

# Job Vacancies 2015



**MINISTRY OF  
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JOB VACANCIES 2015

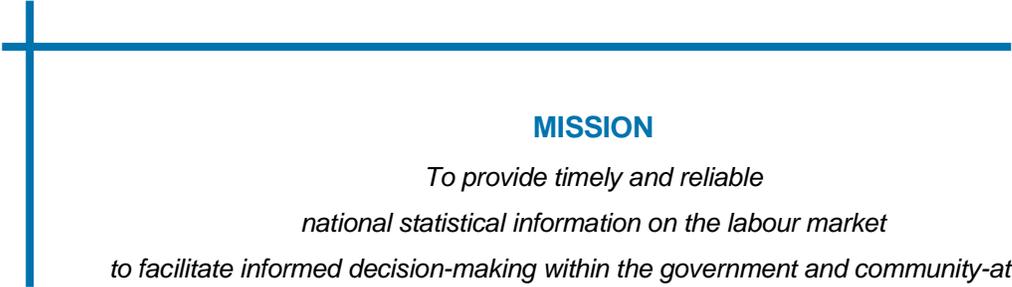
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## Notations:

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

## List of Abbreviations:

- PMETs : Professionals, Managers, Executives & Technicians

## Highlights

- The number of job vacancies declined over the year to 60,000 in September 2015 amid softer economic conditions. On a seasonally adjusted basis, the ratio between the job vacancies and unemployed persons declined for the second consecutive quarter to 116 openings per 100 job seekers in September 2015, from 121 in June and 143 in March 2015.
- The decline in vacancies was broad-based for all occupational groups. However, vacancies remained available for all occupations. Four in ten of job vacancies were for professionals, managers, executives and technicians (PMETs)<sup>1</sup> (23,220 or 43% of total vacancies) such as *teaching & training professionals, management executives, commercial & marketing sales executives* and *software, web & multimedia developers*. This was followed by service and sales workers (12,270 or 23%) such as *waiters, security guards* and *shop sales assistants*.
- The proportion of vacancies unfilled for at least six months (39%) declined from a year ago (41%). Occupations in higher demand and turnover such as *service and sales workers* and *cleaners, labourers & related workers* remained more likely to be hard-to-fill. On the other hand, only about two in every ten PMET openings were unfilled for extended periods.
- Employers indicated unattractive pay, long working hours, physically strenuous job nature and shift work as difficulties in recruiting locals to fill non-PMET openings. On the other hand, unattractive pay and the lack of necessary experience were the common reason for hard-to-fill PMET openings.
- 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 (13,890 or 25%) and university degree qualifications (13,150 or 24%) were most in demand. There were also many openings requiring secondary (10,280 or 19%), diploma & professional qualifications (9,090 or 17%), post-secondary qualifications (4,050 or 7.4%) and lower secondary (4,030 or 7.4%).

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<sup>1</sup> PMETs refer to Managers & Administrators, Professionals and Associate Professionals & Technicians.

# Job Vacancies 2015

## 1 Introduction

1.1 This annual report analyses the job vacancy situation in 2015, 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 measure unmet demand for manpower in the economy and are useful for assessing changes in manpower demand over time. Evaluated with other labour market indicators such as unemployment and wages, trends in vacancy data can help identify areas of persistent labour shortages.

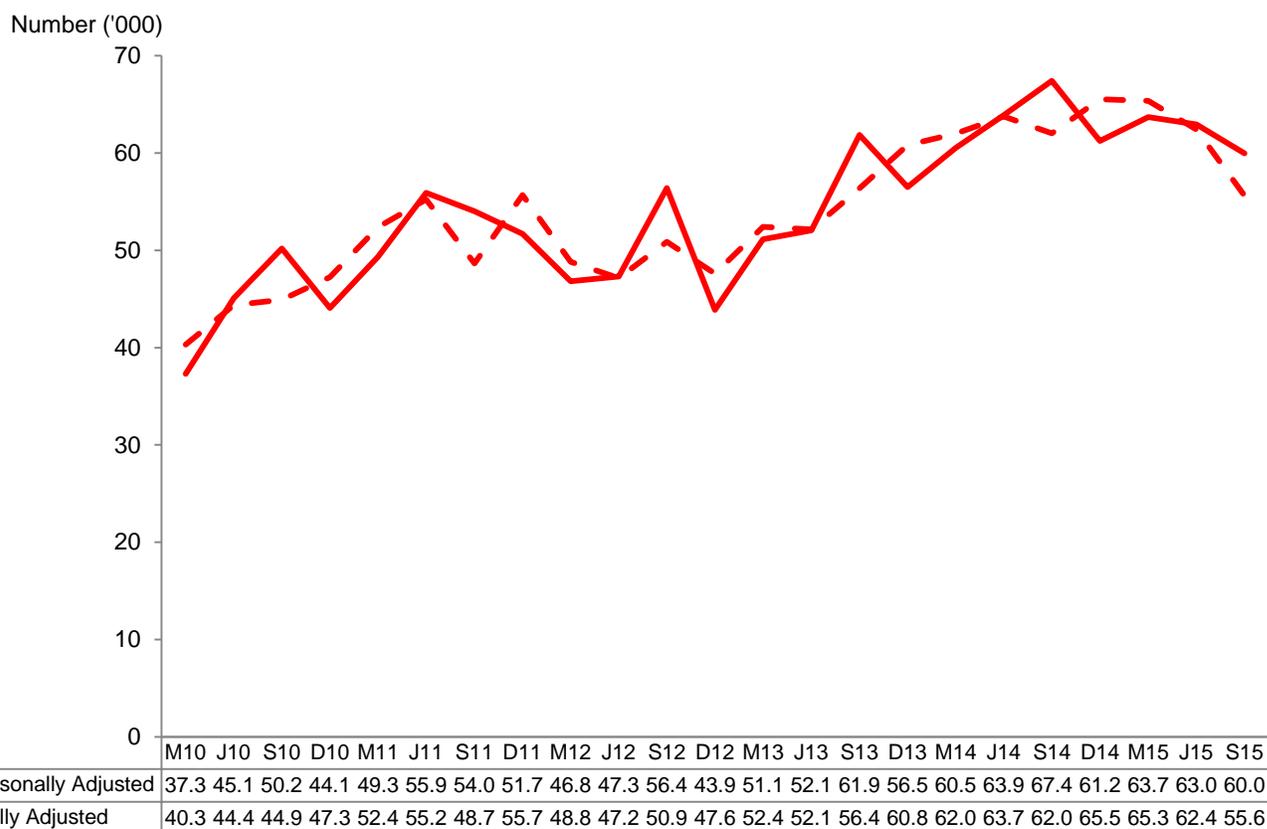
1.3 Data on job vacancies for broad occupational groups are collected from the quarterly Labour Market Surveys conducted by the Manpower Research and Statistics Department on private establishments (each with at least 25 employees) and the public sector. More comprehensive vacancy information on detailed 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 declined*

2.1 Amid softer economic conditions<sup>2</sup>, job vacancies declined over the year to 60,000 in September 2015, from a high of 67,400 a year ago. On a seasonally adjusted basis, job vacancies registered its third consecutive quarter of decline (Chart 1).

**Chart 1: Job Vacancies**



Source: Labour Market Survey, Manpower Research & Statistics Department, MOM

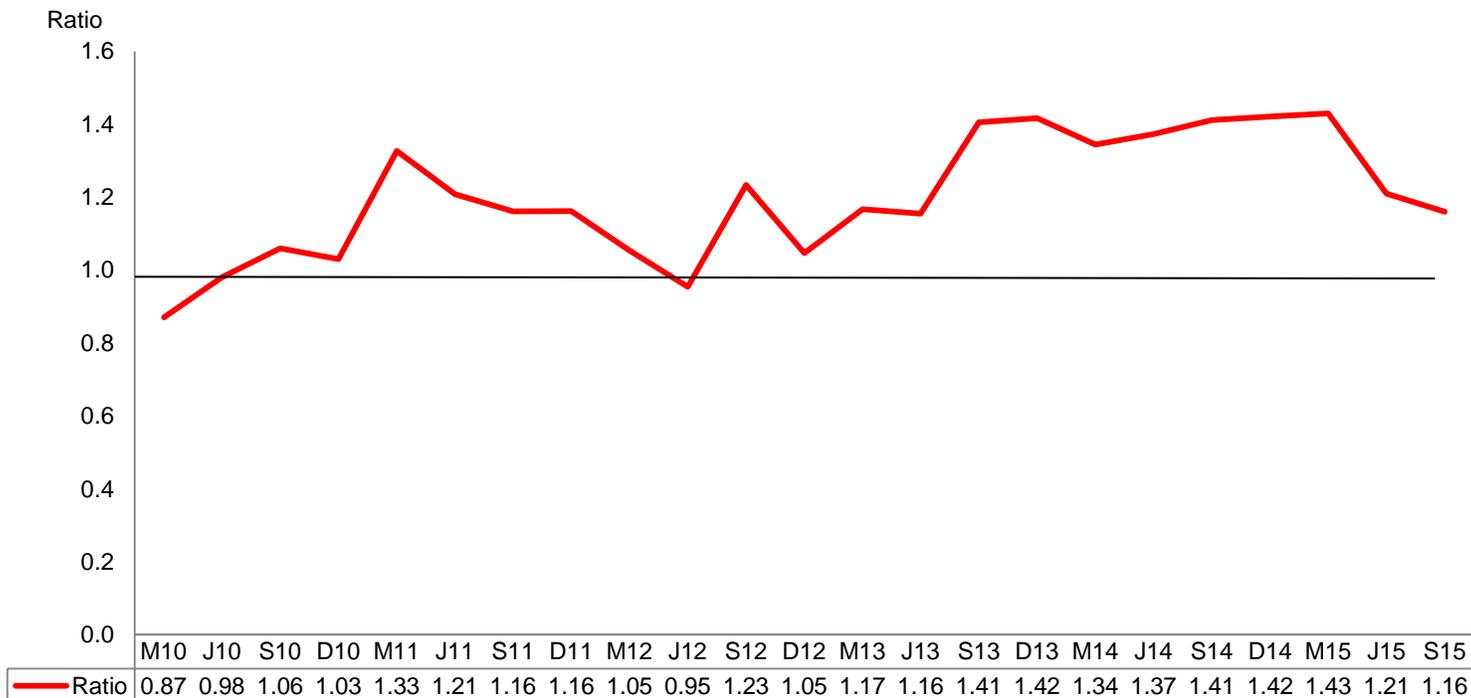
Note: Data pertain to private sector establishments each with at least 25 employees and the public sector.

<sup>2</sup> Advance estimates showed that the Singapore economy grew by 2.1% in 2015, compared with 2.9% in 2014. Source: Ministry of Trade and Industry, Singapore.

**Job vacancies continued to outnumber job seekers, although ratio has moderated**

2.2 On a seasonally adjusted basis, the ratio between job vacancies and unemployed persons declined for the second consecutive quarter to 116 openings per 100 job seekers in September 2015, down from 121 in June and 143 in March.

**Chart 2: Ratio Of Job Vacancies To Unemployed Persons (Seasonally Adjusted)**



Source: Labour Market Survey, Manpower Research & Statistics Department, MOM  
Labour Force Survey, Manpower Research & Statistics Department, MOM

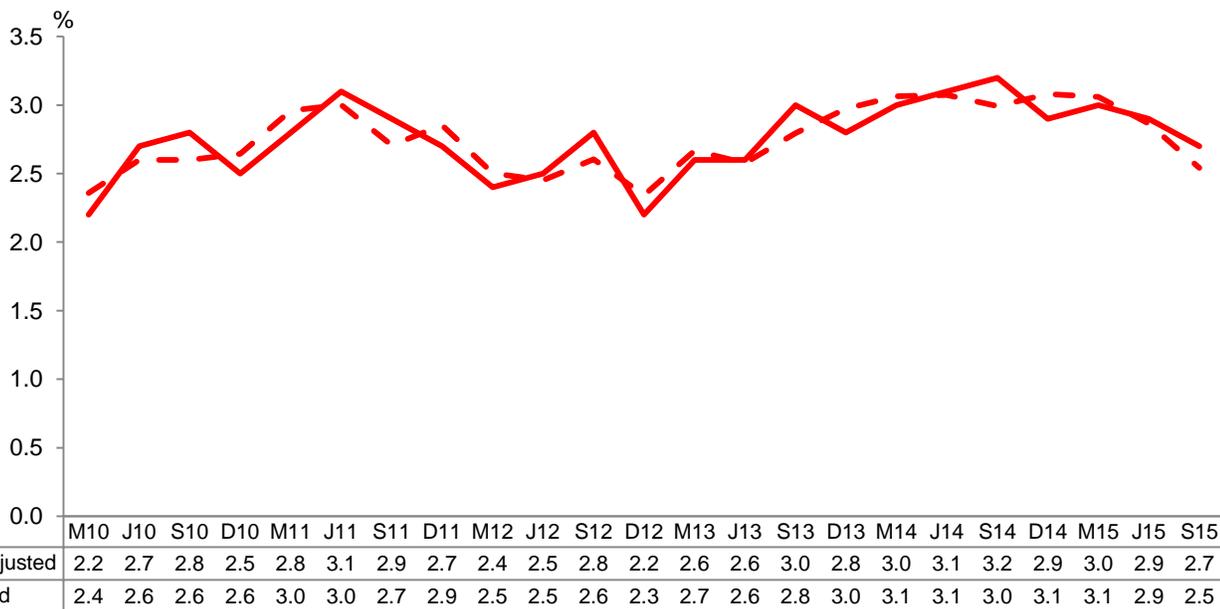
Notes:

- (1) Job vacancy to unemployed ratio is calculated by taking the ratio of the estimates of the total job vacancies for the whole economy to the total number of unemployed persons. The job vacancies for the whole economy are estimated assuming that private sector establishments with less than 25 employees have the same vacancy rate as those with 25-49 employees.
- (2) Data have been revised using the latest set of seasonal factors and updated in line with standard seasonal adjustment procedure. The revision is done once a year, taking into account observations for the latest available year.

**Job vacancy rate has also declined**

2.3 The job vacancy rate refers to the share of vacancies out of total manpower demand<sup>3</sup>. It measures labour market tightness. The job vacancy rate has declined from 3.2% in September 2014 to 2.7% in September 2015. On a seasonally adjusted basis, the job vacancy rate also edged down from 2.9% in June to 2.5% in September 2015.

**Chart 3: Job Vacancy Rate**



Source: Labour Market Survey, Manpower Research & Statistics Department, MOM

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

<sup>3</sup>Total manpower demand refers to the sum of the number of employees and job vacancies at the end of the quarter.

### 3 By Occupational Group

#### **Job openings were available for all occupational groups**

3.1 *Service & sales workers* (12,270 or 23% of total vacancies) remained most sought after, followed by *professionals* (9,850 or 18%), *associate professionals & technicians* (9,210 or 17%) and *cleaners, labourers & related workers* (7,000 or 13%). A listing of specific top ten occupations within each broad occupational category can be found in the occupational matrix ([Table 2](#)).

3.2 The decline in vacancies over the year was observed in all occupational groups. Amid softer demand from the domestic-oriented sectors of retail trade and administrative & support services<sup>4</sup>, *service & sales workers* (-19% or -2,800) posted a sharper reduction over the year, with fewer openings for *shop sales assistants* (-1,920), *cashiers & ticket clerks* (-310) and *security guards* (-240). Continued weakness in manufacturing with negative spill-overs to the transportation & storage sector also dampened demand for *plant & machine operators & assemblers* (-21% or -880) and *craftsmen & related trades workers* (-16% or -620)<sup>5</sup>. *Professionals* (-9.9% or -1,080), *associate professionals & technicians* (-8.8% or -880) and *cleaners, labourers & related workers* (-9.2% or -710) saw smaller declines in percentage terms ([Chart 4](#)).

**Chart 4: Job Vacancies By Occupation, 2015 (As At September)**

| Occupation                             | Number Of Job Vacancies | Share Of Job Vacancies (%) | Year-On-Year Change |                       |
|----------------------------------------|-------------------------|----------------------------|---------------------|-----------------------|
|                                        |                         |                            | Number              | Percentage Change (%) |
| Service & Sales Workers                | 12,270                  | 22.5                       | -2,800              | -18.6                 |
| Professionals                          | 9,850                   | 18.1                       | -1,080              | -9.9                  |
| Associate Professionals & Technicians  | 9,210                   | 16.9                       | -880                | -8.8                  |
| Cleaners, Labourers & Related Workers  | 7,000                   | 12.8                       | -710                | -9.2                  |
| Managers & Administrators              | 4,160                   | 7.6                        | -660                | -13.8                 |
| Clerical Support Workers               | 4,090                   | 7.5                        | -450                | -9.9                  |
| Plant & Machine Operators & Assemblers | 3,370                   | 6.2                        | -880                | -20.6                 |
| Craftsmen & Related Trades Workers     | 3,240                   | 5.9                        | -620                | -16.0                 |

Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Notes:

- (1) Job vacancies for Workers Not Classified by Occupation and Agricultural & Fishery Workers are not reflected here.
- (2) Data are classified based on Singapore Standard Occupation Classification (SSOC) 2015. Data for past year which were coded based on earlier version of the SSOC were mapped to SSOC 2015 as far as possible to facilitate data comparability.

<sup>4</sup> The decline in vacancies was more pronounced in retail trade (-42% or -1,920) and administrative & support services (-23% or -1,320).

<sup>5</sup> Vacancies fell by 22% (-1,840) in manufacturing, and 12% (-460) in transportation & storage sectors.

3.3 The bulk of the openings were in services except for *craftsmen & related trades workers* and *plant & machine operators & assemblers* where openings were concentrated in manufacturing (Table 1).

3.4 *Community, social & personal services*<sup>6</sup> accounted for three in ten vacancies for *professionals* (32%), *associate professionals & technicians* (30%) and *clerical support workers* (28%). In contrast, openings for *service & sales workers* were concentrated in *accommodation & food services* (37%), *wholesale & retail trade* (22%) and *administrative & support services* (15%). The top occupations in demand in each industry are listed in Annex – Table A2.

**Table 1: Distribution Of Job Vacancies By Industry And Occupation, 2015 (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 |
| <b>Total</b>                          | <b>100.0</b>              | <b>100.0</b>  | <b>100.0</b>                          | <b>100.0</b>             | <b>100.0</b>            | <b>100.0</b>                       | <b>100.0</b>                           | <b>100.0</b>                          |
| <b>Manufacturing</b>                  | 6.9                       | 10.4          | 13.2                                  | 7.0                      | 3.3                     | 39.6                               | 49.1                                   | 4.8                                   |
| <b>Construction</b>                   | 3.9                       | 4.0           | 4.3                                   | 3.4                      | 0.1                     | 27.3                               | 6.1                                    | 11.3                                  |
| <b>Services</b>                       | 87.8                      | 84.6          | 80.1                                  | 89.1                     | 96.6                    | 31.4                               | 43.1                                   | 81.8                                  |
| Wholesale & Retail Trade              | 14.3                      | 5.4           | 11.8                                  | 11.1                     | 22.2                    | 6.7                                | 6.9                                    | 3.9                                   |
| Transportation & Storage              | 3.2                       | 2.2           | 3.4                                   | 15.8                     | 3.8                     | 7.0                                | 20.8                                   | 7.9                                   |
| Accommodation & Food Services         | 7.3                       | 0.1           | 3.8                                   | 8.4                      | 37.3                    | 2.5                                | 4.5                                    | 22.8                                  |
| Information & Communications          | 9.5                       | 10.4          | 5.6                                   | 5.0                      | 0.4                     | 0.7                                | -                                      | -                                     |
| Financial & Insurance Services        | 12.9                      | 15.5          | 7.9                                   | 6.8                      | 0.6                     | 0.2                                | 0.5                                    | 0.1                                   |
| Real Estate Services                  | 3.7                       | 0.9           | 3.7                                   | 4.6                      | 1.9                     | 3.1                                | 0.5                                    | 19.5                                  |
| Professional Services                 | 11.9                      | 15.2          | 9.7                                   | 5.5                      | 1.1                     | 4.0                                | 0.6                                    | 1.4                                   |
| Administrative & Support Services     | 2.3                       | 2.4           | 3.9                                   | 4.1                      | 14.7                    | 4.3                                | 2.9                                    | 20.0                                  |
| Community, Social & Personal Services | 22.7                      | 32.4          | 30.3                                  | 28.0                     | 14.6                    | 2.9                                | 6.4                                    | 6.2                                   |

Source: Job Vacancy Survey, Manpower Research & Statistics Department, 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.

<sup>6</sup> Community, social & personal services sector includes public administration & education, health & social services and arts, entertainment & recreation.

### ***Non-PMET openings were generally harder to fill***

3.5 About four in ten (39%) vacancies in September 2015 were unfilled for six months or more. This proportion was down slightly from a year ago (41%). Non PMET job vacancies were generally harder to fill (55%). In particular, close to 60% of vacancies for *service & sales workers, cleaners, labourers & related workers* and *plant & machine operators & assemblers* were unfilled for six months or more. On the other hand, only about two in every ten PMET openings (20%) were unfilled for extended periods. The incidence of vacancies unfilled for six months or more had generally decreased over the year, except for *service & sales workers* which saw the incidence edged up.

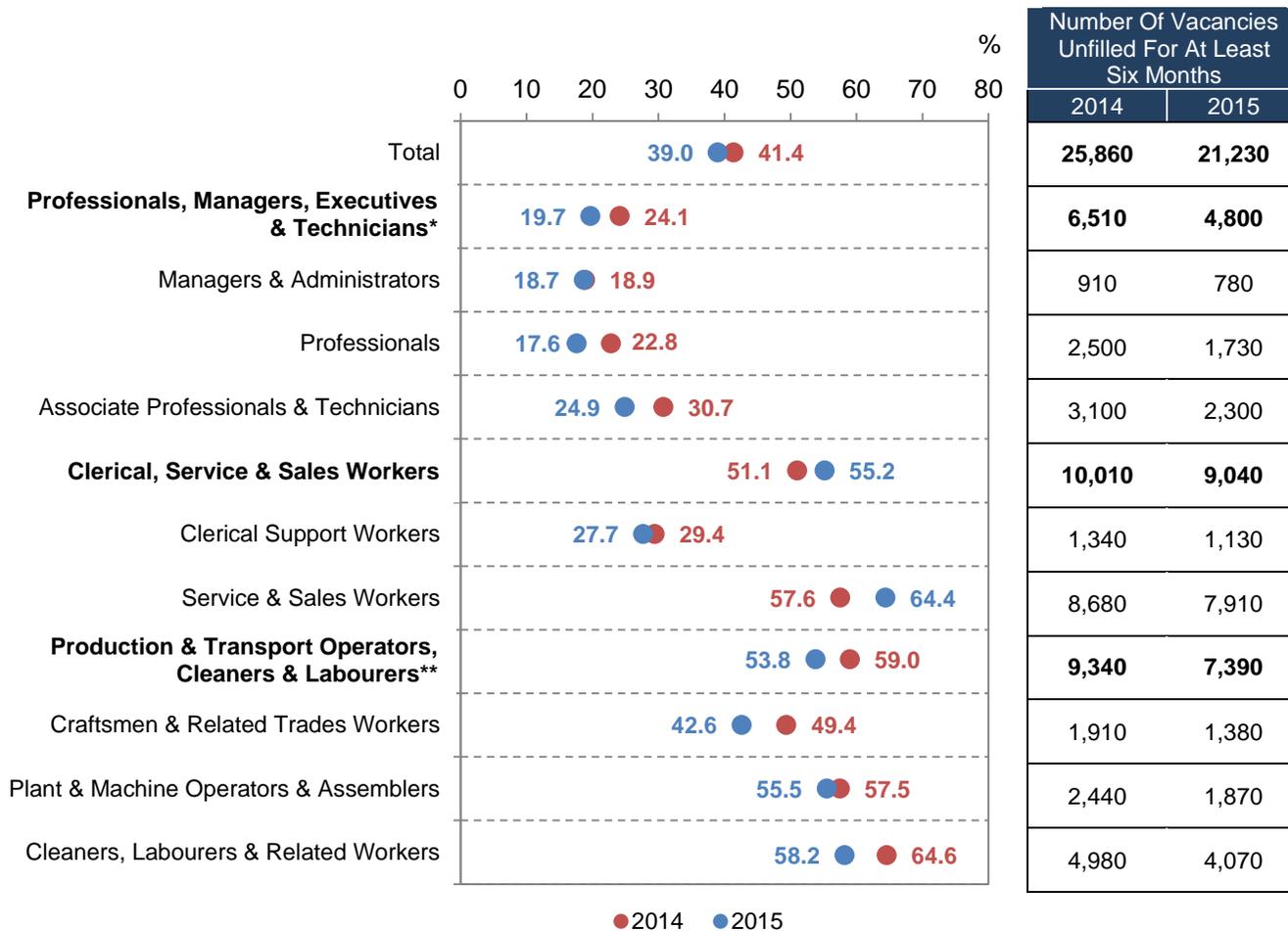
3.6 Similar patterns were observed when employers were asked to indicate openings which were deemed hard to fill by locals<sup>7</sup>.

3.7 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 A5, A6, A7.

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<sup>7</sup> Locals refer to Singapore citizens and Permanent Residents.

**Chart 5: Number And Incidence Of Vacancies Unfilled For At Least Six Months By Occupation, 2014 And 2015 (As At September)**

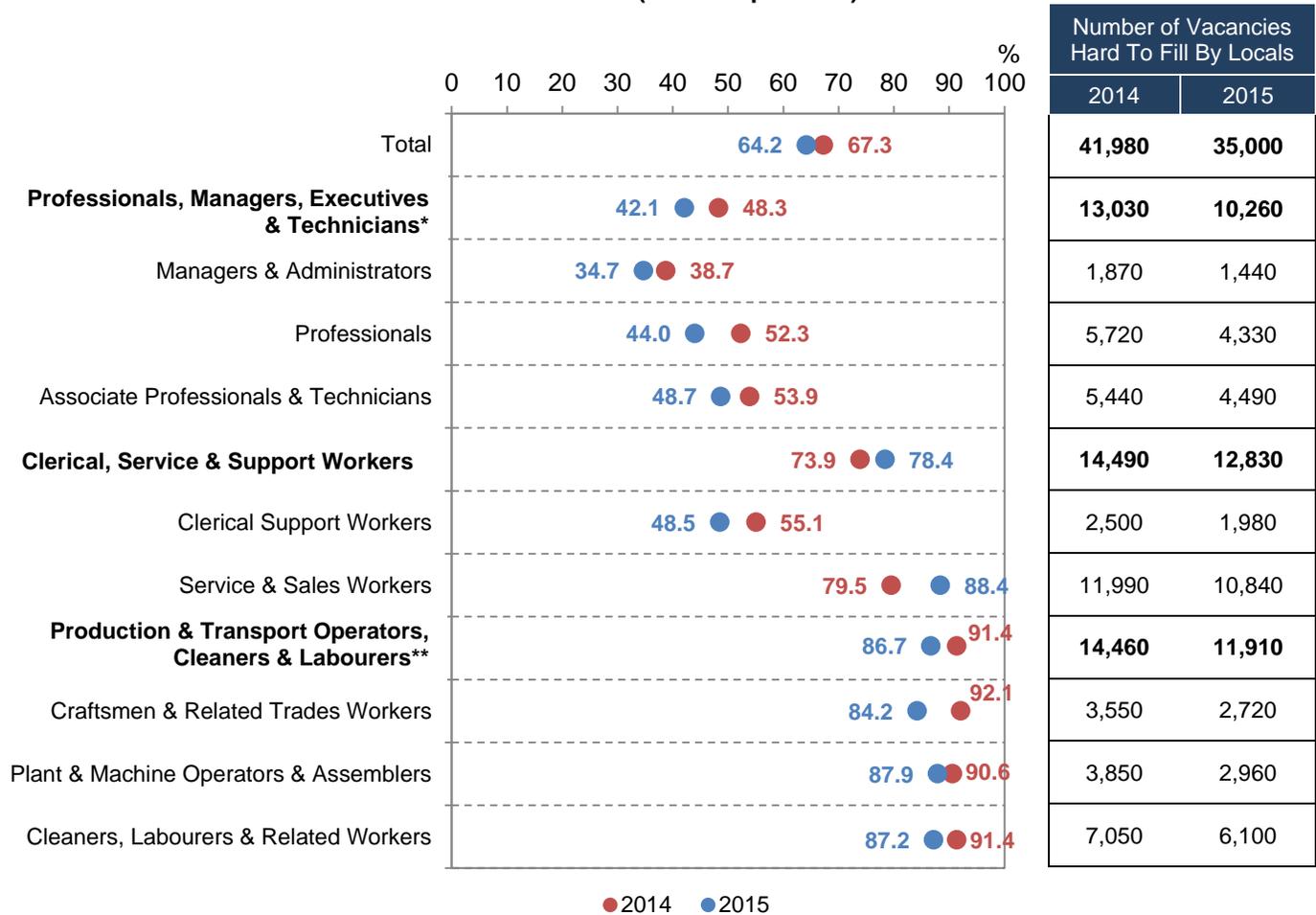


Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Notes:

- (1) \* includes Workers Not Classified by Occupation.
- (2) \*\* includes Agricultural & Fishery Workers.
- (3) Data are classified based on Singapore Standard Occupation Classification (SSOC) 2015. Data for past year which were coded based on earlier versions of the SSOC were mapped to SSOC 2015 as far as possible to facilitate data comparability.

**Chart 6: Number And Incidence Of Vacancies Hard-To-Fill By Locals By Occupation, 2014 And 2015 (As At September)**



Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Notes:

- (1) \* includes Workers Not Classified by Occupation.
- (2) \*\* includes Agricultural & Fishery Workers.
- (3) Data are classified based on Singapore Standard Occupation Classification (SSOC) 2015. Data for past year which were coded based on earlier version of the SSOC were mapped to SSOC 2015 as far as possible to facilitate data comparability.

***Unattractive pay, long working hours, physically strenuous job nature and shift work were main difficulties in recruiting non-PMETs***

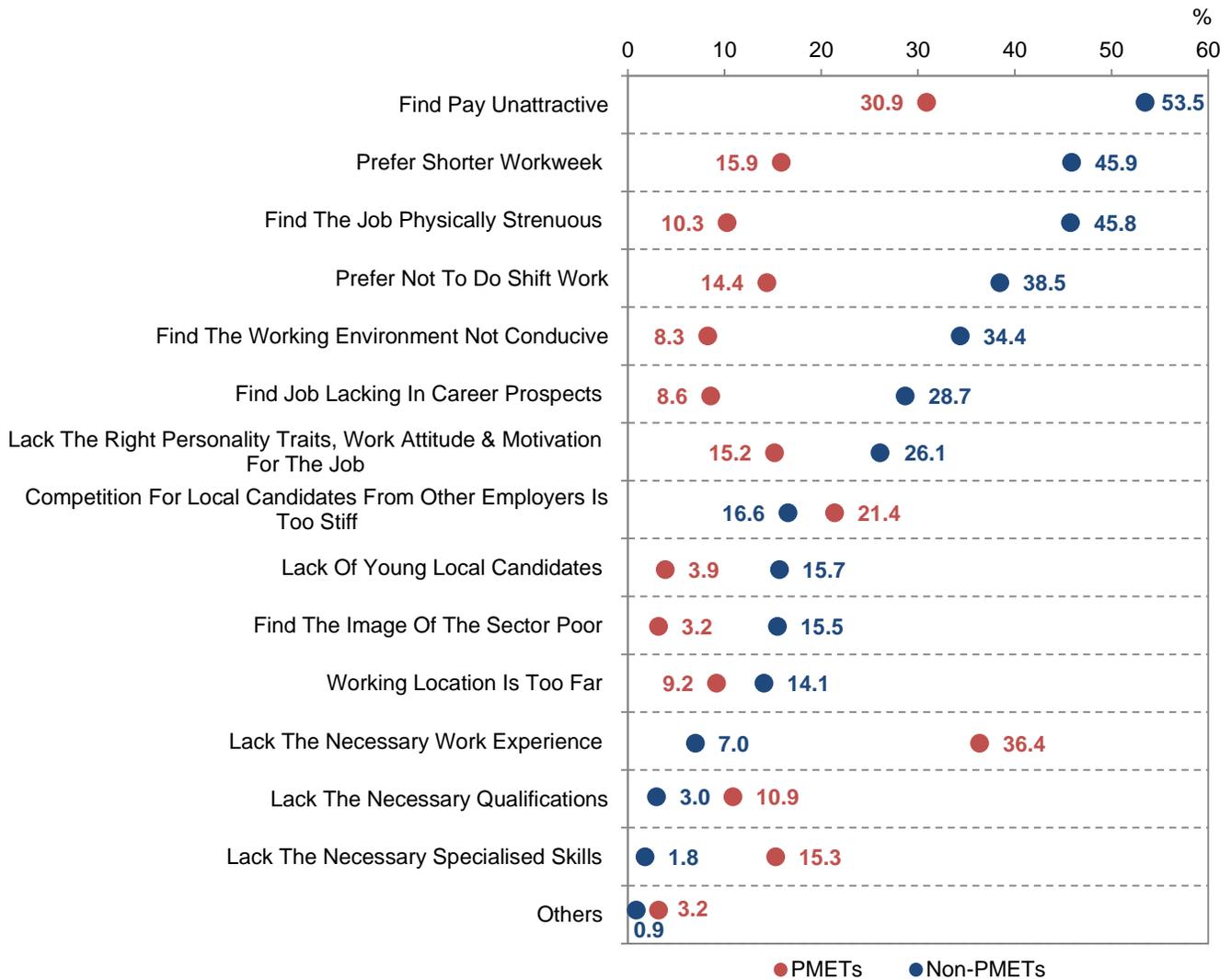
3.8 Hard-to-fill vacancies could be due to genuine skills shortages when the supply of suitably qualified workers is less than demand; or job-specific conditions e.g. unattractive pay and working conditions offered by employers. For non-PMET vacancies, employers were more likely to indicate job-specific conditions pertaining to *unattractive pay*, *long workweek (preference for shorter workweek)* and *physically strenuous (job nature)* as the main reasons for hard-to-fill vacancies.

***For PMET vacancies, it was a lack of qualified candidates and unattractive pay***

3.9 PMET openings that were harder to fill were more likely to be due to unattractive pay and the lack of necessary experience.

3.10 A listing of the reasons for hard-to-filled vacancies by industry is in Annex A - Table A9.

**Chart 7: Reasons Vacancies Were Hard To Fill By Locals By Broad Occupational Group, 2015  
(As At September)**



Source: Job Vacancy Survey, Manpower Research & Statistics Department, 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.

## 4 By Qualifications

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

4.1 There were vacancies available for all educational levels, with more for both ends of the educational spectrum. One in four of the vacancies (13,890 or 25%) required no/some formal education i.e. primary and below. This was followed closely by openings which required university degree qualifications (13,150 or 24%). There were also openings for secondary (10,280 or 19%) and diploma & professional qualifications (9,090 or 17%) (Chart 8).

**Chart 8: Job Vacancies By Minimum Qualifications Required, 2015 (As At September)**

|                                      | Number Of Job Vacancies | Share Of Job Vacancies (%) | Year-On-Year Change |                       |
|--------------------------------------|-------------------------|----------------------------|---------------------|-----------------------|
|                                      |                         |                            | Number              | Percentage Change (%) |
| Primary or Lower                     | 13,890                  | 25.5                       | -830                | -5.6                  |
| University Degree & Above            | 13,150                  | 24.1                       | +90                 | +0.7                  |
| Secondary                            | 10,280                  | 18.9                       | -1,150              | -10.1                 |
| Diploma & Professional Qualification | 9,090                   | 16.7                       | -2,310              | -20.3                 |
| Post-Secondary (Non-Tertiary)        | 4,050                   | 7.4                        | -1,470              | -26.7                 |
| Lower Secondary                      | 4,030                   | 7.4                        | -2,260              | -35.9                 |

Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

## 5 Top Ten Jobs In Demand

5.1 This section shows the top ten jobs in demand within each occupational category, with additional information on:

- i) top hiring industries
- ii) common minimum qualifications
- iii) working experience required
- iv) incidence of openings vacant for at least six months
- v) wage<sup>8</sup> data from the Occupational Wage Survey, 2014.<sup>9</sup>

### PMETs

5.2 Leading the list of top PMET openings were *teaching & training professionals*<sup>10</sup> (1,600), *management executives* (1,310), *commercial & marketing sales executives* (1,070) and *operations officers (except transport operations)* (900). The top ten PMET positions required at least diploma & professional qualification or minimally a degree qualification. Most required job-specific working experience. Employers generally had less difficulty filling the posts.

### Clerical, Service & Sales Workers

5.3 Apart from *receptionists, customer service & information clerks* (1,960) and *general office clerks* (960), the top jobs in demand in this occupational group were for service & sales workers such as *waiters* (2,020), *security guards* (2,010), *shop sales assistants* (1,810) and *cooks* (1,000). Work experience is not commonly required for these positions, and the qualifications required ranged from primary or lower to secondary level.

### Production & Transport Operators, Cleaners & Labourers

5.4 Vacancies for this category spanned a wide range from cleaners and labourer jobs such as *material & freight handling workers* (760), *civil engineering/building construction labourers* (730), *cleaners & helpers in hotels & related establishments* (720), *cleaners in other establishments* (630), to transport operators & assemblers like *heavy truck & lorry drivers* (680) and *electrical & electronic equipment assemblers* (380). Most of these occupations commonly pay a range that is \$2,000.

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<sup>8</sup> Locals employed full-time in these occupations.

<sup>9</sup> The wage data pertained to full-time resident employees in private sector establishments with at least 25 employees who have CPF contributions in June 2014.

<sup>10</sup> These openings spanned a wide range of teaching and training professionals from primary schools to higher education institutions (e.g. polytechnics and universities).

**Table 2(a): Top Ten PMET Vacancies, 2015 (As At September)**

| Occupation                                       | No. Of Vacancies | Top Three Hiring Industries (%)                                                                 | Common Minimum Qualification Required | Common Working Experience Required | Gross Wage (\$), June 2014 |       |        | Incidence Of Vacancies Unfilled For At Least Six Months (%) |
|--------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------|----------------------------|-------|--------|-------------------------------------------------------------|
|                                                  |                  |                                                                                                 |                                       |                                    | 0                          | 5,000 | 10,000 |                                                             |
| Teaching & Training Professional                 | 1,600            | Community, Social & Personal Svcs                                                               | Diploma & Professional Qualification  | No Working Experience              |                            |       |        | 1.3                                                         |
| Management Executive                             | 1,310            | Community, Social & Personal Svcs<br>Wholesale & Retail Trade<br>Manufacturing                  | Diploma & Professional Qualification  | No Working Experience              |                            |       |        | 10.2                                                        |
| Commercial & Marketing Sales Executive           | 1,070            | Wholesale & Retail Trade<br>Financial & Insurance Svcs<br>Information & Communications          | Diploma & Professional Qualification  | Job Specific                       |                            |       |        | 21.9                                                        |
| Operations Officer (Except Transport Operations) | 900              | Financial & Insurance Svcs<br>Community, Social & Personal Svcs<br>Transportation & Storage     | Diploma & Professional Qualification  | Job Specific                       |                            |       |        | 13.2                                                        |
| Sales & Marketing Manager                        | 670              | Wholesale & Retail Trade<br>Professional Svcs<br>Information & Communications                   | Degree & Above                        | Job Specific                       |                            |       |        | 15.2                                                        |
| Software, Web & Multimedia Developer             | 640              | Information & Communications<br>Manufacturing<br>Professional Svcs                              | Degree & Above                        | Job Specific                       |                            |       |        | 22.2                                                        |
| Systems Analyst                                  | 510              | Information & Communications<br>Financial & Insurance Svcs<br>Community, Social & Personal Svcs | Degree & Above                        | Job Specific                       |                            |       |        | 11.2                                                        |
| Civil Engineer                                   | 510              | Community, Social & Personal Svcs<br>Construction<br>Professional Svcs                          | Degree & Above                        | No Working Experience              |                            |       |        | 14.6                                                        |
| Mechanical Engineering Technician                | 480              | Manufacturing<br>Community, Social & Personal Svcs<br>Administrative & Support Svcs             | Diploma & Professional Qualification  | Job Specific                       |                            |       |        | 19.8                                                        |
| Management & Business Consultant                 | 460              | Professional Svcs<br>Community, Social & Personal Svcs<br>Financial & Insurance Svcs            | Degree & Above                        | Job Specific                       |                            |       |        | 9.1                                                         |

**Table 2(b): Top Ten Clerical, Service & Sales Vacancies, 2015 (As At September)**

| Occupation                                         | No. Of Vacancies | Top Three Hiring Industries (%)                                                                       | Common Minimum Qualification Required | Common Working Experience Required | Gross Wage (\$), June 2014 |       |       | Incidence Of Vacancies Unfilled For At Least Six Months (%) |
|----------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------|----------------------------|-------|-------|-------------------------------------------------------------|
|                                                    |                  |                                                                                                       |                                       |                                    | 0                          | 1,000 | 2,000 |                                                             |
| Waiter                                             | 2,020            | <b>Accommodation &amp; Food Svcs</b><br>Community, Social & Personal Svcs<br>Manufacturing            | Primary or Lower                      | No Working Experience              |                            |       |       | 69.5                                                        |
| Security Guard                                     | 2,010            | <b>Administrative &amp; Support Svcs</b><br>Real Estate Svcs<br>Community, Social & Personal Svcs     | Secondary                             | No Working Experience              |                            |       |       | 71.7                                                        |
| Receptionist, Customer Service & Information Clerk | 1,960            | <b>Community, Social &amp; Personal Svcs</b><br>Transportation & Storage<br>Accommodation & Food Svcs | Secondary                             | No Working Experience              |                            |       |       | 36.9                                                        |
| Shop Sales Assistant                               | 1,810            | <b>Wholesale &amp; Retail Trade</b><br>Manufacturing<br>Community, Social & Personal Svcs             | Secondary                             | No Working Experience              |                            |       |       | 61.9                                                        |
| Cook                                               | 1,000            | <b>Accommodation &amp; Food Svcs</b><br>Community, Social & Personal Svcs<br>Real Estate Svcs         | Primary or Lower                      | Job Specific                       |                            |       |       | 63.6                                                        |
| Food Service Counter Attendant                     | 960              | <b>Accommodation &amp; Food Svcs</b><br>Manufacturing                                                 | Primary or Lower                      | No Working Experience              |                            |       |       | 45.4                                                        |
| General Office Clerk                               | 960              | <b>Community, Social &amp; Personal Svcs</b><br>Manufacturing<br>Wholesale & Retail Trade             | Secondary                             | General Working Experience         |                            |       |       | 17.7                                                        |
| Sales Supervisor                                   | 590              | <b>Wholesale &amp; Retail Trade</b><br>Manufacturing                                                  | Secondary                             | Job Specific                       |                            |       |       | 92.0                                                        |
| Captain Waiter/Waiter Supervisor                   | 550              | <b>Accommodation &amp; Food Svcs</b><br>Community, Social & Personal Svcs<br>Manufacturing            | Lower Secondary                       | Industry Specific                  |                            |       |       | 55.8                                                        |
| Healthcare Assistant (Eg Therapy Aide/Assistant)   | 490              | <b>Community, Social &amp; Personal Svcs</b>                                                          | Post-Secondary (Non-Tertiary)         | No Working Experience              |                            |       |       | 57.8                                                        |

**Table 2(c): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies, 2015 (As At September)**

| Occupation                                                                                                    | No. Of Vacancies | Top Three Hiring Industries (%)   | Common Minimum Qualification Required | Common Working Experience Required | Gross Wage (\$), June 2014 |       |       | Incidence Of Vacancies Unfilled For At Least Six Months (%) |
|---------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------|---------------------------------------|------------------------------------|----------------------------|-------|-------|-------------------------------------------------------------|
|                                                                                                               |                  |                                   |                                       |                                    | 0                          | 1,000 | 2,000 |                                                             |
| Material & Freight Handling Worker                                                                            | 760              | Transportation & Storage          | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 53.4                                                        |
|                                                                                                               |                  | Wholesale & Retail Trade          |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Administrative & Support Svcs     |                                       |                                    |                            |       |       |                                                             |
| Civil Engineering/Building Construction Labourer                                                              | 730              | Construction                      | Primary or Lower                      | Industry Specific                  | 0                          | 5     | 10    | 36.3                                                        |
|                                                                                                               |                  | Manufacturing                     |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Professional Svcs                 |                                       |                                    |                            |       |       |                                                             |
| Cleaner & Helper In Hotels & Related Establishments                                                           | 720              | Accommodation & Food Svcs         | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 73.6                                                        |
|                                                                                                               |                  | Administrative & Support Svcs     |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Real Estate Svcs                  |                                       |                                    |                            |       |       |                                                             |
| Heavy Truck & Lorry Driver                                                                                    | 680              | Transportation & Storage          | Primary or Lower                      | General Working Experience         | 0                          | 50    | 100   | 62.2                                                        |
|                                                                                                               |                  | Manufacturing                     |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Wholesale & Retail Trade          |                                       |                                    |                            |       |       |                                                             |
| Cleaner In Other Establishments (Eg Shopping Malls, Schools, Hospitals, Places Of Worship)                    | 630              | Administrative & Support Svcs     | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 83.5                                                        |
|                                                                                                               |                  | Real Estate Svcs                  |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Community, Social & Personal Svcs |                                       |                                    |                            |       |       |                                                             |
| Kitchen Assistant                                                                                             | 600              | Accommodation & Food Svcs         | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 58.3                                                        |
|                                                                                                               |                  | Manufacturing                     |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Wholesale & Retail Trade          |                                       |                                    |                            |       |       |                                                             |
| Cleaner In Open Areas (Eg Bus Stops, Drains, Waterways, Overhead Bridges, Roads, Expressways, Parks, Beaches) | 500              | s                                 | Primary or Lower                      | No Working Experience              | 0                          | -     | -     | 29.6                                                        |
| Industrial Establishment Cleaner                                                                              | 430              | Administrative & Support Svcs     | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 69.1                                                        |
|                                                                                                               |                  | Real Estate Svcs                  |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Manufacturing                     |                                       |                                    |                            |       |       |                                                             |
| Dish Washer / Plate Collector / Table-Top Cleaner                                                             | 410              | Accommodation & Food Svcs         | Primary or Lower                      | No Working Experience              | 0                          | 50    | 100   | 72.4                                                        |
|                                                                                                               |                  | Administrative & Support Svcs     |                                       |                                    |                            |       |       |                                                             |
|                                                                                                               |                  | Construction                      |                                       |                                    |                            |       |       |                                                             |
| Electrical & Electronic Equipment Assembler                                                                   | 380              | Manufacturing                     | Lower Secondary                       | No Working Experience              | 0                          | 50    | 100   | 51.8                                                        |

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; '-': Nil or negligible.
- (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, 2014.
- (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) Shaded cells indicate occupations with incidences of vacancies unfilled 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.

## 6 Concluding Remarks

6.1 Amid softer economic conditions, there were fewer job openings in September 2015 compared to a year ago. While there was a broad-based moderation in vacancies, job opportunities were still available across all occupational levels, with *service & sales workers*, *professionals* and *associate professionals & technicians* remaining most sought after.

6.2 Generally, non-PMET occupations formed a larger proportion of hard-to-fill jobs. Aside from unattractive pay, employers commonly indicated long working hours, physically strenuous job nature and shift work as job characteristics that made non-PMET openings unattractive to locals.

Table A1: Top Ten Job Vacancies By Occupation, 2015 (As At September)

| Managers & Administrators                                                       | 4,160 | Professionals                                 | 9,850 | Associate Professionals & Technicians                           | 9,210 | Clerical Support Workers                           | 4,090 |
|---------------------------------------------------------------------------------|-------|-----------------------------------------------|-------|-----------------------------------------------------------------|-------|----------------------------------------------------|-------|
| Sales & Marketing Manager                                                       | 670   | Teaching & Training Professional              | 1,600 | Management Executive                                            | 1,310 | Receptionist, Customer Service & Information Clerk | 1,960 |
| Administration Manager                                                          | 360   | Software, Web & Multimedia Developer          | 640   | Commercial & Marketing Sales Executive                          | 1,070 | General Office Clerk                               | 960   |
| Budgeting & Financial Accounting Manager (Including Financial Controller)       | 320   | Systems Analyst                               | 510   | Operations Officer (Except Transport Operations)                | 900   | Accounting & Bookkeeping Clerk                     | 320   |
| Business Development Manager                                                    | 320   | Civil Engineer                                | 510   | Mechanical Engineering Technician                               | 480   | Stock Clerk                                        | 320   |
| Restaurant Manager                                                              | 260   | Management & Business Consultant              | 460   | Enrolled/ Assistant Nurse (Excluding Registered Nurse)          | 450   | Transport Clerk                                    | 80    |
| Human Resource Manager                                                          | 200   | Accountant                                    | 460   | Government Associate Professional (Excluding Uniformed Officer) | 380   | Production Clerk                                   | 60    |
| Policy & Planning Manager                                                       | 160   | Electronics Engineer                          | 380   | Accounting Associate Professional                               | 380   | Secretary                                          | 60    |
| Building & Construction Project Manager                                         | 160   | Registered Nurse & Other Nursing Professional | 370   | Computer Technician (Including IT User Helpdesk Technician)     | 290   | Finance & Insurance Clerk                          | 50    |
| Premises & Facilities Maintenance Manager (Including Building Security Manager) | 150   | Financial/ Investment Adviser                 | 350   | Manufacturing Engineering Technician                            | 270   | Clerical Supervisor                                | 40    |
| Financial/ Insurance Services Manager                                           | 140   | Mechanical Engineer                           | 340   | Human Resource Associate Professional                           | 250   | Data Entry Clerk                                   | 30    |

**Table A1 (Continued): Top Ten Job Vacancies By Occupation, 2015 (As At September)**

| Service & Sales Workers           | 12,270 | Craftsmen & Related Trade Workers                       | 3,240 | Plant & Machine Operators & Assemblers                 | 3,370 | Cleaners, Labourers & Related Workers               | 7,000 |
|-----------------------------------|--------|---------------------------------------------------------|-------|--------------------------------------------------------|-------|-----------------------------------------------------|-------|
| Waiter                            | 2,020  | Electrical Mechanic & Fitter                            | 260   | Heavy Truck & Lorry Driver                             | 680   | Material & Freight Handling Worker                  | 760   |
| Security Guard                    | 2,010  | Motor Vehicle Mechanic & Repairer                       | 240   | Electrical & Electronic Equipment Assembler            | 380   | Civil Engineering/ Building Construction Labourer   | 730   |
| Shop Sales Assistant              | 1,810  | Scaffolder                                              | 210   | Machine-Tool Setter-Operator                           | 340   | Cleaner & Helper In Hotels & Related Establishments | 720   |
| Cook                              | 1,000  | Supervisor/ General Foreman (Building & Related Trades) | 200   | Car, Taxi, Van & Light Goods Vehicle Driver            | 270   | Cleaner In Other Establishments                     | 630   |
| Food Service Counter Attendant    | 960    | Machinery Mechanic                                      | 190   | Quality Checker & Tester                               | 210   | Kitchen Assistant                                   | 600   |
| Sales Supervisor                  | 590    | Electrician                                             | 190   | Motorcycle Delivery Man                                | 180   | Cleaner In Open Areas                               | 500   |
| Captain Waiter/ Waiter Supervisor | 550    | Welder & Flame Cutter                                   | 170   | Fork Lift Truck Operator                               | 140   | Industrial Establishment Cleaner                    | 430   |
| Healthcare Assistant              | 490    | Baker, Pastry & Confectionery Maker                     | 150   | Bus Driver                                             | 80    | Dish Washer/ Plate Collector/ Table-Top Cleaner     | 410   |
| Cashier & Ticket Clerk            | 360    | Pipe Fitter                                             | 110   | Laundry & Dry Cleaning Worker (Machine, Non-Household) | 80    | Food & Beverage Establishment Cleaner               | 280   |
| Bartender & Barista               | 340    | Building Maintenance Worker                             | 110   | Packing/ Bottling/ Labelling Machine Operator          | 80    | Office Cleaner                                      | 240   |

**Table A2: Top Ten Job Vacancies By Industry, 2015 (As At September)**

| Manufacturing                               | 6,490 | Construction                                            | 2,990 | Wholesale & Retail Trade                           | 6,120 | Transportation & Storage                           | 3,250 | Accommodation & Food Services                       | 7,420 |
|---------------------------------------------|-------|---------------------------------------------------------|-------|----------------------------------------------------|-------|----------------------------------------------------|-------|-----------------------------------------------------|-------|
| Electrical & Electronic Equipment Assembler | 380   | Civil Engineering/ Building Construction Labourer       | 660   | Shop Sales Assistant                               | 1,580 | Material & Freight Handling Worker                 | 450   | Waiter                                              | 1,720 |
| Machine-Tool Setter-Operator                | 340   | Supervisor/ General Foreman (Building & Related Trades) | 160   | Sales Supervisor                                   | 540   | Receptionist, Customer Service & Information Clerk | 360   | Food Service Counter Attendant                      | 850   |
| Industrial & Production Engineer            | 230   | Civil Engineer                                          | 150   | Commercial & Marketing Sales Executive             | 300   | Heavy Truck & Lorry Driver                         | 240   | Cook                                                | 830   |
| Manufacturing Engineering Technician        | 230   | Scaffolder                                              | 120   | Sales & Marketing Manager                          | 220   | Motor Vehicle Mechanic & Repairer                  | 160   | Kitchen Assistant                                   | 480   |
| Quality Checker & Tester                    | 200   | Building & Construction Project Manager                 | 120   | Sales Demonstrator                                 | 180   | Stock Clerk                                        | 120   | Captain Waiter/ Waiter Supervisor                   | 450   |
| Electronics Engineer                        | 190   | Heavy Truck & Lorry Driver                              | 100   | Beautician                                         | 160   | Fork Lift Truck Operator                           | 110   | Bartender & Barista                                 | 310   |
| Mechanical Engineering Technician           | 190   | Electrical Mechanic & Fitter                            | 90    | Receptionist, Customer Service & Information Clerk | 160   | Operations Officer (Except Transport Operations)   | 80    | Cleaner & Helper In Hotels & Related Establishments | 300   |
| Mechanical Engineer                         | 130   | Electrician                                             | 80    | Material & Freight Handling Worker                 | 160   | Bus Driver                                         | 80    | Receptionist, Customer Service & Information Clerk  | 260   |
| Heavy Truck & Lorry Driver                  | 130   | Civil Engineering Technician                            | 80    | Management Executive                               | 150   | General Office Clerk                               | 70    | Restaurant Manager                                  | 230   |
| Welder & Flame Cutter                       | 120   | General Office Clerk                                    | 60    | Cashier & Ticket Clerk                             | 140   | Motorcycle Delivery Man                            | 70    | Food/ Drink Stall Assistant                         | 210   |

Notes:

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

**Table A2 (Continued): Top Ten Job Vacancies By Industry, 2015 (As At September)**

| Information & Communications                                                | 2,210 | Financial & Insurance Services                                            | 3,160 | Real Estate Services                                                            | 2,490 | Professional Services                                                     | 3,500 | Administrative & Support Services                   | 4,380 | Community, Social & Personal Services                           | 11,790 |
|-----------------------------------------------------------------------------|-------|---------------------------------------------------------------------------|-------|---------------------------------------------------------------------------------|-------|---------------------------------------------------------------------------|-------|-----------------------------------------------------|-------|-----------------------------------------------------------------|--------|
| Software, Web & Multimedia Developer                                        | 290   | Financial/ Investment Adviser                                             | 330   | Cleaner In Other Establishments                                                 | 250   | Accountant                                                                | 250   | Security Guard                                      | 1,730 | Teaching & Training Professional                                | 1,590  |
| Receptionist, Customer Service & Information Clerk                          | 150   | Operations Officer (Except Transport Operations)                          | 310   | Cleaner & Helper In Hotels & Related Establishments                             | 170   | Management & Business Consultant                                          | 180   | Cleaner In Other Establishments                     | 270   | Management Executive                                            | 690    |
| Systems Analyst                                                             | 140   | Compliance Officer/ Risk Analyst (Financial)                              | 210   | Receptionist, Customer Service & Information Clerk                              | 140   | Commercial & Marketing Sales Executive                                    | 120   | Industrial Establishment Cleaner                    | 250   | Receptionist, Customer Service & Information Clerk              | 560    |
| Commercial & Marketing Sales Executive                                      | 130   | Commercial & Marketing Sales Executive                                    | 150   | Industrial Establishment Cleaner                                                | 140   | Sales & Marketing Manager                                                 | 90    | Cleaner & Helper In Hotels & Related Establishments | 170   | Healthcare Assistant                                            | 480    |
| Network/ Infrastructure Architect, Engineer & Specialist                    | 90    | Financial Analyst                                                         | 140   | Premises & Facilities Maintenance Officer                                       | 130   | Civil Engineer                                                            | 80    | Dish Washer/ Plate Collector/ Table-Top Cleaner     | 140   | General Office Clerk                                            | 390    |
| Sales & Marketing Manager                                                   | 90    | Applications/ Systems Programmer                                          | 130   | Premises & Facilities Maintenance Manager (Including Building Security Manager) | 100   | Software, Web & Multimedia Developer                                      | 80    | Office Cleaner                                      | 120   | Government Associate Professional (Excluding Uniformed Officer) | 350    |
| Computer Technician (Including IT User Helpdesk Technician)                 | 80    | Receptionist, Customer Service & Information Clerk                        | 130   | Residential Area Cleaner                                                        | 100   | Operations Officer (Except Transport Operations)                          | 80    | Residential Area Cleaner                            | 100   | Registered Nurse & Other Nursing Professional                   | 290    |
| Chief Information Officer/ Chief Technology Officer/ Chief Security Officer | 70    | Financial/Insurance Services Manager                                      | 110   | Security Guard                                                                  | 90    | Budgeting & Financial Accounting Manager (Including Financial Controller) | 80    | Receptionist, Customer Service & Information Clerk  | 90    | Enrolled/ Assistant Nurse (Excluding Registered Nurse)          | 290    |
| Electronics Engineer                                                        | 60    | Systems Analyst                                                           | 90    | Porter & Related Worker                                                         | 80    | Accounting Associate Professional                                         | 70    | Gardener, Horticultural & Nursery Farm Worker       | 80    | Administration Manager                                          | 240    |
| Information Technology Project Manager                                      | 60    | Budgeting & Financial Accounting Manager (Including Financial Controller) | 80    | Civil Engineering Technician                                                    | 60    | Civil Engineering Technician                                              | 70    | Mechanical Engineering Technician                   | 70    | Pre-Primary Education Teacher                                   | 210    |

Notes:

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

**Table A3: Top Ten Job Vacancies By Minimum Qualifications Required, 2015 (As At September)**

| Degree & Above                                   | 13,150 | Diploma & Professional Qualifications                       | 9,090 | Post-Secondary (Non-Tertiary)                         | 4,050 | Secondary                                          | 10,280 | Lower Secondary                                    | 4,030 | Primary or Lower                                  | 13,890 |
|--------------------------------------------------|--------|-------------------------------------------------------------|-------|-------------------------------------------------------|-------|----------------------------------------------------|--------|----------------------------------------------------|-------|---------------------------------------------------|--------|
| Sales & Marketing Manager                        | 560    | Teaching & Training Professional                            | 1,120 | Enrolled/Assistant Nurse (Excluding Registered Nurse) | 370   | Receptionist, Customer Service & Information Clerk | 1,240  | Security Guard                                     | 570   | Waiter                                            | 890    |
| Software, Web & Multimedia Developer             | 550    | Commercial & Marketing Sales Executive                      | 630   | Management Executive                                  | 270   | Shop Sales Assistant                               | 800    | Shop Sales Assistant                               | 420   | Food Service Counter Attendant                    | 760    |
| Teaching & Training Professional                 | 470    | Management Executive                                        | 550   | Security Guard                                        | 260   | Waiter                                             | 750    | Waiter                                             | 370   | Cleaner in Other Establishments                   | 620    |
| Civil Engineer                                   | 470    | Operations Officer (Except Transport Operations)            | 450   | Healthcare Assistant                                  | 220   | Security Guard                                     | 650    | Cook                                               | 210   | Cleaner & Helper In Hotel & Related Establishment | 620    |
| Systems Analyst                                  | 460    | Receptionist, Customer Service & Information Clerk          | 310   | General Office Clerk                                  | 210   | General Office Clerk                               | 570    | Captain Waiter/ Waiter Supervisor                  | 180   | Cook                                              | 570    |
| Management Executive                             | 450    | Registered Nurse & Other Nursing Professional               | 300   | Receptionist, Customer Service & Information Clerk    | 170   | Stock Clerk                                        | 210    | Electrical & Electronic Equipment Assembler        | 170   | Security Guard                                    | 530    |
| Management & Business Consultant                 | 450    | Mechanical Engineering Technician                           | 260   | Mechanical Engineering Technician                     | 130   | Healthcare Assistant                               | 200    | Receptionist, Customer Service & Information Clerk | 140   | Shop Sales Assistant                              | 530    |
| Accountant                                       | 380    | Accounting Associate Professional                           | 260   | Electrical Engineering Technician                     | 90    | Kitchen Assistant                                  | 200    | Material & Freight Handling Worker                 | 140   | Civil Engineering/ Building Construction Labourer | 510    |
| Operations Officer (Except Transport Operations) | 370    | Computer Technician (Including IT User Helpdesk Technician) | 200   | Motor Vehicle Mechanic & Repairer                     | 90    | Cook                                               | 190    | Heavy Truck & Lorry Driver                         | 110   | Cleaner In Open Areas                             | 500    |
| Commercial & Marketing Sales Executive           | 350    | Manufacturing Engineering Technician                        | 160   | Machinery Mechanic                                    | 80    | Material & Freight Handling Worker                 | 180    | Pipe Fitter                                        | 100   | Heavy Truck & Lorry Driver                        | 440    |

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 A4: Number Of Job Vacancies By Industry And Occupational Group, 2015 (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 |
|---------------------------------------|---------------------------|---------------|---------------------------------------|--------------------------|-------------------------|------------------------------------|----------------------------------------|---------------------------------------|
| <b>Total*</b>                         | <b>4,160</b>              | <b>9,850</b>  | <b>9,210</b>                          | <b>4,090</b>             | <b>12,270</b>           | <b>3,240</b>                       | <b>3,370</b>                           | <b>7,000</b>                          |
| <b>Manufacturing</b>                  | <b>290</b>                | <b>1,030</b>  | <b>1,220</b>                          | <b>290</b>               | <b>400</b>              | <b>1,280</b>                       | <b>1,660</b>                           | <b>340</b>                            |
| <b>Construction</b>                   | <b>160</b>                | <b>390</b>    | <b>390</b>                            | <b>140</b>               | <b>10</b>               | <b>890</b>                         | <b>210</b>                             | <b>790</b>                            |
| <b>Services</b>                       | <b>3,650</b>              | <b>8,330</b>  | <b>7,380</b>                          | <b>3,650</b>             | <b>11,850</b>           | <b>1,020</b>                       | <b>1,450</b>                           | <b>5,730</b>                          |
| Wholesale & Retail Trade              | 590                       | 530           | 1,090                                 | 450                      | 2,730                   | 220                                | 230                                    | 270                                   |
| Transportation & Storage              | 130                       | 220           | 310                                   | 650                      | 460                     | 230                                | 700                                    | 550                                   |
| Accommodation & Food Services         | 310                       | 10            | 350                                   | 340                      | 4,580                   | 80                                 | 150                                    | 1,600                                 |
| Information & Communications          | 400                       | 1,020         | 510                                   | 200                      | 50                      | 20                                 | -                                      | -                                     |
| Financial & Insurance Services        | 540                       | 1,520         | 730                                   | 280                      | 70                      | 10                                 | 20                                     | 10                                    |
| Real Estate Services                  | 150                       | 90            | 340                                   | 190                      | 230                     | 100                                | 20                                     | 1,360                                 |
| Professional Services                 | 490                       | 1,500         | 900                                   | 230                      | 130                     | 130                                | 20                                     | 100                                   |
| Administrative & Support Services     | 100                       | 240           | 360                                   | 170                      | 1,800                   | 140                                | 100                                    | 1,400                                 |
| Community, Social & Personal Services | 940                       | 3,190         | 2,790                                 | 1,150                    | 1,790                   | 100                                | 210                                    | 440                                   |

Notes:

(1) \*Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here.

(2) '-': Nil or negligible.

**Table A5: Top Ten Occupations With The Highest Number Of Vacancies Unfilled For At Least Six Months, 2015  
(As At September)**

| Occupation                                            | Position Unfilled For At Least Six Months |               | Occupation                                          | Position Unfilled For At Least Six Months |               |
|-------------------------------------------------------|-------------------------------------------|---------------|-----------------------------------------------------|-------------------------------------------|---------------|
|                                                       | Number                                    | Incidence (%) |                                                     | Number                                    | Incidence (%) |
| <b>PMETs</b>                                          | <b>4,800</b>                              | <b>19.7</b>   | <b>Non-PMETs</b>                                    | <b>16,430</b>                             | <b>54.6</b>   |
| Enrolled/Assistant Nurse (Excluding Registered Nurse) | 420                                       | 92.3          | Security Guard                                      | 1,440                                     | 71.7          |
| Commercial & Marketing Sales Executive                | 240                                       | 21.9          | Waiter                                              | 1,410                                     | 69.5          |
| Registered Nurse & Other Nursing Professional         | 210                                       | 57.0          | Shop Sales Assistant                                | 1,120                                     | 61.9          |
| Chef                                                  | 160                                       | 66.2          | Receptionist, Customer Service & Information Clerk  | 720                                       | 36.9          |
| Restaurant Manager                                    | 150                                       | 59.6          | Cook                                                | 640                                       | 63.6          |
| Software, Web & Multimedia Developer                  | 140                                       | 22.2          | Sales Supervisor                                    | 540                                       | 92.0          |
| Management Executive                                  | 130                                       | 10.2          | Cleaner & Helper In Hotels & Related Establishments | 530                                       | 73.6          |
| Operations Officer (Except Transport Operations)      | 120                                       | 13.2          | Cleaner In Other Establishments                     | 530                                       | 83.5          |
| Financial/ Investment Advisor                         | 110                                       | 30.6          | Food Service Counter Attendant                      | 440                                       | 45.4          |
| Sales & Marketing Manager                             | 100                                       | 15.2          | Heavy Truck & Lorry Driver                          | 420                                       | 62.2          |

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

**Table A6: Top Ten PMET Occupations With The Highest Number Of Vacancies Hard To Fill By Locals, 2015 (As At September)**

| Occupation                                             | Vacancies Hard To Fill By Locals |               | Top Three Reasons For Hard-To-Fill Vacancies                                                                                                                                |
|--------------------------------------------------------|----------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | Number                           | Incidence (%) |                                                                                                                                                                             |
| <b>PMETs</b>                                           | <b>10,260</b>                    | <b>42.1</b>   | <b>1. Lack The Necessary Work Experience (36.4%)<br/>2. Find Pay Unattractive (30.9%)<br/>3. Competition For Local Candidates From Other Employers Is Too Stiff (21.4%)</b> |
| Commercial & Marketing Sales Executive                 | 450                              | 41.8          | 1. Find Pay Unattractive (40.2%)<br>2. Lack The Necessary Work Experience (36.6%)<br>3. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (27.9%) |
| Software, Web & Multimedia Developer                   | 430                              | 67.8          | 1. Lack The Necessary Work Experience (52.4%)<br>2. Lack The Necessary Specialised Skills (28.1%)<br>3. Find Pay Unattractive (22.0%)                                       |
| Enrolled/ Assistant Nurse (Excluding Registered Nurse) | 420                              | 92.3          | 1. Competition For Local Candidates From Other Employers Is Too Stiff (61.8%)<br>2. Prefer Shorter Workweek (40.1%)<br>3. Find Pay Unattractive (36.5%)                     |
| Management Executive                                   | 340                              | 25.7          | 1. Find Pay Unattractive (41.2%)<br>2. Lack The Necessary Work Experience (30.7%)<br>3. Prefer Not To Do Shift Work (25.7%)                                                 |
| Registered Nurse & Other Nursing Professional          | 330                              | 89.2          | 1. Competition For Local Candidates From Other Employers Is Too Stiff (73.5%)<br>2. Prefer Not To Do Shift Work (34.0%)<br>3. Prefer Shorter Workweek (31.0%)               |
| Operations Officer (Except Transport Operations)       | 300                              | 33.1          | 1. Lack The Necessary Work Experience (34.1%)<br>2. Find Pay Unattractive (30.8%)<br>3. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (23.7%) |
| Mechanical Engineering Technician                      | 300                              | 62.5          | 1. Find Pay Unattractive (61.3%)<br>2. Prefer Shorter Workweek (27.9%)<br>3. Find The Working Environment Not Conducive (25.9%)                                             |
| Electronics Engineer                                   | 260                              | 67.6          | 1. Lack The Necessary Work Experience (49.4%)<br>2. Lack The Necessary Specialised Skills (33.6%)<br>3. Find Pay Unattractive (30.9%)                                       |
| Systems Analyst                                        | 230                              | 44.1          | 1. Lack The Necessary Work Experience (54.7%)<br>2. Lack The Necessary Specialised Skills (30.7%)<br>3. Find Pay Unattractive (20.9%)                                       |
| Civil Engineer                                         | 220                              | 43.9          | 1. Find The Working Environment Not Conducive (36.5%)<br>2. Lack The Necessary Work Experience (32.0%)<br>3. Lack The Necessary Qualifications (27.0%)                      |

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 A7: Top Ten Non-PMET Occupations With The Highest Number Of Vacancies Hard To Fill By Locals, 2015 (As At September)**

| Occupation                                          | Vacancies Hard To Fill By Locals |               | Top Three Reasons For Hard-To-Fill Vacancies                                                                                                 |
|-----------------------------------------------------|----------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                     | Number                           | Incidence (%) |                                                                                                                                              |
| <b>Non-PMETs</b>                                    | <b>24,740</b>                    | <b>82.2</b>   | <b>1. Find Pay Unattractive (53.5%)<br/>2. Prefer Shorter Workweek (45.9%)<br/>3. Find The Job Physically Strenuous (45.8%)</b>              |
| Waiter                                              | 1,840                            | 90.8          | 1. Find The Job Physically Strenuous (59.7%)<br>2. Prefer Shorter Workweek (58.3%)<br>3. Find Pay Unattractive (56.9%)                       |
| Security Guard                                      | 1,770                            | 88.2          | 1. Find Pay Unattractive (52.3%)<br>2. Find The Job Physically Strenuous (42.8%)<br>3. Prefer Shorter Workweek (36.6%)                       |
| Shop Sales Assistant                                | 1,580                            | 87.6          | 1. Find Pay Unattractive (63.3%)<br>2. Prefer Shorter Workweek (58.1%)<br>3. Find The Job Physically Strenuous (53.8%)                       |
| Receptionist, Customer Service & Information Clerk  | 1,030                            | 52.5          | 1. Find Pay Unattractive (50.1%)<br>2. Prefer Shorter Workweek (48.5%)<br>3. Prefer Not To Do Shift Work (46.6%)                             |
| Food Service Counter Attendant                      | 950                              | 99.6          | 1. Prefer Not To Do Shift Work (87.0%)<br>2. Find Pay Unattractive (83.2%)<br>3. Prefer Shorter Workweek (45.4%)                             |
| Cook                                                | 930                              | 92.8          | 1. Find The Job Physically Strenuous (57.8%)<br>2. Find The Working Environment Not Conducive (50.5%)<br>3. Find Pay Unattractive (45.0%)    |
| Cleaner & Helper In Hotels & Related Establishments | 700                              | 96.9          | 1. Find The Job Physically Strenuous (74.7%)<br>2. Find Pay Unattractive (69.7%)<br>3. Prefer Not To Do Shift Work (66.5%)                   |
| Material & Freight Handling Worker                  | 690                              | 90.6          | 1. Find The Job Physically Strenuous (56.5%)<br>2. Find The Working Environment Not Conducive (53.8%)<br>3. Find Pay Unattractive (41.9%)    |
| Heavy Truck & Lorry Driver                          | 600                              | 88.3          | 1. Find The Job Physically Strenuous (51.2%)<br>2. Prefer Shorter Workweek (39.5%)<br>3. Find Pay Unattractive (37.5%)                       |
| Cleaner in Other Establishments                     | 590                              | 93.5          | 1. Find The Working Environment Not Conducive (79.5%)<br>2. Find Pay Unattractive (70.8%)<br>3. Find Job Lacking In Career Prospects (66.7%) |

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 A8: Reasons For Vacancies Hard To Fill By Locals By Occupation, 2015 (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 | Find Job Lacking In Career Prospects | Competition For Local Candidates From Other Employers Is Too Stiff | 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 Specialised Skills | Lack The Necessary Qualifications |
| <b>Total</b>                                                            | <b>64.2</b>                             | <b>46.9</b>                                      | <b>37.1</b>             | <b>35.4</b>                       | <b>31.4</b>                 | <b>26.7</b>                                | <b>22.9</b>                                                                 | <b>22.8</b>                          | <b>18.0</b>                                                        | <b>15.6</b>                        | <b>12.7</b>                 | <b>12.3</b>                    | <b>11.9</b>                       | <b>5.8</b>                            | <b>5.3</b>                        |
| <b>PMETs*</b>                                                           | <b>42.1</b>                             | <b>30.9</b>                                      | <b>15.9</b>             | <b>10.3</b>                       | <b>14.4</b>                 | <b>8.3</b>                                 | <b>15.2</b>                                                                 | <b>8.6</b>                           | <b>21.4</b>                                                        | <b>36.4</b>                        | <b>9.2</b>                  | <b>3.9</b>                     | <b>3.2</b>                        | <b>15.3</b>                           | <b>10.9</b>                       |
| Managers & Administrators                                               | 34.7                                    | 24.0                                             | 15.4                    | 12.2                              | 15.3                        | 6.7                                        | 18.2                                                                        | 8.4                                  | 15.6                                                               | 50.8                               | 6.2                         | 3.0                            | 3.7                               | 13.4                                  | 7.1                               |
| Professionals                                                           | 44.0                                    | 22.9                                             | 7.4                     | 5.4                               | 6.9                         | 5.1                                        | 12.4                                                                        | 4.0                                  | 24.7                                                               | 44.4                               | 5.6                         | 3.1                            | 1.4                               | 20.0                                  | 14.0                              |
| Associate Professionals & Technicians                                   | 48.7                                    | 40.8                                             | 24.2                    | 14.3                              | 21.3                        | 11.9                                       | 16.9                                                                        | 13.2                                 | 20.1                                                               | 24.1                               | 13.7                        | 5.1                            | 4.6                               | 11.4                                  | 9.2                               |
| <b>Non-PMETs</b>                                                        | <b>82.2</b>                             | <b>53.5</b>                                      | <b>45.9</b>             | <b>45.8</b>                       | <b>38.5</b>                 | <b>34.4</b>                                | <b>26.1</b>                                                                 | <b>28.7</b>                          | <b>16.6</b>                                                        | <b>7.0</b>                         | <b>14.1</b>                 | <b>15.7</b>                    | <b>15.5</b>                       | <b>1.8</b>                            | <b>3.0</b>                        |
| <b>Clerical, Service &amp; Sales Workers</b>                            | <b>78.4</b>                             | <b>58.5</b>                                      | <b>50.8</b>             | <b>41.3</b>                       | <b>46.1</b>                 | <b>20.2</b>                                | <b>28.8</b>                                                                 | <b>28.6</b>                          | <b>20.9</b>                                                        | <b>6.3</b>                         | <b>11.7</b>                 | <b>12.7</b>                    | <b>13.4</b>                       | <b>1.3</b>                            | <b>4.6</b>                        |
| Clerical Support Workers                                                | 48.5                                    | 53.1                                             | 40.2                    | 18.1                              | 31.9                        | 10.6                                       | 25.4                                                                        | 24.9                                 | 20.8                                                               | 9.5                                | 9.6                         | 10.6                           | 9.0                               | 1.1                                   | 7.7                               |
| Service & Sales Workers                                                 | 88.4                                    | 59.5                                             | 52.8                    | 45.5                              | 48.7                        | 22.0                                       | 29.4                                                                        | 29.3                                 | 20.9                                                               | 5.7                                | 12.1                        | 13.1                           | 14.3                              | 1.3                                   | 4.1                               |
| <b>Production &amp; Transport Operators, Cleaners &amp; Labourers**</b> | <b>86.7</b>                             | <b>48.1</b>                                      | <b>40.6</b>             | <b>50.6</b>                       | <b>30.3</b>                 | <b>49.6</b>                                | <b>23.2</b>                                                                 | <b>28.7</b>                          | <b>12.0</b>                                                        | <b>7.7</b>                         | <b>16.6</b>                 | <b>19.0</b>                    | <b>17.6</b>                       | <b>2.4</b>                            | <b>1.2</b>                        |
| Craftsmen & Related Trades Workers                                      | 84.2                                    | 27.9                                             | 22.5                    | 50.5                              | 11.3                        | 54.6                                       | 15.7                                                                        | 24.2                                 | 4.9                                                                | 15.6                               | 14.8                        | 12.6                           | 10.3                              | 6.1                                   | 3.0                               |
| Plant & Machine Operators & Assemblers                                  | 87.9                                    | 56.3                                             | 48.9                    | 43.2                              | 38.4                        | 32.5                                       | 27.6                                                                        | 28.7                                 | 15.8                                                               | 7.9                                | 20.5                        | 21.3                           | 12.0                              | 3.7                                   | 1.0                               |
| Cleaners, Labourers & Related Workers                                   | 87.2                                    | 53.2                                             | 45.2                    | 54.9                              | 35.3                        | 54.9                                       | 24.4                                                                        | 31.1                                 | 13.3                                                               | 4.1                                | 15.7                        | 20.3                           | 23.6                              | 0.1                                   | 0.5                               |

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.

**Table A9: Reasons For Vacancies Hard To Fill By Locals By Industry, 2015 (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 & Motivation For The Job | Find Job Lacking In Career Prospects | Competition For Local Candidates From Other Employers Is Too Stiff | 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 Specialised Skills | Lack The Necessary Qualifications |
| <b>Total</b>                          | <b>64.2</b>                             | <b>46.9</b>                                      | <b>37.1</b>             | <b>35.4</b>                       | <b>31.4</b>                 | <b>26.7</b>                                | <b>22.9</b>                                                               | <b>22.8</b>                          | <b>18.0</b>                                                        | <b>15.6</b>                        | <b>12.7</b>                 | <b>12.3</b>                    | <b>11.9</b>                       | <b>5.8</b>                            | <b>5.3</b>                        |
| <b>Manufacturing</b>                  | <b>78.4</b>                             | <b>42.9</b>                                      | <b>29.6</b>             | <b>35.1</b>                       | <b>26.9</b>                 | <b>25.7</b>                                | <b>18.9</b>                                                               | <b>20.4</b>                          | <b>12.6</b>                                                        | <b>17.5</b>                        | <b>18.6</b>                 | <b>14.5</b>                    | <b>7.0</b>                        | <b>5.0</b>                            | <b>3.7</b>                        |
| <b>Construction</b>                   | <b>78.4</b>                             | <b>34.9</b>                                      | <b>27.1</b>             | <b>39.0</b>                       | <b>7.9</b>                  | <b>56.2</b>                                | <b>20.3</b>                                                               | <b>20.4</b>                          | <b>6.8</b>                                                         | <b>22.5</b>                        | <b>15.6</b>                 | <b>9.2</b>                     | <b>16.2</b>                       | <b>2.9</b>                            | <b>7.8</b>                        |
| <b>Services</b>                       | <b>61.5</b>                             | <b>48.7</b>                                      | <b>39.7</b>             | <b>34.8</b>                       | <b>34.6</b>                 | <b>23.8</b>                                | <b>24.1</b>                                                               | <b>23.6</b>                          | <b>20.2</b>                                                        | <b>14.7</b>                        | <b>11.1</b>                 | <b>11.6</b>                    | <b>11.9</b>                       | <b>6.2</b>                            | <b>5.3</b>                        |
| Wholesale & Retail Trade              | 71.0                                    | 54.1                                             | 46.5                    | 31.2                              | 36.6                        | 8.8                                        | 23.9                                                                      | 18.7                                 | 15.3                                                               | 13.7                               | 8.1                         | 10.5                           | 8.6                               | 9.3                                   | 3.4                               |
| Transportation & Storage              | 65.4                                    | 44.7                                             | 44.7                    | 40.9                              | 31.4                        | 40.3                                       | 33.6                                                                      | 30.7                                 | 20.9                                                               | 8.5                                | 13.8                        | 22.2                           | 10.8                              | 8.1                                   | 5.6                               |
| Accommodation & Food Services         | 89.3                                    | 62.0                                             | 52.0                    | 56.4                              | 52.9                        | 39.6                                       | 36.4                                                                      | 28.2                                 | 24.2                                                               | 9.0                                | 14.4                        | 10.5                           | 18.3                              | 0.7                                   | 1.7                               |
| Information & Communications          | 60.5                                    | 37.8                                             | 19.3                    | 3.4                               | 28.3                        | 1.0                                        | 7.0                                                                       | 3.9                                  | 10.7                                                               | 31.6                               | 2.0                         | 1.4                            | 2.5                               | 13.9                                  | 6.7                               |
| Financial & Insurance Services        | 33.0                                    | 13.2                                             | 4.6                     | 5.4                               | 5.8                         | 2.9                                        | 13.0                                                                      | 6.3                                  | 21.4                                                               | 50.0                               | 2.1                         | 0.7                            | 1.3                               | 22.3                                  | 5.8                               |
| Real Estate Services                  | 65.0                                    | 47.6                                             | 55.0                    | 52.0                              | 44.4                        | 40.8                                       | 9.2                                                                       | 28.9                                 | 17.7                                                               | 6.4                                | 7.1                         | 19.1                           | 12.8                              | 0.7                                   | 2.7                               |
| Professional Services                 | 58.3                                    | 29.8                                             | 9.3                     | 10.1                              | 9.9                         | 9.3                                        | 15.8                                                                      | 6.6                                  | 30.0                                                               | 39.2                               | 5.4                         | 4.4                            | 2.6                               | 12.7                                  | 7.9                               |
| Administrative & Support Services     | 85.6                                    | 55.8                                             | 38.9                    | 39.4                              | 31.9                        | 34.7                                       | 24.8                                                                      | 35.1                                 | 15.7                                                               | 4.6                                | 18.2                        | 21.2                           | 23.6                              | 2.9                                   | 6.1                               |
| Community, Social & Personal Services | 37.1                                    | 40.3                                             | 35.7                    | 20.3                              | 25.3                        | 10.2                                       | 17.8                                                                      | 24.4                                 | 21.3                                                               | 14.3                               | 11.0                        | 7.1                            | 5.5                               | 6.3                                   | 11.2                              |

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.

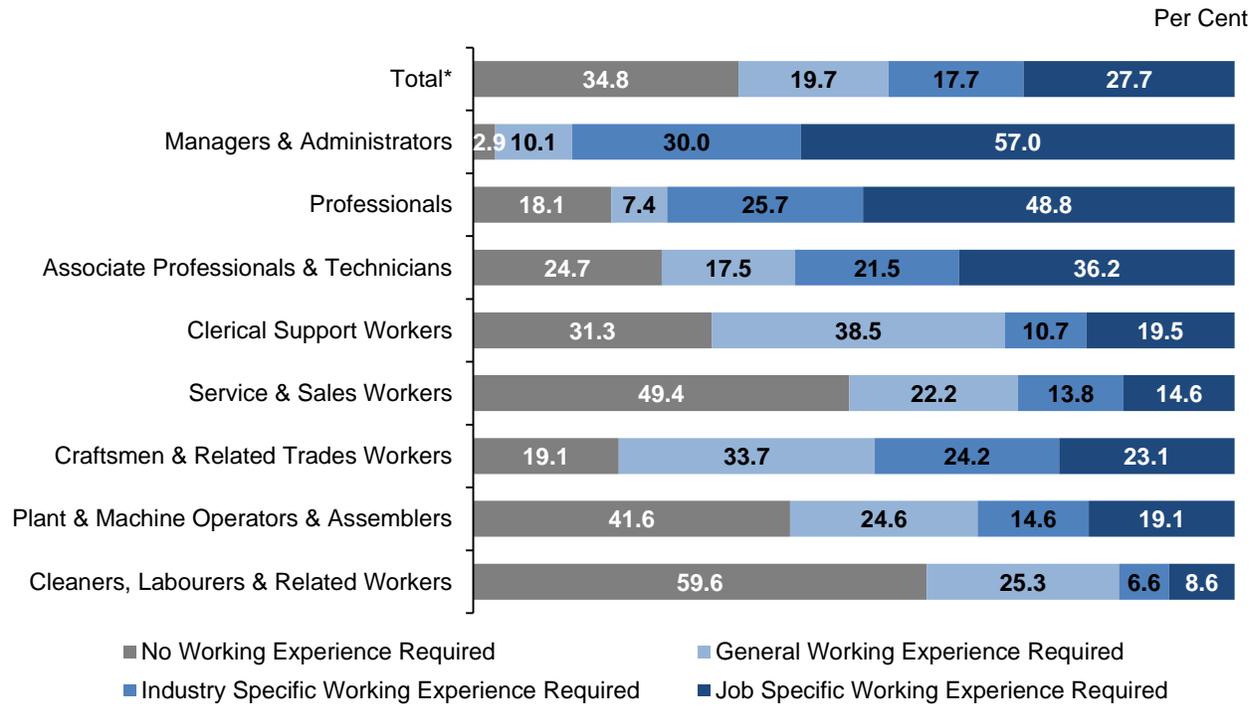
**Table A10: Reasons For Vacancies Hard To Fill By Locals By Minimum Qualifications, 2015 (As At September)**

|                                                 | 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 | Find 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 Specialised Skills | Lack The Necessary Qualifications |
| <b>Total</b>                                    | <b>64.2</b>                             | <b>46.9</b>                                      | <b>37.1</b>              | <b>35.4</b>                       | <b>31.4</b>                 | <b>26.7</b>                                | <b>22.9</b>                                                                 | <b>18.0</b>                                                        | <b>22.8</b>                          | <b>15.6</b>                        | <b>12.7</b>                 | <b>12.3</b>                    | <b>11.9</b>                       | <b>5.8</b>                            | <b>5.3</b>                        |
| <b>Degree &amp; Above</b>                       | 36.7                                    | 22.9                                             | 5.2                      | 4.3                               | 5.0                         | 4.2                                        | 11.1                                                                        | 18.0                                                               | 4.1                                  | 50.2                               | 4.8                         | 2.3                            | 1.3                               | 18.7                                  | 13.2                              |
| <b>Diploma &amp; Professional Qualification</b> | 46.7                                    | 36.3                                             | 25.5                     | 14.0                              | 20.3                        | 10.2                                       | 20.8                                                                        | 21.6                                                               | 12.6                                 | 25.2                               | 12.6                        | 5.2                            | 5.4                               | 13.2                                  | 9.4                               |
| <b>Post-Secondary (Non-Tertiary)</b>            | 58.9                                    | 42.9                                             | 30.2                     | 26.1                              | 26.2                        | 22.9                                       | 19.8                                                                        | 23.7                                                               | 23.0                                 | 15.7                               | 18.1                        | 11.9                           | 9.8                               | 5.9                                   | 13.7                              |
| <b>Secondary</b>                                | 73.4                                    | 53.0                                             | 45.2                     | 41.6                              | 37.1                        | 25.4                                       | 26.9                                                                        | 17.4                                                               | 28.5                                 | 12.7                               | 10.5                        | 12.4                           | 12.9                              | 3.2                                   | 5.2                               |
| <b>Lower Secondary</b>                          | 89.9                                    | 49.3                                             | 36.2                     | 48.9                              | 34.4                        | 31.3                                       | 20.3                                                                        | 16.6                                                               | 35.7                                 | 7.2                                | 11.5                        | 13.3                           | 12.2                              | 1.1                                   | 1.7                               |
| <b>Primary or Lower</b>                         | 89.1                                    | 56.1                                             | 50.2                     | 48.8                              | 42.3                        | 41.4                                       | 27.1                                                                        | 16.4                                                               | 26.2                                 | 3.1                                | 16.4                        | 18.3                           | 17.8                              | 1.2                                   | 0.4                               |

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.

**Chart A1: Distribution Of Job Vacancies By Occupation And Working Experience Required, 2015  
(As At September)**



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.

## **SURVEY COVERAGE & METHODOLOGY**

### **Introduction**

The *Job Vacancy Survey, 2015* 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 28 September 2015 to 12 November 2015.

### **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 14,700 establishments employing 2,016,600 employees responded to the survey, yielding a response rate of 90.7%.

### **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 2015.

## 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) 2015, while the classification of minimum qualification was based on the Singapore Standard Educational Classification (SSEC) 2015.

## 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 2015. 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 / Pre-Primary / Lower Primary

- Never attended school
- Pre-primary / Kindergarten education
- 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

- Primary School Leaving Certificate (PSLE)/Primary School Proficiency Certificate (PSPE) or other certificates of equivalent standard
- Certificate in BEST 4
- At least 3 Workforce Skills Qualifications (WSQ) Statements of Attainment in Workplace Literacy and Numeracy (WPLN) at Level 1 or 2 (e.g. under Employment Skills System (ESS), Employability Skills (ES))

(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 WSQ Statements of Attainment in Workplace Literacy or Numeracy (WPLN) at Level 3 or 4 (e.g. under ESS, ES)

(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 WSQ Statements of Attainment in Workplace Literacy or Numeracy (WPLN) at Level 5 and above (e.g. under ESS, ES)

- Other certificates or qualifications of equivalent standard (secondary) not elsewhere classified

(5) Post-Secondary (Non-Tertiary): General & Vocational

- At least 1 GCE 'Advanced'/'H2' Level pass or equivalent (General)
- National ITE Certificate (NITEC) or equivalent (e.g. Post NITEC, Specialist NITEC, Certificate in Office Skills, National Technical Certificate 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. National Technical Certificate Grade 1)
- Workforce Skills Qualifications (WSQ) Certificate or equivalent
- 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)

(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 not elsewhere classified

(8) Bachelor's or Equivalent

- Bachelor's degree or equivalent

(9) Postgraduate Diploma / Certificate (Excluding Master's And Doctorate)

- Postgraduate diploma (including NIE postgraduate diploma)
- WSQ graduate certificate
- WSQ graduate diploma

(10) Master's and Doctorate or Equivalent

- Master's or equivalent
- Doctorate or equivalent

## FEEDBACK FORM

**Report Title: Job Vacancies 2015**

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

|                                                                             | Excellent                | Good                     | Average                  | Poor                     |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| a) Relevance to your work                                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Providing useful insights on prevailing labour market trends/development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Ease of understanding                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Which area(s) of the report do you find most useful? Please provide reasons.

---

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3. How do you find the length of the report?

Too detailed       Just right       Too brief

4. Overall, how would you rate this report?

|  | Excellent                | Good                     | Average                  | Poor                     |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
|  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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?

---

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***Thank you for your valuable feedback***

---

Name of Officer : \_\_\_\_\_ Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Please return the above to: Director  
Manpower Research and Statistics Department  
Ministry of Manpower  
18 Havelock Road #05-01  
Singapore 059764  
Republic of Singapore  
Fax : 6317 1804  
Email : mom\_rsd@mom.gov.sg

# OTHER PUBLICATIONS



Title



Date of Release

|                                                |            |
|------------------------------------------------|------------|
| Labour Force in Singapore 2015                 | 28/01/2016 |
| Labour Market Advance Release 2015             | 28/01/2016 |
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