	3,320	4,270	5,414	14.3	51.4

Table 1(a) (Continued): Top Ten PMET Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Percentile	Median (50th)	75th Percentile		
Associate Professionals & Technicians									
Management Executive	1,550	1. Community, Social & Personal Services (52.2%) 2. Real Estate Services (9.2%) 3. Transportation & Storage (6.8%)	Degree & Above	Job Specific	2,627	3,277	4,136	16.1	20.8
Registered Nurse	830	1. Community, Social & Personal Services (98.7%)	Diploma & Professional Qualification	Job Specific	2,739	3,322	4,278	79.1	86.2
Enrolled/Assistant Nurse	690	1. Community, Social & Personal Services (99.7%)	Post-Secondary (Non-Tertiary)	No Working Experience	1,832	2,300	3,191	84.6	92.9
Mechanical Engineering Technician	670	1. Manufacturing (37.4%) 2. Community, Social & Personal Services (23.2%) 3. Administrative & Support Services (11.4%)	Diploma & Professional Qualification	Job Specific	2,660	3,336	4,114	48.6	57.6
Business Development Executive	480	1. Wholesale & Retail Trade (24.0%) 2. Financial & Insurance Services (18.0%) 3. Professional Services (13.9%)	Diploma & Professional Qualification	Industry Specific	2,611	3,273	4,100	17.8	37.3
Operations Officer (Except Transport Operations)	460	1. Financial & Insurance Services (48.2%) 2. Community, Social & Personal Services (16.7%) 3. Accommodation & Food Services (9.9%)	Diploma & Professional Qualification	Job Specific	2,800	3,526	4,715	28.3	48.9
Marketing & Sales Representative (Technical)	430	1. Wholesale & Retail Trade (59.6%) 2. Manufacturing (15.5%) 3. Information & Communications (8.4%)	Diploma & Professional Qualification	Industry Specific	3,000	3,850	5,169	22.5	47.1
Government Associate Professional (Excluding Uniformed Officer)	430	1. Community, Social & Personal Services (85.2%)	Diploma & Professional Qualification	No Working Experience	n.a.	n.a.	n.a.	9.2	4.0
Computer Technician (Including IT User Helpdesk Technician)	400	1. Administrative & Support Services (47.5%) 2. Information & Communications (18.7%) 3. Wholesale & Retail Trade (9.2%)	Diploma & Professional Qualification	Industry Specific	2,074	2,465	3,096	42.8	80.8
Accounting Associate Professional (E.g. Assistant Accountant, Audit (Accounting) Executive)	310	1. Professional Services (28.8%) 2. Financial & Insurance Services (16.0%) 3. Wholesale & Retail Trade (13.1%)	Diploma & Professional Qualification	Job Specific	2,700	3,143	3,750	15.4	45.5

Notes:

- (1) Monthly gross wage refers to the sum of the basic wage, overtime payments, commissions, allowances, and other regular cash payments. It is before deduction of employee CPF contributions and personal income tax and excludes employer CPF contributions, bonuses, stock options, other lump sum payments and payments-in-kind. Source: Occupational Wage Survey, 2013.
- (2) Data on cluster occupations (at the 2-4 digit levels) may not represent all occupations within the cluster, only occupations that were captured in the survey. For example, Management and Business Consultants (SSOC 2421) comprise of Management Consultants (24211) and Business Consultants (24212). However, it is possible that the survey captured only Business Consultants. Cluster occupations should therefore be interpreted with caution.
- (3) Figures in parenthesis for top three hiring industries for the occupations indicate the share of vacancies from the respective industries.
- (4) Shaded cells indicate occupations with incidences of vacancies hard to fill by locals and vacant for at least six months that were above the overall average.
- (5) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Clerical Support Workers

3.11 Within this group, *receptionists & information clerks* (1,600) and *general office clerks* (1,230) were the most in demand, constituting more than six in ten (62%) of all clerical openings. The top openings commonly required secondary qualifications and general working experience. Among the top ten vacancies, *travel agency/ service clerks* were reportedly the hardest to fill, having 61% and 95% of vacancies unfilled for at least six months and hard to fill by locals respectively.

Service & Sales Workers

3.12 Employers were seeking to hire a sizeable number of *shop sales assistants* (3,730), *security guards* (2,250), *waiters* (2,200), *food service counter attendants* (1,020) and *cooks* (1,000). Work experience is not commonly required for these positions. A large majority of the top ten vacancies had above-average incidence of vacancies unfilled for at least six months and hard to fill by locals.

Table 1(b): Top Ten Clerical, Service & Sales Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Job Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Per-centile	Median (50th)	75th Per-centile		
Clerical Support Workers									
Receptionist & Information Clerk	1,600	1. Community, Social & Personal Services (31.4%) 2. Accommodation & Food Services (16.3%) 3. Administrative & Support Services (11.3%)	Secondary	General Working Experience	1,700	1,989	2,365	44.4	65.4
General Office Clerk	1,230	1. Community, Social & Personal Services (36.7%) 2. Manufacturing (9.8%) 3. Construction (9.7%)	Secondary	General Working Experience	1,600	2,086	2,650	19.8	36.8
Stock Clerk	510	1. Wholesale & Retail Trade (59.4%) 2. Transportation & Storage (14.8%) 3. Manufacturing (13.1%)	Lower Secondary	General Working Experience	1,770	2,156	2,650	28.1	85.0
Accounting & Bookkeeping Clerk	490	1. Wholesale & Retail Trade (40.7%) 2. Manufacturing (15.0%) 3. Community, Social & Personal Services (9.3%)	Secondary	No Working Experience	1,750	2,100	2,500	17.7	44.7
Secretary	90	1. Professional Services (45.7%) 2. Community, Social & Personal Services (13.0%) 3. Wholesale & Retail Trade (6.5%)	Secondary	General Working Experience	2,900	3,568	4,240	12.0	39.1
Travel Agency/Service Clerk	80	1. Administrative & Support Services (96.1%)	Secondary	Industry Specific	1,629	2,000	2,500	61.0	94.8
Finance & Insurance Clerk	70	1. Financial & Insurance Services (56.8%) 2. Professional Services (13.5%) 3. Transportation & Storage (9.5%)	Secondary	Industry Specific	2,139	2,600	3,150	6.8	9.5
Clerical Supervisor	70	1. Community, Social & Personal Services (23.2%) 2. Accommodation & Food Services (18.8%) 3. Wholesale & Retail Trade (17.4%)	Secondary	General Working Experience	2,387	2,940	3,682	27.5	66.7
Transport Clerk	70	1. Transportation & Storage (78.3%) 2. Wholesale & Retail Trade (13.0%) 3. Manufacturing (8.7%)	Secondary	Job Specific	1,897	2,205	2,600	11.6	52.2
Production Clerk	60	1. Manufacturing (42.2%) 2. Wholesale & Retail Trade (20.3%) 3. Transportation & Storage (10.9%)	Secondary	General Working Experience	1,876	2,354	2,827	20.3	48.4

Table 1(b) (Continued): Top Ten Clerical, Service & Sales Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Job Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Percentile	Median (50th)	75th Percentile		
Service & Sales Workers									
Shop Sales Assistant	3,730	1. Wholesale & Retail Trade (88.5%) 2. Administrative & Support Services (2.8%) 3. Manufacturing (2.6%)	Secondary	No Working Experience	1,408	1,741	2,396	48.6	72.3
Security Guard	2,250	1. Administrative & Support Services (88.6%) 2. Real Estate Services (3.0%) 3. Accommodation & Food Services (2.5%)	Primary or Lower	No Working Experience	1,405	1,678	2,050	63.0	87.1
Waiter	2,200	1. Accommodation & Food Services (81.8%) 2. Community, Social & Personal Services (4.2%) 3. Real Estate Services (2.1%)	Primary or Lower	No Working Experience	1,000	1,352	1,632	65.2	86.3
Food Service Counter Attendant	1,020	1. Accommodation & Food Services (83.2%) 2. Wholesale & Retail Trade (6.1%) 3. Real Estate Services (5.7%)	Primary or Lower	No Working Experience	1,090	1,216	1,450	86.7	93.1
Cook	1,000	1. Accommodation & Food Services (84.4%) 2. Manufacturing (4.7%) 3. Wholesale & Retail Trade (4.6%)	Primary or Lower	No Working Experience	1,417	1,852	2,268	73.8	95.3
Cashier & Ticket Clerk	670	1. Wholesale & Retail Trade (65.6%) 2. Accommodation & Food Services (19.9%) 3. Community, Social & Personal Services (7.2%)	Lower Secondary	General Working Experience	1,440	1,701	2,100	42.5	85.5
Captain Waiter/Waiter Supervisor	660	1. Accommodation & Food Services (86.6%) 2. Community, Social & Personal Services (4.7%) 3. Manufacturing (2.6%)	Secondary	Industry Specific	1,700	2,044	2,358	68.4	91.6
Healthcare Assistant	390	1. Community, Social & Personal Services (98.7%)	Secondary	No Working Experience	1,482	1,800	2,188	38.3	56.6
Protective Services Worker (Fire Fighter, Policeman, Prison Guard)	380	S	Secondary	No Working Experience	1,443	1,750	2,247	11.7	18.3
Sales Demonstrator	320	1. Wholesale & Retail Trade (80.2%) 2. Manufacturing (10.7%)	Secondary	General Working Experience	1,479	1,933	2,647	44.0	81.8

Notes:

- (1) s: Data have been suppressed because (a) the number covered was too small or (b) the coverage achieved is not deemed to be representative.
- (2) Monthly gross wage refers to the sum of the basic wage, overtime payments, commissions, allowances, and other regular cash payments. It is before deduction of employee CPF contributions and personal income tax and excludes employer CPF contributions, bonuses, stock options, other lump sum payments and payments-in-kind. Source: Occupational Wage Survey, 2013.
- (3) Data on cluster occupations (at the 2-4 digit levels) may not represent all occupations within the cluster, only occupations that were captured in the survey. For example, Management and Business Consultants (SSOC 2421) comprise of Management Consultants (24211) and Business Consultants (24212). However, it is possible that the survey captured only Business Consultants. Cluster occupations should therefore be interpreted with caution.
- (4) Figures in parenthesis for top three hiring industries for the occupations indicate the share of vacancies from the respective industries.
- (5) Shaded cells indicate occupations with incidences of vacancies hard to fill by locals and vacant for at least six months that were above the overall average.
- (6) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondent.

Craftsmen & Related Trades Workers

3.13 The occupations in demand within this category spanned a wide range of *craftsmen & related trades workers* such as *welders & flame cutters* (330), *machinery mechanics* (320), *electricians* (290), *supervisors/general foremen (building & related trades)* (260) and *scaffolders* (210). Despite commanding higher wages than other blue-collar counterparts, the incidence of positions for *craftsmen & related trade workers* left unfilled for extended periods and hard to fill by locals remained high as the working environment were often not conducive.

Plant & Machine Operators & Assemblers

3.14 Among *plant & machine operators & assemblers*, *lorry drivers* (620), *machine-tool setter-operators* (500), *quality checkers & testers* (320), *bus drivers* (260) and *trailer-truck drivers* (250) were the most sought after. Nearly all the top ten job vacancies within this category had above-average incidence of openings unfilled for extended periods and were reportedly hard to be filled by locals.

Cleaners, Labourers & Related Workers

3.15 Within this group, there were sizeable openings for *cleaners in offices & other establishments* (1,850), *cleaners & helpers in hotels & related establishments* (1,230), *civil engineering/building construction labourers* (1,030), and *material & freight handling workers* (670). All of the top ten job vacancies within this category had above-average incidence of openings unfilled for long periods and hard to fill by locals.

Table 1(c): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Job Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Per-centile	Median (50th)	75th Per-centile		
Craftsmen & Related Trade Workers									
Welder & Flame Cutter	330	1. Manufacturing (92.5%) 2. Construction (2.7%)	Secondary	General Working Experience	1,950	2,500	3,195	67.6	97.3
Machinery Mechanic	320	1. Manufacturing (44.1%) 2. Transportation & Storage (26.7%) 3. Wholesale & Retail Trade (8.1%)	Post-Secondary (Non-Tertiary)	General Working Experience	1,684	2,260	2,784	36.3	70.5
Electrician	290	1. Construction (32.8%) 2. Manufacturing (16.7%) 3. Accommodation & Food Services (9.1%)	Post-Secondary (Non-Tertiary)	General Working Experience	1,653	2,170	2,624	64.1	87.5
Supervisor/General Foreman (Building & Related Trades)	260	1. Construction (83.2%) 2. Manufacturing (12.5%) 3. Professional Services (1.2%)	Secondary	Industry Specific	2,000	2,835	3,600	38.7	86.7
Scaffolder	210	1. Construction (62.1%)	Primary or Lower	No Working Experience	s	s	s	74.9	100.0
Pipe Fitter	200	1. Manufacturing (94.4%)	Secondary	General Working Experience	1,689	2,194	2,607	44.9	100.0
Air-Conditioning & Refrigeration Mechanic	190	1. Construction (53.7%) 2. Manufacturing (32.1%) 3. Real Estate Services (5.8%)	Secondary	No Working Experience	1,911	2,230	2,766	27.9	99.5
Motor Vehicle Mechanic & Repairer	180	1. Transportation & Storage (36.1%) 2. Wholesale & Retail Trade (29.0%) 3. Community, Social & Personal Services (27.3%)	Secondary	Industry Specific	1,853	2,255	2,810	64.5	97.3
Structural Steel/Ship Painter	160	1. Manufacturing (100.0%)	Primary or Lower	General Working Experience	s	s	s	5.6	100.0
Electrical Mechanic & Fitter	160	1. Manufacturing (40.9%) 2. Construction (32.7%) 3. Wholesale & Retail Trade (23.9%)	Secondary	No Working Experience	2,000	2,458	2,986	44.0	74.2

Table 1(c) (Continued): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies By Occupational Groups, 2014 (As At September)

Occupation	No. Of Job Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard To Fill By Locals (%)
					25th Per-centile	Median (50th)	75th Per-centile		
Plant & Machine Operators & Assemblers									
Lorry Driver	620	1. Transportation & Storage (42.9%) 2. Wholesale & Retail Trade (18.5%) 3. Construction (14.6%)	Primary or Lower	General Working Experience	1,600	2,003	2,500	52.8	87.7
Machine-Tool Setter-Operator	500	1. Manufacturing (88.2%) 2. Wholesale & Retail Trade (3.0%)	Secondary	Industry Specific	1,814	2,614	3,361	77.7	98.4
Quality Checker & Tester	320	1. Manufacturing (81.8%) 2. Professional Services (6.5%) 3. Administrative & Support Services (4.9%)	Secondary	No Working Experience	1,505	1,908	2,356	50.9	88.6
Bus Driver	260	1. Transportation & Storage (88.1%) 2. Administrative & Support Services (6.5%) 3. Community, Social & Personal Services (2.3%)	Lower Secondary	Industry Specific	1,041	1,500	1,800	83.5	98.1
Trailer-Truck Driver	250	1. Transportation & Storage (82.4%) 2. Administrative & Support Services (9.8%) 3. Construction (2.9%)	Primary or Lower	No Working Experience	2,398	2,681	2,977	51.8	91.4
Electrical & Electronic Equipment Assembler	230	1. Manufacturing (94.4%)	Secondary	No Working Experience	1,140	1,547	2,042	27.5	98.3
Motorcycle Delivery Man	200	1. Accommodation & Food Services (51.0%) 2. Transportation & Storage (46.0%)	Lower Secondary	No Working Experience	1,500	1,785	2,050	49.5	98.5
Van Driver	180	1. Wholesale & Retail Trade (38.2%) 2. Accommodation & Food Services (16.9%) 3. Manufacturing (16.3%)	Primary or Lower	General Working Experience	1,465	1,741	2,081	49.4	83.1
Plastic Products Machine Operator	130	1. Manufacturing (96.8%)	Lower Secondary	No Working Experience	935	1,150	1,478	80.8	94.4
Fork Lift Truck Operator	120	1. Transportation & Storage (69.8%) 2. Administrative & Support Services (16.4%) 3. Manufacturing (7.8%)	Primary or Lower	Industry Specific	1,596	1,898	2,371	69.0	98.3

Table 1(c) (Continue): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies By Occupational Groups, 2014 (As At September)

Occupation	Overall Job Vacancies	Top Three Industries	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2013			Incidence Of Vacancies Unfilled For At Least Six Months (%)	Incidence Of Vacancies Hard to Fill By Locals (%)
					25th Per-centile	Median (50th)	75th Per-centile		
Cleaners, Labourers & Related Workers									
Cleaner In Offices & Other Establishments	1,850	1. Administrative & Support Services (47.5%) 2. Real Estate Services (44.0%) 3. Community, Social & Personal Services (3.4%)	Primary or Lower	No Working Experience	900	1,000	1,100	66.0	89.7
Cleaner & Helper In Hotels & Related Establishments	1,230	1. Accommodation & Food Services (43.1%) 2. Administrative & Support Services (34.7%) 3. Real Estate Services (18.2%)	Primary or Lower	No Working Experience	1,000	1,236	1,567	64.9	94.4
Civil Engineering/Building Construction Labourer	1,030	1. Construction (84.1%) 2. Manufacturing (9.8%) 3. Professional Services (3.4%)	Primary or Lower	General Working Experience	900	1,000	1,200	53.0	95.3
Material & Freight Handling Worker	670	1. Transportation & Storage (48.8%) 2. Wholesale & Retail Trade (23.9%) 3. Administrative & Support Services (12.7%)	Primary or Lower	General Working Experience	1,400	1,719	2,131	56.4	94.6
Kitchen Assistant	620	1. Accommodation & Food Services (80.6%) 2. Manufacturing (7.0%) 3. Community, Social & Personal Services (3.2%)	Primary or Lower	No Working Experience	1,000	1,222	1,567	59.1	81.6
Hand Packer	410	1. Wholesale & Retail Trade (45.7%) 2. Administrative & Support Services (27.0%) 3. Manufacturing (13.1%)	Primary or Lower	No Working Experience	1,000	1,332	1,675	56.0	90.3
Dish Washer/Plate Collector	360	1. Accommodation & Food Services (52.5%) 2. Administrative & Support Services (30.1%)	Primary or Lower	No Working Experience	1,000	1,157	1,442	77.5	94.4
Food/Drink Stall Assistant	230	1. Accommodation & Food Services (70.7%) 2. Manufacturing (21.6%)	Primary or Lower	No Working Experience	1,000	1,153	1,504	83.6	96.6
Park & Garden Maintenance Worker	190	1. Administrative & Support Services (66.1%) 2. Construction (17.7%) 3. Community, Social & Personal Services (6.8%)	Primary or Lower	No Working Experience	950	1,050	1,200	91.7	100.0
Hospital/Clinic Attendant	130	1. Community, Social & Personal Services (100.0%)	Lower Secondary	No Working Experience	1,166	1,375	1,669	71.4	84.9

Notes:

- (1) Monthly gross wage refers to the sum of the basic wage, overtime payments, commissions, allowances, and other regular cash payments. It is before deduction of employee CPF contributions and personal income tax and excludes employer CPF contributions, bonuses, stock options, other lump sum payments and payments-in-kind. Source: Occupational Wage Survey, 2013.
- (2) Data on cluster occupations (at the 2-4 digit levels) may not represent all occupations within the cluster, only occupations that were captured in the survey. For example, Management and Business Consultants (SSOC 2421) comprise of Management Consultants (24211) and Business Consultants (24212). However, it is possible that the survey captured only Business Consultants. Cluster occupations should therefore be interpreted with caution.
- (3) Figures in parenthesis for top three hiring industries for the occupations indicate the share of vacancies from the respective industries.
- (4) Shaded cells indicate occupations with incidences of vacancies hard to fill by locals and vacant for at least six months that were above the overall average.
- (5) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

4 By Industry

Most vacancies from services

4.1 Services accounted for four in five of all vacancies (or 49,860) in September 2014. The bulk of the vacancies came from *community, social & personal services* (13,040 or 21%), reflecting the expansion of childcare and pre-schools, healthcare and tertiary institutes. In addition, the opening of new shopping malls supported robust hiring in *wholesale & retail trade* (8,750 or 14%), *accommodation & food services* (7,740 or 12%) and *administrative & support services* (5,700 or 9.1%). *Manufacturing* contributed another 13% or 8,330 of the vacancies, while the remaining 5.7% or 3,580 came from *construction*.

Chart 10: Job Vacancies By Industry, 2014 (As At September)

Industry	Number of Job Vacancies	Share Of Job Vacancies (%)	Year-On-Year Change	
			Number	Percentage Change (%)
Manufacturing	8,330	13.3	+1,110	+15.4
Construction	3,580	5.7	-110	-2.9
Services	49,860	79.9	+3,660	+7.9
Community, Social & Personal Services	13,040	20.9	-120	-0.9
Wholesale & Retail Trade	8,750	14.0	+1,350	+18.2
Wholesale Trade	4,190	6.7	+700	+20.1
Retail Trade	4,550	7.3	+650	+16.5
Accommodation & Food Services	7,740	12.4	+180	+2.3
Accommodation	1,800	2.9	+180	+10.8
Food & Beverage Services	5,950	9.5	-	-
Administrative & Support Services	5,700	9.1	+770	+15.6
Transportation & Storage	3,710	5.9	+340	+10.2
Professional Services	3,640	5.8	+530	+17.2
Financial & Insurance Services	2,990	4.8	+370	+14.2
Real Estate Services	2,330	3.7	-50	-2.0
Information & Communications	1,960	3.1	+290	+17.4

Source: Job Vacancy Survey, MOM

Note: '-': Nil or negligible.

4.2 Over the year, most industries posted gains in job openings, except for slight dips in *community, social & personal services* (-120 or -0.9%), *construction* (-110 or -2.9%) and *real estate services* (-50 or -2.0%). *Wholesale & retail trade* (+1,350 or +18%), *manufacturing* (+1,110 or +15%) and *administrative & support services* (+770 or +16%) posted the highest gains, reflecting the demand for *shop sales assistants*, *machine-tool setter-operators* and *security guards*.

4.3 The majority of openings (across all occupational groups) were concentrated in services, while for *craftsmen & related trades workers* and *plant & machine operators & assemblers* their openings were concentrated in *manufacturing* (Table 2).

4.4 *Community, social & personal services* continued to be the top hiring industry for several white-collar occupations. Specifically, the industry accounted for three in ten vacancies for *professionals* (31%) and almost four in ten of the openings for *associate professionals & technicians* (38%). On the other hand, openings for *service & sales workers* were mostly in *accommodation & food services* (32%), *wholesale & retail trade* (29%) and *administrative & support services* (15%). The top occupations in demand in each industry are listed in Annex – Table A5.

Table 2: Distribution Of Job Vacancies By Industry And Occupation, 2014 (As At September)

	Per Cent							
	Managers & Administrators	Professionals	Associate Professionals & Technicians	Clerical Support Workers	Service & Sales Workers	Craftsmen & Related Trades Workers	Plant & Machine Operators & Assemblers	Cleaners, Labourers & Related Workers
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Manufacturing	7.4	13.8	14.2	9.8	2.4	48.8	44.1	6.4
Construction	4.8	6.0	4.9	4.3	0.2	22.2	4.2	12.6
Services	86.3	79.9	79.0	85.7	97.4	27.7	49.2	79.2
Wholesale & Retail Trade	14.7	7.2	9.4	17.9	29.3	6.4	7.5	5.4
Transportation & Storage	2.9	1.4	4.1	9.8	4.1	5.9	28.3	6.0
Accommodation & Food Services	7.0	0.1	1.9	7.7	32.3	2.0	3.8	21.2
Information & Communications	5.3	13.8	2.7	2.6	0.2	0.1	0.2	0.1
Financial & Insurance Services	17.4	9.0	7.9	5.3	0.9	-	0.1	0.3
Real Estate Services	3.4	0.8	3.4	3.4	1.5	2.9	-	15.4
Professional Services	15.0	14.5	7.5	5.4	1.3	3.6	1.7	1.1
Administrative & Support Services	2.0	2.4	4.0	7.8	15.4	4.4	3.8	24.1
Community, Social & Personal Services	18.5	30.6	38.1	25.7	12.4	2.4	3.8	5.7

Source: Job Vacancy Survey, MOM

Notes:

- (1) Data may not add up to 100% as the share of job vacancies for the residual "others" category is not reflected here.
- (2) Shaded cells indicate the top three industries with the highest vacancies within each major occupational group.
- (3) '-': Nil or negligible.

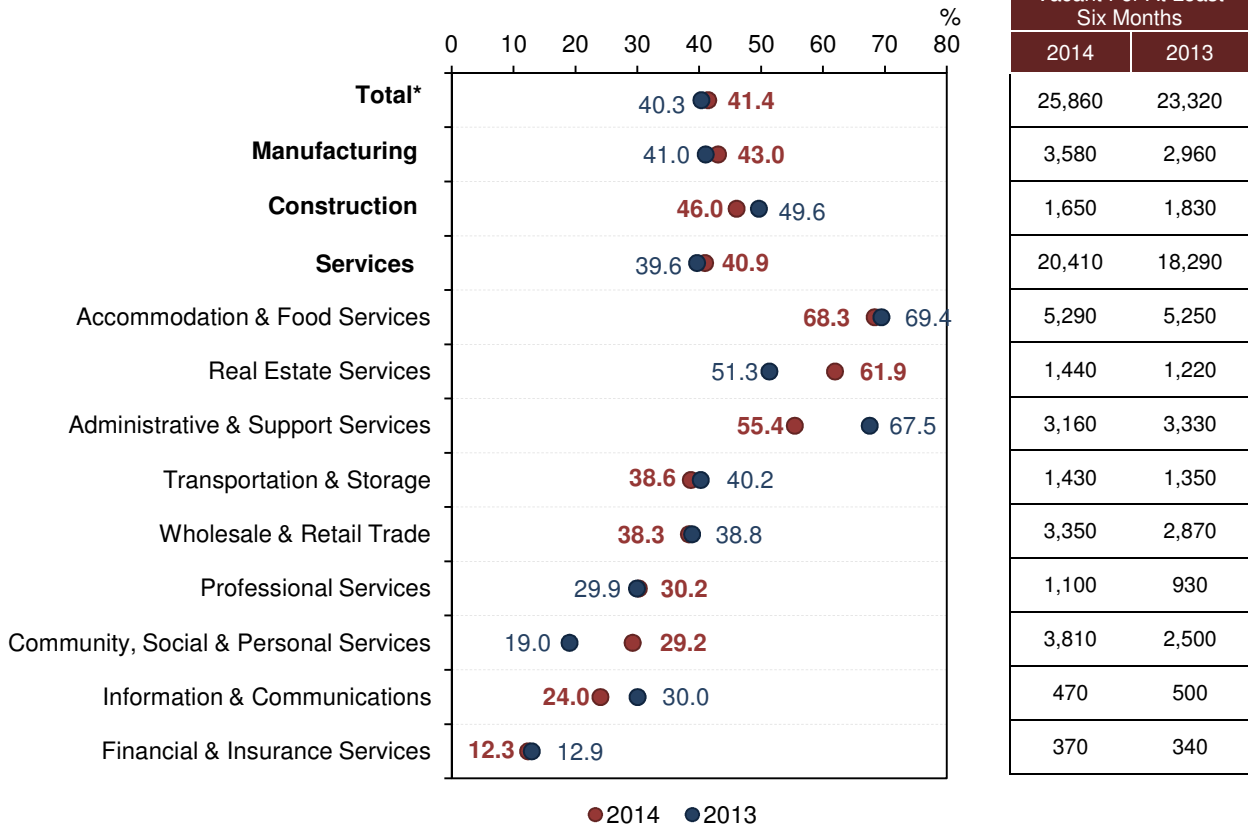
Industries with concentration of RAF workers such as accommodation & food services, real estate services and administrative & support services, more likely to have higher incidences of vacancies that were unfilled for extended periods and hard to fill by locals

4.5 Reflecting their higher concentration of RAF workers, industries such as *accommodation & food services, real estate services and administrative & support services* had higher proportion of vacancies that were unfilled for extended periods (Chart 11) and hard to fill by locals (Chart 12). In contrast, *financial & insurance services* as well as *community, social & personal services* had much lower incidences given fewer RAF workers.

4.6 *Unattractive pay, physically strenuous job nature and non-conducive environment* were the top reasons cited for vacancies being hard-to-fill by locals in *manufacturing and construction*. The former two reasons were also commonly cited across *services* industries along with *preference for a shorter workweek*. A listing of the reasons for hard-to-filled vacancies by industry is in Annex A - Table A7.

4.7 The *lack of necessary specialised skills* (4.1% or 1,700) was not a major reason for hard-to-fill vacancies across industries. Only *information & communications* (22% or 290) and *financial & insurance services* (14% or 150) showed up higher incidences (Annex A - Table A7).

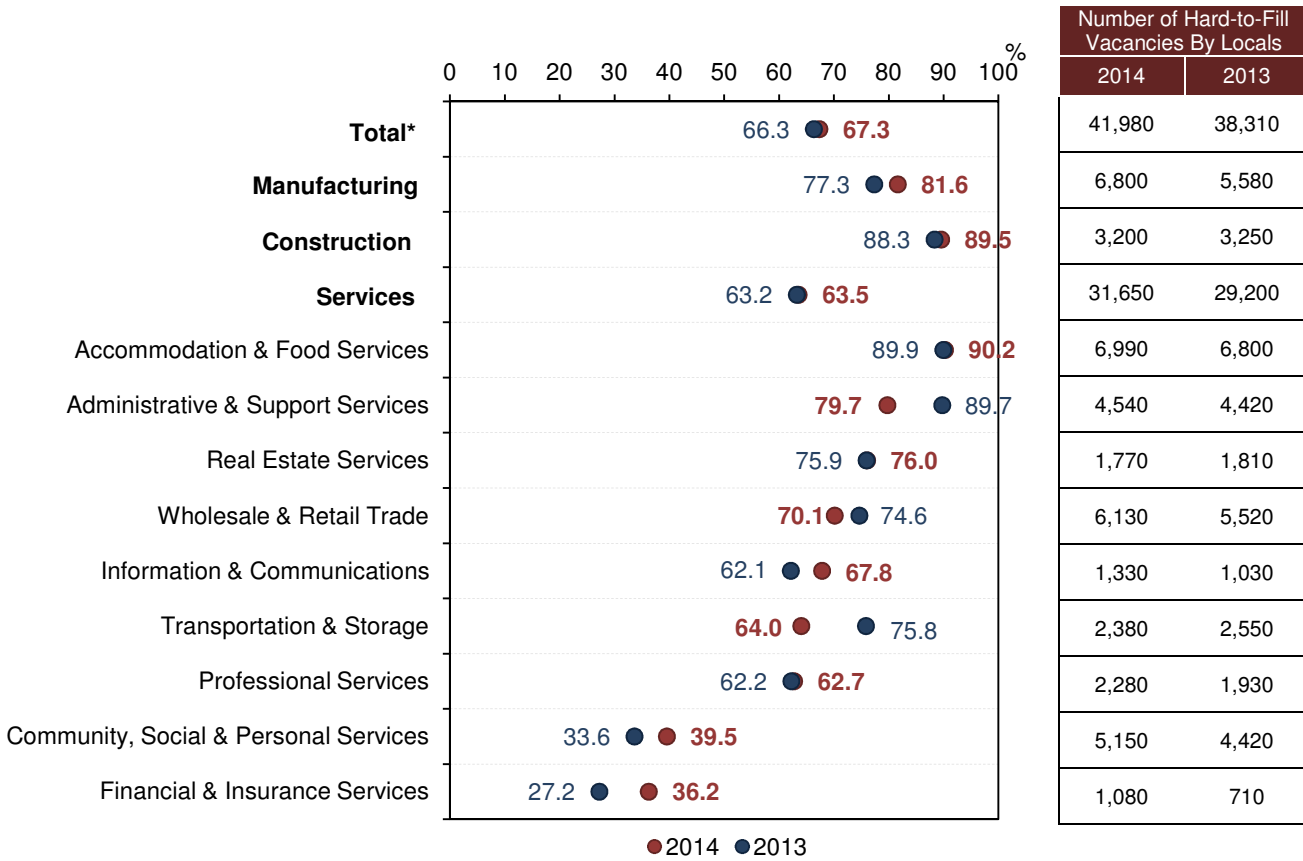
Chart 11: Number And Incidence Of Vacancies Unfilled For At Least Six Months By Industry, 2013 And 2014 (As At September)



Source: Job Vacancy Survey, MOM

Note: * Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here.

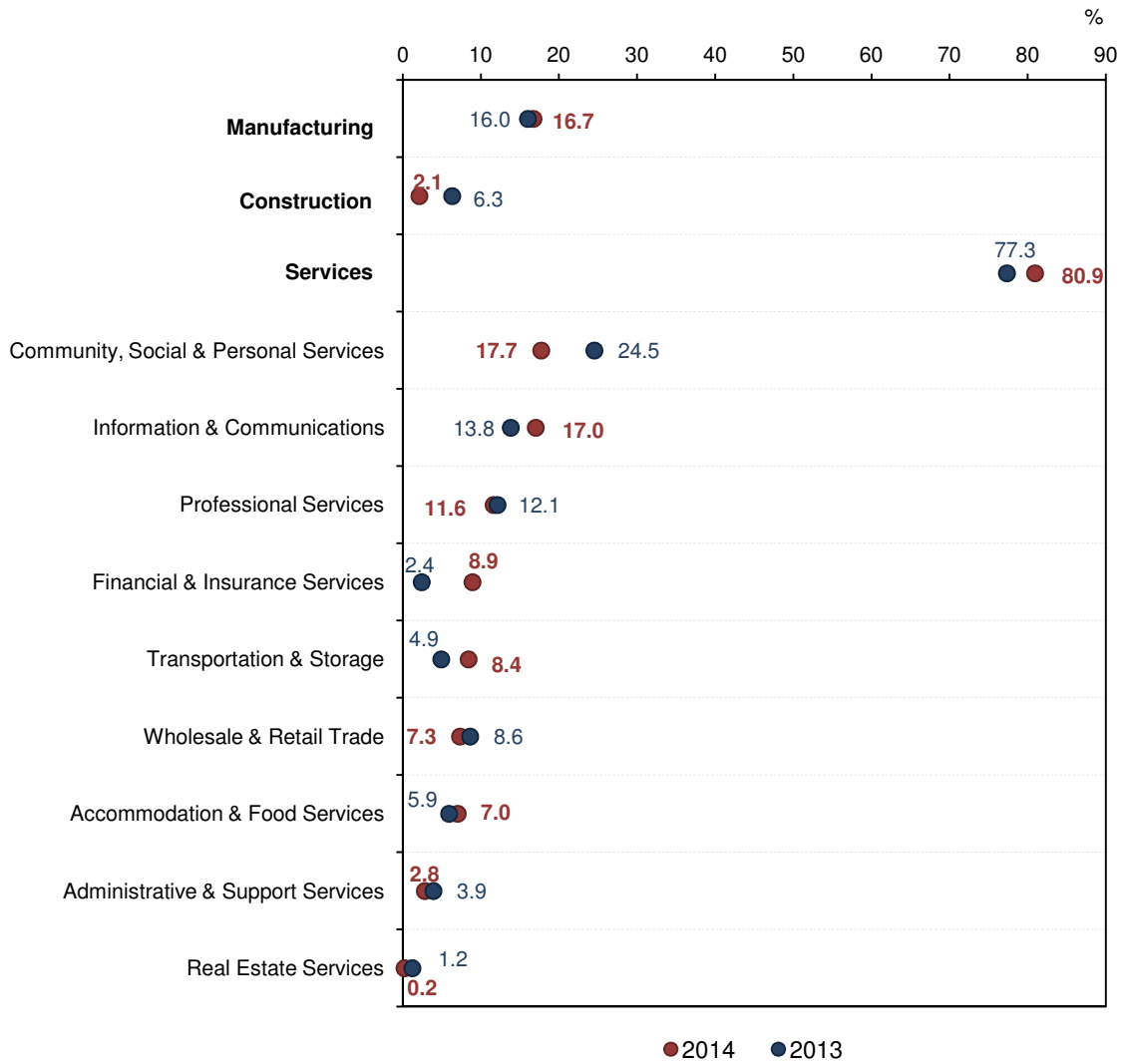
Chart 12: Number And Incidence Of Vacancies Hard To Fill By Locals By Industry, 2013 And 2014 (As At September)



Source: Job Vacancy Survey, MOM

Note: * Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here.

Chart 13: Distribution Of Hard-to-Fill Vacancies By Locals Due To Lack Of Specialised Skills By Industry, 2013 And 2014 (As At September)



Source: Job Vacancy Survey, MOM

Note: Data may not add up to 100% as the share of hard-to-fill vacancies by locals due to lack of specialized skills from Agriculture, Fishing, Quarrying & Utilities is not reflected here.

5 By Qualification

Job opportunities available for all educational levels, with more for both ends of educational spectrum

5.1 There were vacancies available for all educational levels, with more for both ends of the educational spectrum. Specifically, those requiring at least primary or lower (14,720 or 24%) and university degree qualifications (13,060 or 21%) were most in demand. There were also many openings requiring secondary (11,430 or 18%), diploma & professional qualifications (11,400 or 18%), lower secondary (6,280 or 10%) and post-secondary qualifications (5,520 or 8.8%) (Chart 14).

5.2 All educational groups saw increases in vacancies over the year, except for the primary or lower educated, which posted a decline of 4.4% or 690 vacancies. Vacancies requiring university degree qualifications (+18% or +2,010) and diploma & professional qualifications (+15% or +1,520) posted higher gains corroborating with increased demand for *professionals* and *associate professionals & technicians*. This was followed by openings requiring post-secondary (+25% or +1,110) for positions such as *shop sales assistants*, *security guards* and *enrolled/ assistant nurses*.

Chart 14: Job Vacancies By Minimum Qualifications Required, 2014 (As At September)

Minimum Qualifications	Number of Job Vacancies	Share Of Job Vacancies (%)	Year-On-Year Change	
			Number	Percentage Change (%)
Primary or Lower	14,720	23.6	-690	-4.4
University Degree & Above	13,060	20.9	+2,010	+18.2
Secondary	11,430	18.3	+530	+4.9
Diploma & Professional Qualification	11,400	18.3	+1,520	+15.3
Lower Secondary	6,280	10.1	+130	+2.1
Post-Secondary (Non-Tertiary)	5,520	8.8	+1,110	+25.3

Source: Job Vacancy Survey, MOM

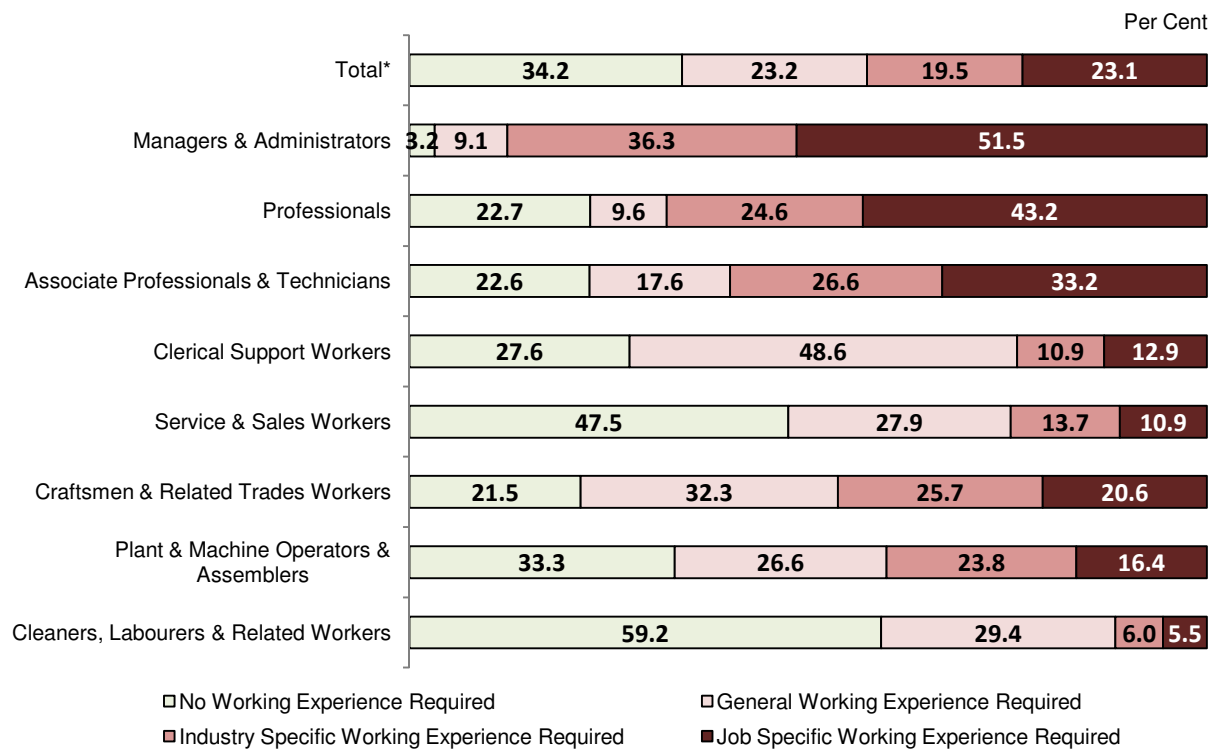
6 By Working Experience Required

Vacancies for PMETs typically required candidates to have job- or industry- specific working experience

6.1 About two in three (66%) vacancies in 2014 required some form of work experience. This comprised 19% requiring industry-specific; 23% each requiring job-specific and general working experience.

6.2 Requirements for work experience varied across occupations. Job- or industry-specific working experience were typically required of positions for PMETs. In contrast, openings for *cleaners, labourers & related workers* mostly do not require working experience (59%), and to a lesser extent for *service & sales workers* (48%) (Chart 15).

Chart 15: Distribution Of Job Vacancies By Occupation And Working Experience Required, 2014 (As At September)



Source: Job Vacancy Survey, MOM

Notes:

- (1) Data may not add up to 100% due to rounding.
- (2) * Total includes job vacancies for Workers Not Classified by Occupation and Agricultural & Fishery Workers which are not reflected here.

7 Concluding Remarks

7.1 Job vacancies continued to rise over the year in September 2014, although on a seasonally adjusted basis, there was a moderation in openings compared to June 2014. Job openings were available across all occupations. Service & sales workers, associate professionals & technicians and professionals were most sought after.

7.2 The proportion of vacancies unfilled for at least six months and those hard to fill by locals were broadly unchanged from a year ago, as the labour market remained tight. Most were for rank-and-file level jobs. Unattractive pay, preference for a shorter workweek, physically strenuous job nature and shift work were the main barriers cited for difficulty in hiring locals to fill these vacancies.

Annex

**Table A1: Top Ten Occupations With The Highest Number Of Vacancies Unfilled For At Least Six Months, 2014
(As At September)**

Occupation	Position Unfilled For At Least Six Months		Occupation	Position Unfilled For At Least Six Months	
	Number	Incidence (%)		Number	Incidence (%)
PMETs	6,370	23.8	Non-PMETs	19,500	54.6
Registered Nurse	660	79.1	Shop Sales Assistant	1,810	48.6
Enrolled/Assistant Nurse	590	84.6	Waiter	1,430	65.2
Mechanical Engineering Technician	320	48.6	Security Guard	1,420	63.0
Management Executive	250	16.1	Cleaner In Offices & Other Establishments	1,220	66.0
Computer Technician (Including IT User Helpdesk Technician)	170	42.8	Food Service Counter Attendant	890	86.7
Sales & Marketing Manager	170	19.9	Cleaner & Helper In Hotels & Related Establishments	800	64.9
Civil Engineer	160	26.9	Cook	730	73.8
Pre-Primary Education Teacher	140	49.1	Receptionist & Information Clerk	710	44.4
Electronics Engineer	130	30.0	Civil Engineering/Building Construction Labourer	550	53.0
Restaurant Manager	130	57.5	Captain Waiter/Waiter Supervisor	450	68.4

Note: Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A2: Reasons For Vacancies Hard To Fill By Locals By Occupation, 2014 (As At September)

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard to Fill by Locals (%)													
		Find Pay Unattractive	Prefer Shorter Workweek	Find The Job Physically Strenuous	Prefer Not To Do Shift Work	Find The Working Environment Not Conducive	Lack The Right Personality Traits, Work Attitude And Motivation For The Job	Competition For Local Candidates From Other Employers Is Too Stiff	Finding Job Lacking In Career Prospects	Lack The Necessary Work Experience	Working Location Is Too Far	Lack Of Young Local Candidates	Find The Image Of The Sector Poor	Lack The Necessary Qualifications	Lack The Necessary Specialised Skills
Total	67.3	45.6	38.9	37.3	31.2	28.5	22.2	22.0	21.8	17.0	15.1	14.1	14.0	7.5	4.1
PMETs*	47.9	34.2	17.0	13.5	13.7	10.5	14.4	24.8	7.8	37.8	10.5	6.0	3.4	18.0	9.2
Managers & Administrators	38.7	23.4	13.7	16.3	10.3	8.8	19.1	18.4	6.5	56.2	8.7	3.4	4.8	14.9	7.1
Professionals	50.3	31.0	11.2	9.5	4.9	7.1	12.2	22.7	5.1	49.9	7.6	3.5	2.9	20.6	14.4
Associate Professionals & Technicians	54.3	39.4	21.9	15.4	20.7	13.3	14.6	28.1	10.1	24.3	13.0	8.5	3.3	17.1	6.3
Non-PMETs	81.8	50.6	48.5	47.6	38.9	36.3	25.7	20.7	27.9	7.9	17.0	17.7	18.6	3.0	1.8
Clerical Support Workers	55.1	51.0	37.0	25.3	35.3	15.4	29.5	14.0	28.3	8.6	18.0	11.6	5.2	4.8	0.8
Service & Sales Workers	79.8	56.3	63.7	51.4	47.4	21.1	30.0	28.5	30.6	6.4	12.6	17.7	21.0	3.5	1.8
Craftsmen & Related Trades Workers	92.1	40.6	24.7	55.2	16.9	60.5	14.6	9.3	29.4	17.5	24.6	14.3	11.2	5.0	1.8
Plant & Machine Operators & Assemblers	90.6	45.0	40.2	44.7	39.0	41.7	23.0	14.1	21.8	9.6	19.5	22.8	13.5	3.1	5.8
Cleaners, Labourers & Related Workers	91.4	48.5	42.9	46.8	36.4	55.0	23.8	19.0	25.7	4.4	19.3	18.7	25.6	0.3	-

Notes:

- (1) Incidence of hard-to-fill vacancies (%) refers to the proportion of vacancies that are hard to fill by locals.
- (2) Figures in the table are based on the hard-to-fill vacancies.
- (3) * includes Workers Not Classifiable by Occupation.
- (4) ** includes Agricultural & Fishery Workers.
- (5) Shaded cells indicate the top three reasons for vacancies hard to fill by locals within each occupational group.
- (6) '-': Nil or negligible.

Table A3: Top Ten PMET Occupations With The Highest Number Of Vacancies Hard To Fill By Locals, 2014 (As At September)

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
PMETs	12,790	47.9	1. Lack The Necessary Work Experience (37.8%) 2. Find Pay Unattractive (34.2%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (24.8%)
Registered Nurse	720	86.2	1. Competition For Local Candidates From Other Employers Is Too Stiff (54.8%) 2. Prefer Not To Do Shift Work (45.5%) 3. Find Pay Unattractive (35.9%)
Enrolled/Assistant Nurse	650	92.9	1. Find Pay Unattractive (48.5%) 2. Prefer Shorter Workweek (37.7%) 3. Prefer Not To Do Shift Work (34.1%)
Software, Web & Multimedia Developer	480	70.1	1. Lack The Necessary Work Experience (41.0%) 2. Competition For Local Candidates From Other Employers Is Too Stiff (25.3%) 3. Find Pay Unattractive (24.6%)
Mechanical Engineering Technician	380	57.6	1. Find The Working Environment Not Conducive (37.3%) 2. Find Pay Unattractive (36.8%) 3. Lack The Necessary Work Experience (28.7%)
Mechanical Engineer	360	72.7	1. Lack The Necessary Work Experience (41.5%) 2. Find Pay Unattractive (40.4%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (23.6%)
Civil Engineer	350	58.4	1. Lack The Necessary Work Experience (29.9%) 2. Find Pay Unattractive (29.0%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (27.2%)
Sales & Marketing Manager	340	40.5	1. Lack The Necessary Work Experience (71.1%) 2. Find Pay Unattractive (19.2%) 3. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (19.2%)
Electronics Engineer	340	77.0	1. Lack The Necessary Work Experience (53.1%) 2. Find Pay Unattractive (43.7%) 3. Prefer Shorter Workweek (25.4%)
Computer Technician (Including IT User Helpdesk Technician)	330	80.8	1. Find Pay Unattractive (76.3%) 2. Competition For Local Candidates From Other Employers Is Too Stiff (60.6%) 3. Find The Job Physically Strenuous (53.8%)
Management Executive	320	20.8	1. Find Pay Unattractive (29.8%) 2. Competition For Local Candidates From Other Employers Is Too Stiff (27.6%) 3. Lack The Necessary Work Experience (26.7%)

Notes:

- (1) Figures in parenthesis are expressed as a percentage of vacancies hard to fill by locals in the respective occupations.
- (2) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A4: Top Ten Non-PMET Occupations With The Highest Number Of Vacancies Hard To Fill By Locals, 2014 (As At September)

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
Non-PMETs	29,190	81.8	1. Find Pay Unattractive (50.6%) 2. Prefer Shorter Workweek (48.5%) 3. Find The Job Physically Strenuous (47.6%)
Shop Sales Assistant	2,700	72.3	1. Prefer Shorter Workweek (80.8%) 2. Prefer Not To Do Shift Work (59.1%) 3. Find Pay Unattractive (52.1%)
Security Guard	1,960	87.1	1. Find The Job Physically Strenuous (59.4%) 2. Find Pay Unattractive (56.6%) 3. Prefer Shorter Workweek (54.4%)
Waiter	1,900	86.3	1. Prefer Shorter Workweek (67.9%) 2. Find The Job Physically Strenuous (62.4%) 3. Find Pay Unattractive (61.0%)
Cleaner In Offices & Other Establishments	1,660	89.7	1. Find Pay Unattractive (53.9%) 2. Find The Image Of The Sector Poor (47.6%) 3. Find The Working Environment Not Conducive (43.9%)
Cleaner & Helper In Hotels & Related Establishments	1,160	94.4	1. Find Pay Unattractive (58.6%) 2. Prefer Shorter Workweek (55.1%) 3. Find The Working Environment Not Conducive (51.6%)
Receptionist & Information Clerk	1,050	65.4	1. Find Pay Unattractive (63.5%) 2. Prefer Shorter Workweek (56.1%) 3. Prefer Not To Do Shift Work (52.4%)
Civil Engineering/Building Construction Labourer	990	95.3	1. Find The Working Environment Not Conducive (75.7%) 2. Find The Job Physically Strenuous (47.2%) 3. Find Pay Unattractive (32.9%)
Food Service Counter Attendant	950	93.1	1. Find Pay Unattractive (88.6%) 2. Prefer Not To Do Shift Work (54.6%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (50.9%)
Cook	950	95.3	1. Find The Job Physically Strenuous (66.2%) 2. Prefer Shorter Workweek (61.1%) 3. Find Pay Unattractive (59.3%)
Material & Freight Handling Worker	630	94.6	1. Find The Job Physically Strenuous (59.5%) 2. Find Pay Unattractive (55.5%) 3. Find The Working Environment Not Conducive (53.5%)

Notes:

- (1) Figures in parenthesis are expressed as a percentage of vacancies hard to fill by locals in the respective occupations.
- (2) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A5: Top Ten Job Vacancies By Industry, 2014 (As At September)

Manufacturing	8,330	Construction	3,580	Wholesale & Retail Trade	8,750	Transportation & Storage	3,710	Accommodation & Food Services	7,740
Machine-Tool Setter-Operator	440	Civil Engineering/Building Construction Labourer	870	Shop Sales Assistant	3,300	Material & Freight Handling Worker	330	Waiter	1,800
Welder & Flame Cutter	310	Supervisor/General Foreman (Building & Related Trades)	210	Cashier & Ticket Clerk	440	Lorry Driver	260	Food Service Counter Attendant	850
Industrial & Production Engineer	290	Civil Engineer	210	Stock Clerk	300	Bus Driver	230	Cook	840
Quality Checker & Tester	270	Building & Construction Project Manager	160	Marketing & Sales Representative (Technical)	260	Trailer-Truck Driver	200	Captain Waiter/Waiter Supervisor	570
Mechanical Engineering Technician	250	Quantity Surveyor	130	Sales Demonstrator	260	Receptionist & Information Clerk	150	Cleaner & Helper In Hotels & Related Establishments	530
Mechanical Engineer	250	Scaffolder	130	Sales & Marketing Manager	240	Management Executive	110	Kitchen Assistant	500
Electrical & Electronic Equipment Assembler	220	General Office Clerk	120	Accounting & Bookkeeping Clerk	200	General Office Clerk	110	Receptionist & Information Clerk	260
Manufacturing Engineering Technician	220	Air-Conditioning & Refrigeration Mechanic	100	Hand Packer	190	Motorcycle Delivery Man	90	Chef	210
Pipe Fitter	190	Electrician	90	Material & Freight Handling Worker	160	Machinery Mechanic	90	Restaurant Manager	210
Electronics Engineer	180	Lorry Driver	90	Sales Supervisor	160	Fork Lift Truck Operator	80	Dish Washer/Plate Collector	190

Table A5 (Continued): Top Ten Job Vacancies By Industry, 2014 (As At September)

Information & Communications	1,960	Financial & Insurance Services	2,990	Real Estate Services	2,330	Professional Services	3,640	Administrative & Support Services	5,700	Community, Social & Personal Services	13,040
Software, Web & Multimedia Developer	420	Operations Officer (Except Transport Operations)	220	Cleaner In Offices & Other Establishments	810	Policy & Planning Manager	210	Security Guard	2,000	Teaching Professional	1,760
Systems Analyst	190	Financial/Insurance Services Manager (E.g. Financial Institution Branch Manager)	170	Cleaner & Helper In Hotels & Related Establishments	220	Auditor (Accounting)	180	Cleaner In Offices & Other Establishments	880	Registered Nurse	820
Electronics Engineer	120	Sales & Marketing Manager	160	Management Executive	140	Civil Engineer	150	Cleaner & Helper In Hotels & Related Establishments	430	Management Executive	810
Sales & Marketing Manager	80	Business Development Manager	110	Premises & Facilities Maintenance Officer	130	Sales & Marketing Manager	130	Computer Technician (Including IT User Helpdesk Technician)	190	Enrolled/Assistant Nurse	690
Database Designer & Administrator	80	Financial Analyst (E.g. Equities Analyst, Credit Analyst)	110	Premises & Facilities Maintenance Manager	90	Civil Engineering Technician	110	Receptionist & Information Clerk	180	Receptionist & Information Clerk	500
Network/Infrastructure Architect & Engineer	80	Systems Analyst	100	General Office Clerk	70	Management & Business Consultant	110	Park & Garden Maintenance Worker	130	General Office Clerk	450
Computer Technician (Including IT User Helpdesk Technician)	80	Management Executive	100	Security Guard	70	Accounting Associate Professional (E.g. Assistant Accountant, Audit (Accounting) Executive)	90	Hand Packer	110	Healthcare Assistant	380
Receptionist & Information Clerk	70	Risk Analyst (Financial)	100	Receptionist & Information Clerk	60	Software, Web & Multimedia Developer	80	Dish Washer/Plate Collector	110	Government Associate Professional (Excluding Uniformed Officer)	360
Applications/Systems Programmer	70	Business Development Executive	90	Food Service Counter Attendant	60	Business Development Executive	70	Shop Sales Assistant	110	Pre-Primary Education Teacher	280
Network/Computer Systems Administrator	50	Management & Business Consultant	80	Building Maintenance Worker	60	General Office Clerk	70	Material & Freight Handling Worker	90	Beautician	220

Notes:

- (1) Figures refer to the number of job vacancies for the respective industry.
- (2) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A6: Number Of Job Vacancies By Industry And Occupational Group, 2014 (As At September)

	Managers & Administrators	Professionals	Associate Professionals & Technicians	Clerical Support Workers	Service & Sales Workers	Craftsmen & Related Trades Workers	Plant & Machine Operators & Assemblers	Cleaners, Labourers & Related Workers
Total*	4,820	8,770	12,000	4,540	15,330	3,850	4,250	7,710
Manufacturing	360	1,210	1,710	440	370	1,880	1,870	490
Construction	230	520	590	200	30	860	180	970
Services	4,160	7,000	9,480	3,890	14,930	1,070	2,090	6,110
Wholesale & Retail Trade	710	630	1,120	810	4,490	250	320	410
Transportation & Storage	140	120	490	450	620	230	1,200	460
Accommodation & Food Services	340	10	230	350	4,940	80	160	1,630
Information & Communications	260	1,210	330	120	30	-	10	10
Financial & Insurance Services	840	790	950	240	140	-	10	20
Real Estate Services	170	70	410	150	240	110	-	1,190
Professional Services	730	1,270	900	250	190	140	70	90
Administrative & Support Services	100	210	480	350	2,370	170	160	1,860
Community, Social & Personal Services	890	2,690	4,570	1,170	1,900	90	160	440

Notes:

- (1) *Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here.
(2) '-': Nil or negligible.

Table A7: Reasons For Vacancies Hard To Fill By Locals By Industry, 2014 (As At September)

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard To Fill By Locals (%)													
		Find Pay Unattractive	Prefer Shorter Work week	Find The Job Physically Strenuous	Prefer Not To Do Shift Work	Find The Working Environment Not Conducive	Lack The Right Personality Traits, Work Attitude And Motivation For The Job	Competition For Local Candidates From Other Employers Is Too Stiff	Finding Job Lacking In Career Prospects	Lack The Necessary Work Experience	Working Location Is Too Far	Lack Of Young Local Candidates	Find The Image Of The Sector Poor	Lack The Necessary Qualifications	Lack The Necessary Specialised Skills
Total	67.3	45.6	38.9	37.3	31.2	28.5	22.2	22.0	21.8	17.0	15.1	14.1	14.0	7.5	4.1
Manufacturing	81.6	48.1	27.9	40.3	29.5	39.5	15.1	14.2	20.7	21.9	23.1	13.6	8.6	6.4	4.2
Construction	89.5	33.1	18.4	36.9	8.7	51.9	12.1	7.3	19.1	19.7	10.4	9.6	12.0	8.0	1.1
Services	63.5	46.6	43.4	36.4	33.8	23.3	24.8	25.3	22.1	15.7	13.8	14.3	15.1	7.7	4.4
Wholesale & Retail Trade	70.1	41.3	51.2	38.8	38.1	14.1	34.2	17.7	26.6	13.4	8.1	10.2	4.5	3.8	2.0
Transportation & Storage	64.0	38.0	37.7	41.0	30.2	40.4	25.8	20.9	17.5	11.2	18.9	22.1	10.9	3.3	6.0
Accommodation & Food Services	90.2	58.6	59.1	56.0	47.5	35.4	24.9	26.8	28.8	8.2	15.3	17.4	22.7	2.8	1.7
Information & Communications	67.8	40.3	22.1	6.9	13.0	3.4	15.7	17.6	11.9	40.0	7.5	1.2	1.9	12.5	21.8
Financial & Insurance Services	36.2	25.1	20.6	19.3	21.3	0.7	16.0	23.8	11.7	51.6	9.9	2.2	4.2	22.4	13.9
Real Estate Services	76.0	44.9	58.5	31.2	59.1	21.8	32.8	48.3	21.8	9.1	29.6	22.5	34.9	1.4	0.2
Professional Services	62.7	40.2	22.5	16.5	13.4	11.3	23.7	26.9	8.5	41.3	16.2	13.6	1.9	18.1	8.7
Administrative & Support Services	79.7	60.0	37.8	45.9	24.5	39.1	21.7	23.9	29.3	6.0	17.0	18.5	35.4	3.7	1.1
Community, Social & Personal Services	39.5	38.1	35.1	18.1	28.4	11.7	17.5	29.2	14.6	16.5	9.1	11.0	6.4	18.0	5.8

Notes:

- (1) Incidence of hard-to-fill vacancies (%) refers to the proportion of vacancies that are hard to fill by locals.
- (2) Figures in the table are based on the hard-to-fill vacancies.
- (3) Shaded cells indicate the top three reasons for vacancies hard to fill by local within each industry.

Table A8: Top Ten Job Vacancies By Minimum Qualifications Required, 2014 (As At September)

Degree & Above	13,060	Diploma & Professional Qualifications	11,400	Post-Secondary (Non-Tertiary)	5,520	Secondary	11,430	Lower Secondary	6,280	Primary or Lower	14,720
Management Executive	800	Teaching Professional	1,210	Shop Sales Assistant	830	Shop Sales Assistant	1,580	Shop Sales Assistant	780	Cleaner In Offices & Other Establishments	1,820
Sales & Marketing Manager	670	Management Executive	710	Security Guard	510	Receptionist & Information Clerk	1,000	Waiter	530	Cleaner & Helper In Hotels & Related Establishments	1,120
Software, Web & Multimedia Developer	600	Registered Nurse	640	Enrolled/Assistant Nurse	430	General Office Clerk	820	Security Guard	450	Waiter	1,020
Teaching Professional	560	Mechanical Engineering Technician	460	General Office Clerk	240	Waiter	600	Cashier & Ticket Clerk	350	Security Guard	980
Civil Engineer	510	Business Development Executive	310	Receptionist & Information Clerk	200	Security Guard	310	Lorry Driver	240	Food Service Counter Attendant	930
Systems Analyst	470	Marketing & Sales Representative (Technical)	300	Machinery Mechanic	190	Accounting & Bookkeeping Clerk	300	Stock Clerk	220	Civil Engineering/Building Construction Labourer	720
Management & Business Consultant	380	Operations Officer (Except Transport Operations)	250	Registered Nurse	140	Captain Waiter/Waiter Supervisor	290	Captain Waiter/Waiter Supervisor	190	Cook	620
Mechanical Engineer	350	Pre-Primary Education Teacher	240	Mechanical Engineering Technician	120	Machine-Tool Setter-Operator	250	Cook	170	Shop Sales Assistant	540
Industrial & Production Engineer	350	Computer Technician (Including IT User Helpdesk Technician)	240	Machine-Tool Setter-Operator	120	Sales Demonstrator	220	Material & Freight Handling Worker	170	Kitchen Assistant	450
Policy & Planning Manager	350	Government Associate Professional (Excluding Uniformed Officer)	220	Healthcare Assistant	100	Stock Clerk	170	Bus Driver	160	Material & Freight Handling Worker	390

Notes:

- (1) Figures refer to the number of job vacancies for the respective educational category.
- (2) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A9: Reasons For Vacancies Hard To Fill By Locals By Minimum Qualifications, 2014 (As At September)

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard to Fill by Locals (%)													
		Find Pay Unattractive	Prefer Shorter Work week	Find The Job Physically Strenuous	Prefer Not To Do Shift Work	Find The Working Environment Not Conducive	Lack The Right Personality Traits, Work Attitude And Motivation For The Job	Competition For Local Candidates From Other Employers Is Too Stiff	Finding Job Lacking In Career Prospects	Lack The Necessary Work Experience	Working Location Is Too Far	Lack Of Young Local Candidates	Find The Image Of The Sector Poor	Lack The Necessary Qualifications	Lack The Necessary Specialised Skills
Total	67.3	45.6	38.9	37.3	31.2	28.5	22.2	22.0	21.8	17.0	15.1	14.1	14.0	7.5	4.1
Degree & Above	43.2	27.8	8.6	9.2	4.9	4.6	12.3	22.9	3.7	51.6	6.6	4.1	2.0	19.6	12.5
Diploma & Professional Qualification	49.9	38.3	23.1	16.2	20.1	11.9	18.6	28.2	11.3	27.4	13.0	8.1	4.7	15.6	5.1
Post-Secondary (Non-Tertiary)	59.7	42.4	29.0	28.7	30.8	29.7	18.7	21.9	18.3	21.7	17.0	15.8	13.4	18.5	3.9
Secondary	72.1	53.0	49.7	39.7	39.0	22.8	25.0	18.3	23.9	11.7	14.2	11.8	9.8	4.1	3.1
Lower Secondary	89.5	44.6	48.1	54.6	42.1	33.7	34.9	18.3	37.8	6.6	17.1	18.3	10.8	3.0	2.7
Primary or Lower	91.6	52.7	50.3	51.2	37.7	46.4	21.8	22.7	26.7	4.6	18.7	20.1	26.9	0.5	1.3

Notes:

- (1) Incidence of hard-to-fill vacancies (%) refers to the proportion of vacancies that are hard to fill by locals.
- (2) Figures in the table are based on the hard-to-fill vacancies.
- (3) Shaded cells indicate the top three reasons for vacancies hard to fill by local within each educational group.

SURVEY COVERAGE & METHODOLOGY

Introduction

The *Job Vacancy Survey, 2014* was conducted by the Manpower Research and Statistics Department of the Ministry of Manpower under the Statistics Act (Chapter 317). The survey was conducted from 26 September 2014 to 12 November 2014.

Objective

The survey was conducted to collect comprehensive information on job vacancies in the various industries by detailed occupations and minimum qualification required. The survey also asked employers whether the vacancies were (i) unfilled for at least six months, or more, and (ii) hard to fill by locals.

Coverage

The survey covered private sector establishments each with at least 25 employees and the public sector comprising government ministries, organs of state and statutory boards. A total of 14,200 establishments employing 1,943,800 employees responded to the survey, yielding a response rate of 90.3%.

Methodology

The survey was conducted using mail questionnaires. Respondents could submit their returns online, by post, email or fax, with clarifications made over the phone.

Reference Period

The reference date for the survey was 30 September 2014.

Data Collected

Establishments were asked to provide information pertaining to the job vacancies in their establishment:

- Job title
- Number of vacancies
- Minimum qualification required
- Whether working experience was required
- Whether vacancies were vacant for at least 6 months, or more
- Whether vacancies were hard to fill by locals and reasons for this

Classification

The industries of the surveyed establishments were classified according to the Singapore Standard Industrial Classification (SSIC) 2010. Descriptions of job vacancies were classified according to the Singapore Standard Occupational Classification (SSOC) 2010, while the classification of minimum qualification was based on the Singapore Standard Educational Classification (SSEC) 2010.

CONCEPTS AND DEFINITIONS

Job Vacancy : This refers to the number of unfilled posts for which the establishment is actively recruiting employees from outside the establishment. It exclude positions for which the employees have been appointed, but not yet commenced duty, and positions open only to internal transfers, promotions, etc.

Recruitment action to fill a post includes advertising in newspapers, posting notices on Internet (e.g. online job banks), making 'word of mouth announcements', soliciting employees through employment agencies or job fairs, contacting or interviewing job applicants.

Job Vacancy Rate : This is defined as the number of job vacancies divided by the total demand for manpower as at 30 September 2014. The total demand for manpower is the sum of the number of existing employees and job vacancies.

- Minimum Qualification Required : The minimum qualification required are categorised into nine broad groups:
- (1) No Formal Qualification/Lower Primary
 - Never attended school
 - Primary education without Primary School Leaving Examination (PSLE)/Primary School Proficiency Examination (PSPE) certification or their equivalent
 - Certificate in Basic Education for Skills Training (BEST) 1 – 3
 - (2) Primary
 - PSLE/PSPE or other certificates of equivalent standard
 - Certificate in BEST 4
 - At least 3 Employability Skills System (ESS) Workplace Literacy and Numeracy (WPLN) Statements of Attainment at Level 1 or 2
 - (3) Lower Secondary
 - Secondary education without a General Certificate of Education (GCE) 'Ordinary'/'Normal' Level pass or their equivalent
 - Certificate in Worker Improvement through Secondary Education (WISE) 1 – 3
 - Basic vocational certificates (including Institute of Technical Education (ITE) Basic Vocational Training)
 - At least 3 ESS WPLN Statements of Attainment at Level 3 or 4
 - (4) Secondary
 - At least 1 GCE 'N' Level pass
 - At least 1 GCE 'O' Level pass
 - National ITE Certificate (NITEC) (Intermediate) or equivalent (e.g. National Technical Certificate (NTC) Grade 3, Certificate of Vocational Training, BCA Builder Certificate)
 - ITE Skills Certificate (ISC) or equivalent (e.g. Certificate of Competency, Certificate in Service Skills)
 - At least 3 ESS WPLN Statements of Attainment at Level 5 and above
 - Other certificates or qualifications of equivalent standard
 - (5) Post-Secondary (Non-Tertiary): General & Vocational
 - At least 1 GCE 'Advanced'/'H2' Level pass or equivalent (General)
 - NITEC or equivalent (e.g. Post NITEC, Certificate in Office Skills, NTC Grade 2, National Certificate in Nursing, Advanced Builder Certificate)

- Higher NITEC, including Certificate in Business Skills, Industrial Technician Certificate and other polytechnic certificates
 - Master NITEC or equivalent (e.g. NTC Grade 1)
 - Workforce Skills Qualifications (WSQ) Certificate or equivalent
 - WSQ Higher Certificate or equivalent
 - WSQ Advanced Certificate or equivalent
 - Other post-secondary (non-tertiary: General) qualifications, including International Baccalaureate/High School Diploma
 - Other post-secondary (non-tertiary: Vocational certificates, e.g. Singapore Institute of Management (SIM) certificates) qualifications
- (6) Polytechnic Diploma
- Polytechnic diploma
 - Polytechnic advanced diploma (including polytechnic advanced/post/specialist/management/graduate diploma)
 - Polytechnic post-diploma certificate
- (7) Professional Qualification and Other Diploma
- ITE diploma
 - Diploma qualifications (e.g. National Institute of Education (NIE) diploma, SIM diploma, LaSalle-SIA diploma, Nanyang Academy of Fine Arts (NAFA) diploma)
 - Qualifications awarded by professional bodies
 - WSQ diploma
 - WSQ specialist diploma
 - Other advanced diploma, post-diploma qualifications or equivalent
- (8) University First Degree
- Bachelor degree
- (9) University Postgraduate Diploma/Degree
- Postgraduate diploma (including NIE postgraduate diploma)
 - WSQ graduate certificate
 - WSQ graduate diploma
 - Master
 - Doctorate

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Report Title: Job Vacancies, 2014

1. How would you rate this report in terms of :

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5. What additional information (if any) would you like us to include in our future issues?

6. Any other comments or suggestions you wish to bring to our attention?

Thank you for your valuable feedback

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** This paper is a collaborative effort between Manpower Research and Statistics Department and Singapore Department of Statistics*

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