

Job Vacancies 2016



MINISTRY OF
MANPOWER

Manpower Research and Statistics Department
Singapore

February 2017

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JOB VACANCIES 2016

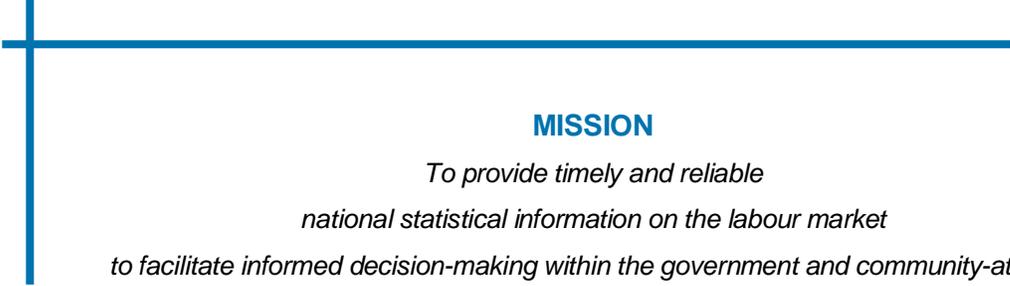
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Notations:

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

Highlights

- The steady increase in professionals, managers, executives and technicians (PMET) share of job openings from 39% in 2013 to 48% in 2016 reflects restructuring of the economy and workforce. About half (or 25,800) of the total vacancies in 2016 were for PMETs. The increase in PMET vacancies was mainly from *financial & insurance services*, *professional services* and *information & communications*. At the same time, there was a decline in the non-PMET vacancies mainly in *accommodation & food services*, *construction*, *wholesale & retail trade* and *manufacturing*.
- Majority of the PMET vacancies continued to come from the PMET-dominated sectors such as *community, social & personal services*, *financial & insurance services*, *professional services* and *information & communications*. The top PMET job openings in 2016 include *teaching & training professionals*; *management executives*; *software, web & multimedia developers*; *registered nurses* and *enrolled/ assistant nurses*.
- Among the non-PMET occupations, the highest vacancies were for service & sales workers (11,840), followed by cleaners, labourers & related workers (6,540), clerical support workers (3,160), plant & machine operators & assemblers (2,970) and craftsmen & related trade workers (1,910). Across sectors, the non-PMET vacancies were mainly in *accommodation & food services*, *administrative & support services* and *wholesale & retail trade*, which typically had lower staff retention¹.
- Vacancies were available to jobseekers for all educational levels, with more at both ends of the education spectrum. About one in four of the vacancies required university degree qualifications (13,090 or 26%). This was followed closely by openings which required no/some formal education i.e. primary and below (12,880 or 26%).
- The proportion of vacancies unfilled for at least six months (36%) declined from a year ago (39%). Non-PMET vacancies were harder to fill than PMET openings. 52% of non-PMET openings were unfilled for at least six months, in particular among service & sales workers. On the other hand, only about two in every ten PMET openings were unfilled for at least six months.
- Employers indicated low pay, long workweek and shift work as characteristics that made non-PMET openings unattractive to locals. On the other hand, the lack of necessary work experience was the top reason for PMET openings which were hard to fill.

¹ These industries had recruitment and resignation rates which were higher than overall average. Source: Labour Market Report, Third Quarter 2016.

Job Vacancies 2016

1 Introduction

1.1 Job vacancies are openings for which employers are actively recruiting employees from outside their establishments. Latest data as at 30 September 2016 indicated that there were 53,800 jobs to be filled. Amid a slower economy and on-going drive towards a manpower lean economy, the number of vacancies has been on a broad downtrend in the previous two years, barring slight quarter on quarter fluctuations².

1.2 To provide more comprehensive information beyond the quarterly releases on job vacancies, this annual report provides a further profiling of the occupations in demand by required qualifications, working experience and the top hiring industries. It also identifies openings that are vacant for at least six months and those which employers report hard to fill by locals.

1.3 The information are collected annually through the Job Vacancy Survey on positions unfilled as at 30 September. Details of the survey coverage and methodology are in Appendix I.

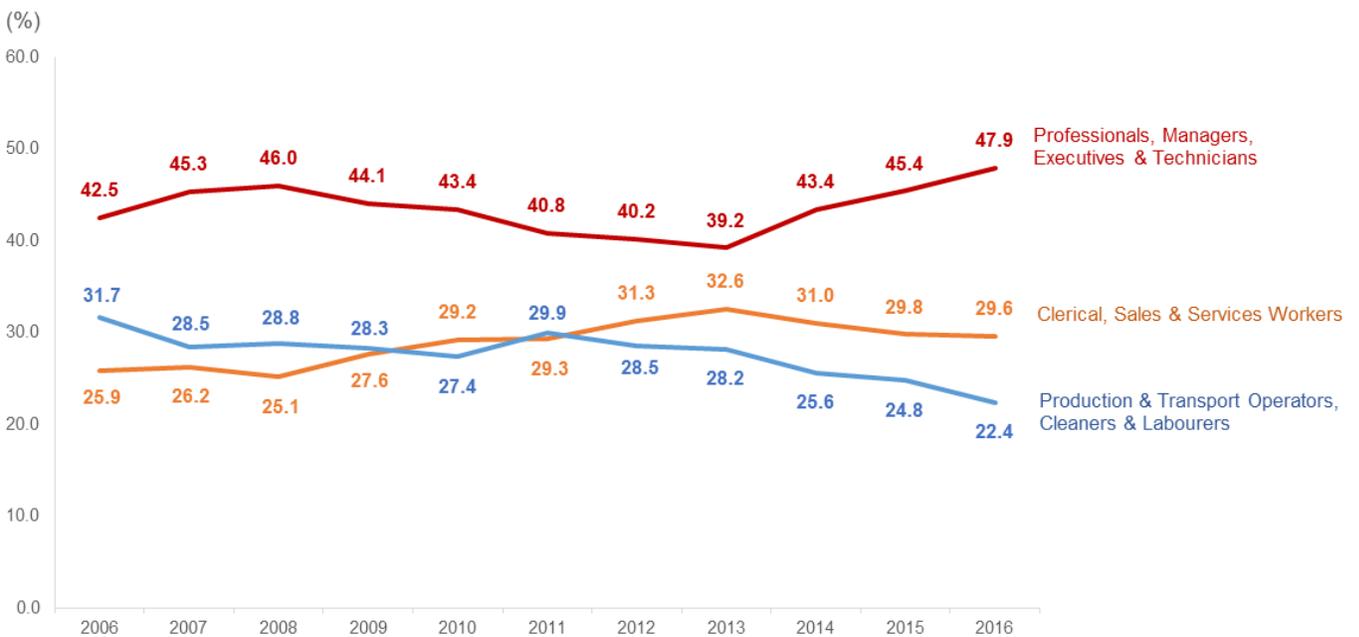
² The seasonally adjusted quarterly data on job vacancies are from the Labour Market Surveys conducted by the Manpower Research and Statistics Department on private establishments (each with at least 25 employees) and the public sector.

2 By Occupational Group

PMET positions made up about half of the openings

2.1 The steady increase in professionals, managers, executives and technicians (PMET) share of job openings from 39% in 2013 to 48% in 2016 reflects restructuring of the economy and workforce. About half (or 25,800) of total vacancies in 2016 were for PMETs (Chart 1). The increase in PMET vacancies was observed mainly in *financial & insurance services, professional services and information & communications* (Chart 4A). The decline in the non-PMET vacancies was in *accommodation & food services, construction, wholesale & retail trade and manufacturing* (Chart 4B).

**Chart 1: Proportion Of Job Vacancies By Broad Occupation Groups, 2006 To 2016
(As At September)**



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

Note: Data may not add up to 100% due to rounding.

2.2 Majority of the PMET vacancies continued to come from the PMET-dominated sectors such as *community, social & personal services, financial & insurance services, professional services and information & communications*. The top PMET job openings in 2016 include *teaching & training professionals* (2,100), *management executives* (1,210), *software, web & multimedia developers* (1,150), *registered and enrolled/assistant nurses* (1,060). These were also generally the top openings in recent years. In particular, vacancies for *teaching & training professionals* and *software, web & multimedia developers* have risen in the past two years (+790 or 15% p.a.).

Common non-PMET vacancies were for service & sales

2.3 Among the non-PMET occupations, the highest vacancies were for service & sales workers (11,840) such as *shop sales assistants* (2,720), *security guards* (2,280) and *waiters* (1,290). While many of the top non-PMET openings had fewer job openings compared to the last two years, the job vacancies for *security guards* have grown slightly by 0.6% p.a (or +30).

2.4 There were also vacancies in other occupations including cleaners, labourers & related workers (6,540 or 13%), clerical support workers (3,160 or 6.3%), plant & machine operators & assemblers (2,970 or 5.9%) and craftsmen & related trade workers (1,910 or 3.8%). Across sectors, the non-PMET vacancies were mainly in *accommodation & food services*, *administrative & support services*, and *wholesale & retail trade*, which typically had lower staff retention³.

2.5 The top ten jobs in demand for each occupational group are listed in Annex A – Table A1.

³ Accommodation & food services, administrative & support services and wholesale & retail trade had recruitment and resignation rates which were higher than overall average. Source: Labour Market Report, Third Quarter 2016.

Chart 2: Job Vacancies By Occupation, 2016 (As At September)

Occupation	Number Of Job Vacancies	Share Of Job Vacancies (%)
Service & Sales Workers	 11,840	23.5
Professionals	 10,810	21.5
Associate Professionals & Technicians	 7,950	15.8
Cleaners, Labourers & Related Workers	 6,540	13.0
Managers & Administrators	 4,130	8.2
Clerical Support Workers	 3,160	6.3
Plant & Machine Operators & Assemblers	 2,970	5.9
Craftsmen & Related Trades Workers	 1,910	3.8

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

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

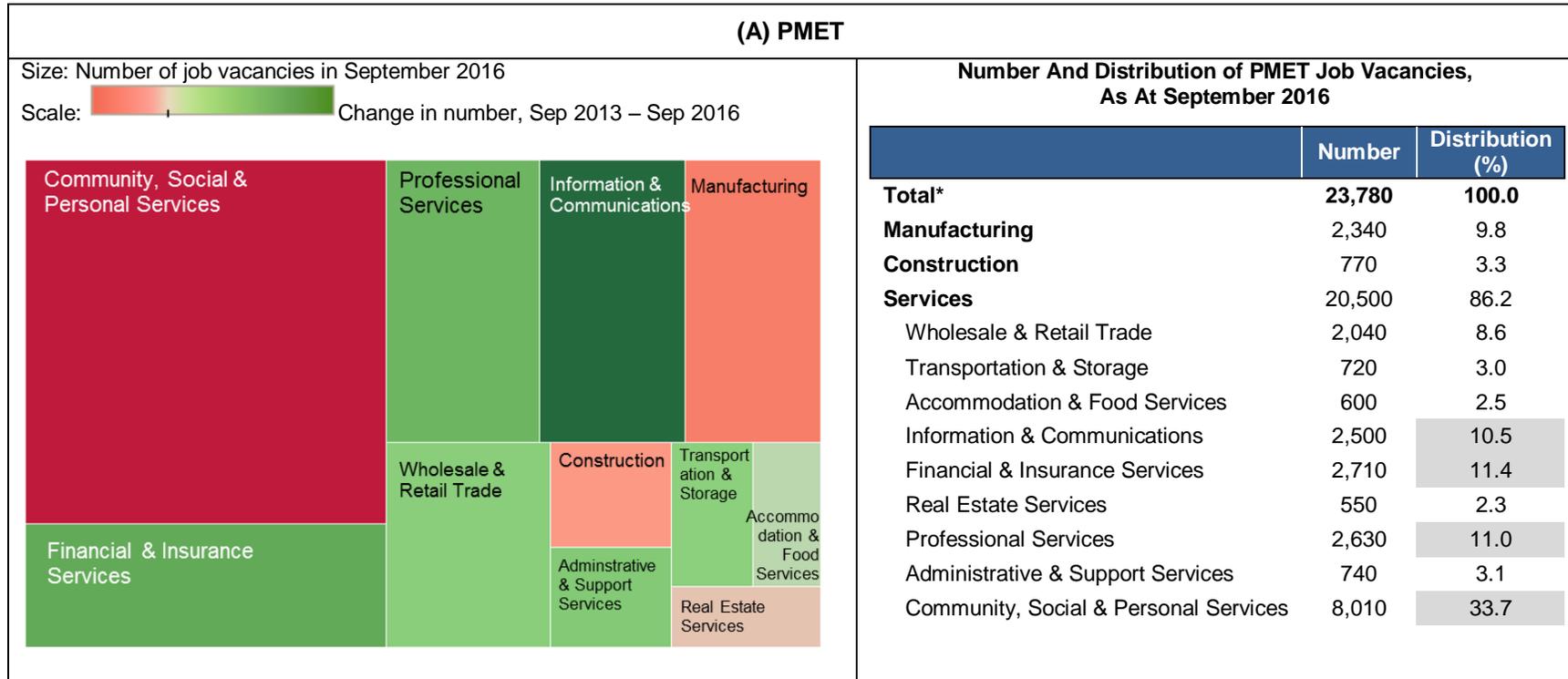
Chart 3: Job Vacancies By Industry, 2016 (As At September)

Industry	Number Of Job Vacancies	Share Of Job Vacancies (%)
Manufacturing	 5,660	11.3
Construction	 2,240	4.5
Services	 42,010	83.5
Community, Social & Personal Services	 11,060	22.0
Accommodation & Food Services	 5,840	11.6
<i>Accommodation</i>	 1,450	2.9
<i>Food & Beverage Services</i>	 4,390	8.7
Wholesale & Retail Trade	 6,430	12.8
<i>Wholesale Trade</i>	 2,800	5.6
<i>Retail Trade</i>	 3,630	7.2
Administrative & Support Services	 5,360	10.6
Professional Services	 3,200	6.4
Transportation & Storage	 2,660	5.3
Financial & Insurance Services	 3,030	6.0
Real Estate Services	 1,680	3.3
Information & Communications	 2,760	5.5

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

Note: Job vacancies from Agriculture, Fishing, Quarrying & Utilities are not reflected here, hence the data may not add up to 100%.

Chart 4: Number And Distribution Of Job Vacancies By Industry, 2013 And 2016 (As At September)



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

Notes:

- (1) * Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here, hence data may not add up to 100%.
- (2) Shaded cells represent the top industries with the highest distribution of PMET job vacancies.

(B) Non-PMET

Size: Number of job vacancies in September 2016

Scale:  Change in number, Sep 2013 – Sep 2016



Number And Distribution Of Non-PMET Job Vacancies, As At September 2016

	Number	Distribution (%)
Total*	26,540	100.0
Manufacturing	3,330	12.5
Construction	1,470	5.5
Services	21,510	81.0
Wholesale & Retail Trade	4,390	16.5
Transportation & Storage	1,940	7.3
Accommodation & Food Services	5,240	19.8
Information & Communications	250	1.0
Financial & Insurance Services	310	1.2
Real Estate Services	1,130	4.2
Professional Services	580	2.2
Administrative & Support Services	4,620	17.4
Community, Social & Personal Services	3,050	11.5

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

Notes:

- (1) * Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here, hence data may not add up to 100%.
- (2) Shaded cells represent the top industries with the highest distribution of non-PMET job vacancies.

More job opportunities at both ends of the education spectrum

2.6 Vacancies were available to jobseekers of all educational levels, with more at both ends of the education spectrum. About one in four of the vacancies required university degree qualifications (13,090 or 26%). This was followed closely by openings which required no/some formal education i.e. primary and below (12,880 or 26%). There were also openings for secondary (8,320 or 17%) and diploma & professional qualifications (9,090 or 18%) (Chart 5).

**Chart 5: Job Vacancies By Minimum Qualifications Required, 2016
(As At September)**

	Number Of Job Vacancies	Share Of Job Vacancies (%)
University Degree & Above	13,090	26.0
Primary or Lower	12,880	25.6
Diploma & Professional Qualification	9,090	18.1
Secondary	8,320	16.5
Post-Secondary (Non-Tertiary)	3,730	7.4
Lower Secondary	3,220	6.4

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

Non-PMET vacancies were generally harder to fill

2.7 About four in ten (36%) vacancies in September 2016 were unfilled for six months or more, down slightly from 39% last year ([Chart 6](#)). The proportion of hard-to-fill vacancies shrunk in most occupational groups, except for professionals, clerical support workers and craftsmen & related trade workers.

2.8 Non-PMET vacancies were harder to fill than PMET openings. 52% of non-PMET openings were unfilled for at least six months, in particular among *service & sales workers*. These occupations typically have higher turnover⁴. On the other hand, only about two in every ten PMET openings (19%) were unfilled for at least six months. Common PMET occupations which were unfilled for at least six months include *software, web & multimedia developers, registered nurses* and *enrolled/assistant nurses*.

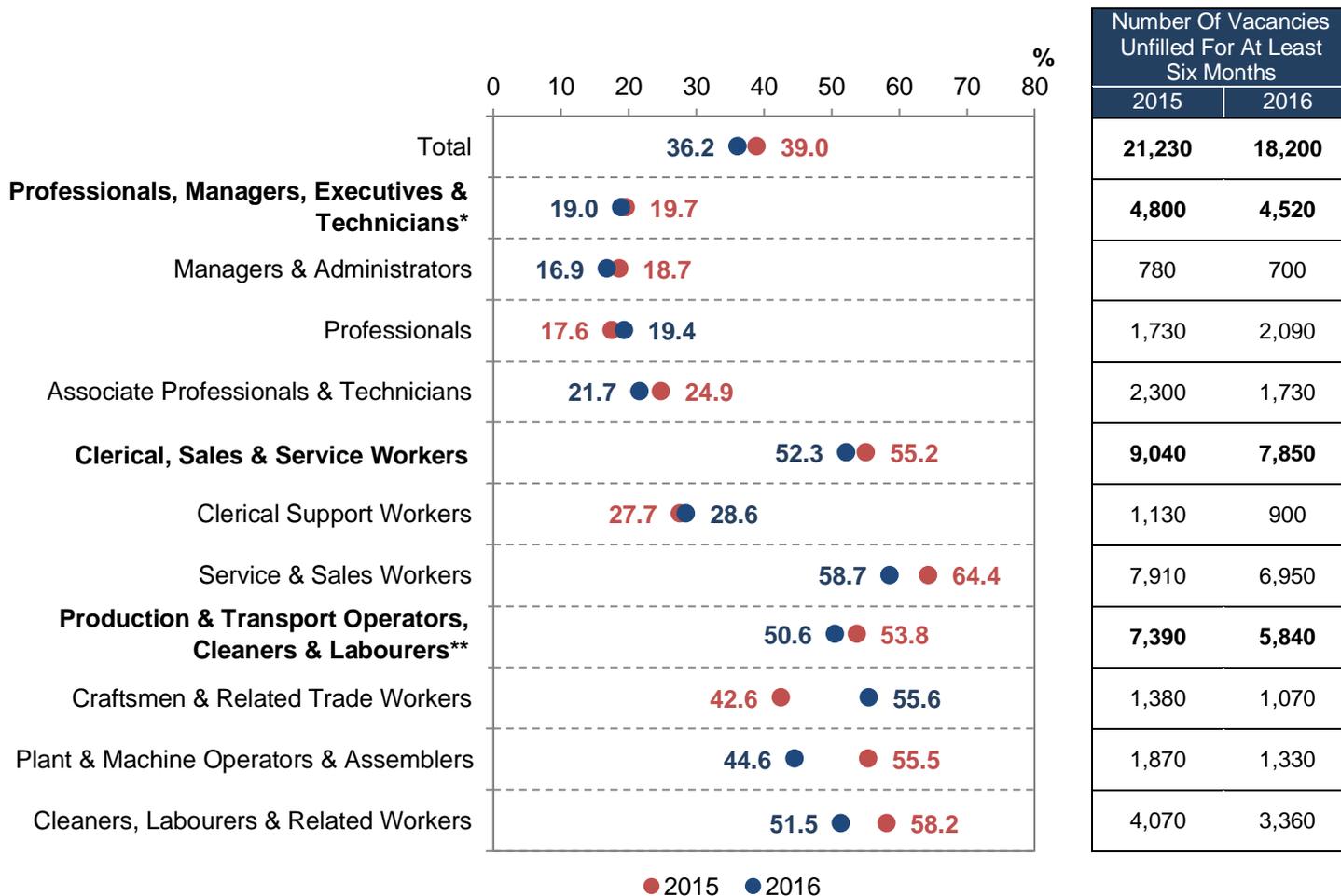
2.9 Similar patterns were also generally observed when employers were asked to indicate openings which were deemed hard to fill by locals⁵.

2.10 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](#).

⁴ Labour turnover was higher in industries such as retail trade, accommodation & food services, and administrative & support services. Source: Labour Market, Third Quarter 2016.

⁵ Locals refer to Singapore Citizens and Permanent Residents.

Chart 6: Number And Incidence Of Vacancies Unfilled For At Least Six Months By Occupation, 2015 And 2016 (As At September)

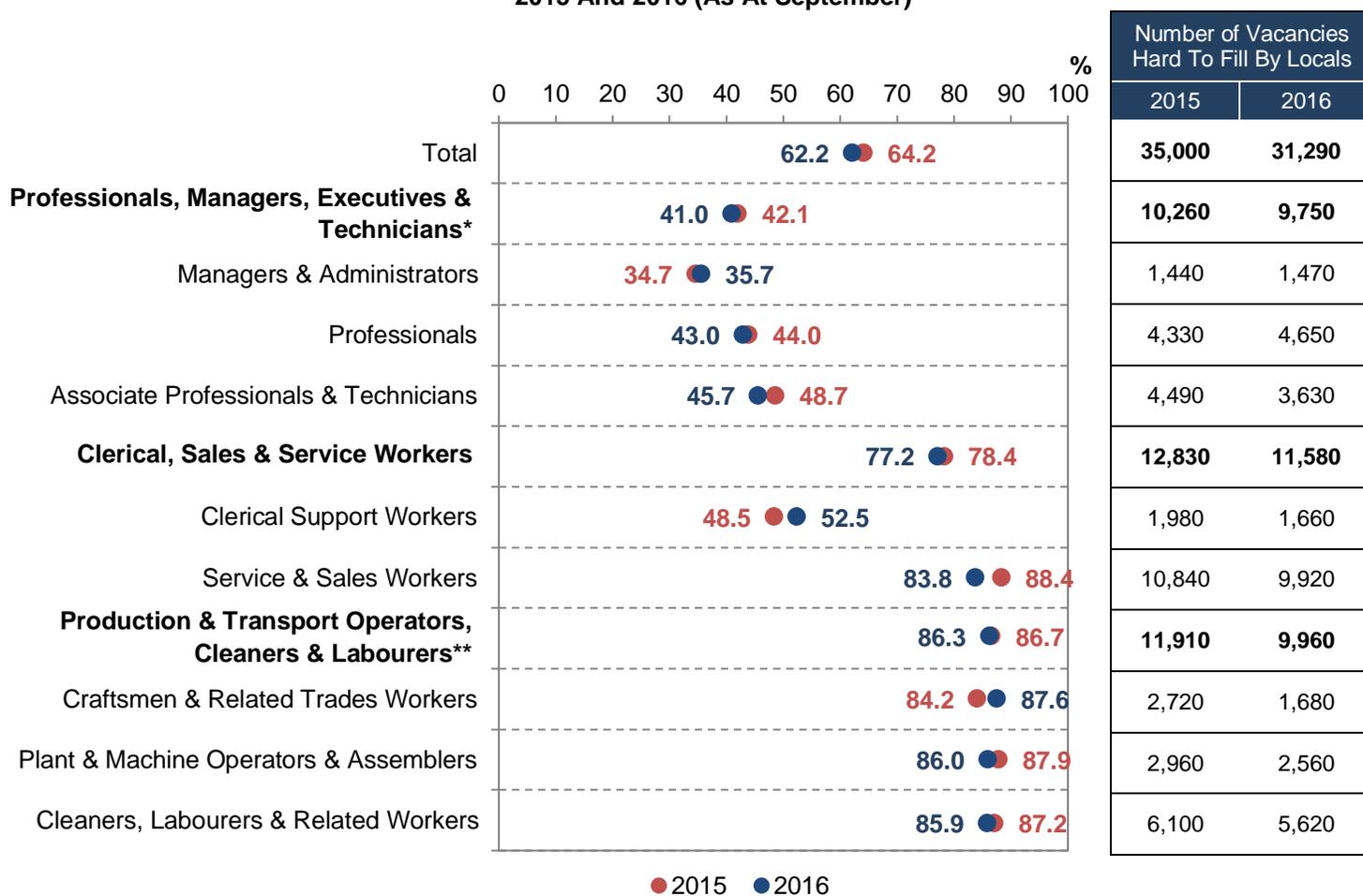


Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

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.

Chart 7: Number And Incidence Of Vacancies Hard To Fill By Locals By Occupation, 2015 And 2016 (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.

Unattractive pay, long workweek and shift work were main difficulties in filling non-PMET jobs

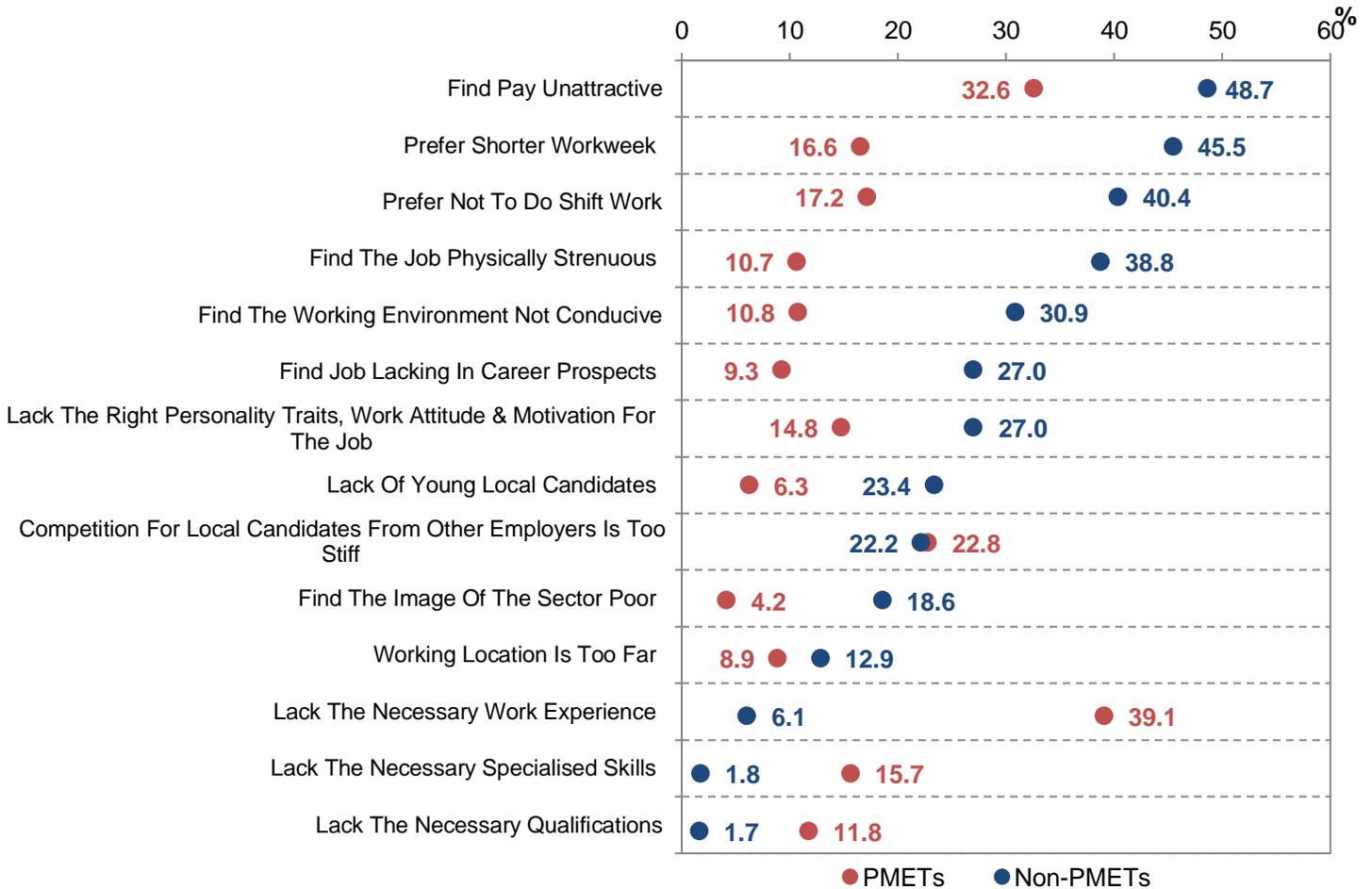
2.11 Hard-to-fill vacancies could be due to skills shortages when the supply of suitably qualified workers is less than the demand; or job-specific conditions such as unattractive pay and unattractive working conditions offered by employers. For non-PMET vacancies, employers were more likely to indicate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

For PMETs, it was the lack of qualified candidates

2.12 Aside from unattractive pay, PMET openings that were harder to fill were more likely to be due to the lack of qualified candidates, i.e. *lack of necessary work experience* and *competition for limited pool of local candidates* (Chart 8).

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

**Chart 8: Reasons For Vacancies Hard To Fill By Locals By Broad Occupational Group, 2016
(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.

3 Top Ten Jobs In Demand

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

- i) local employment growth
- ii) top hiring industries
- iii) common minimum qualifications
- iv) working experience required
- v) wage⁶ data from the Occupational Wage Survey, 2015⁷
- vi) incidence of openings vacant for at least six months.

PMETs

3.2 Leading the list of top PMET openings were *teaching & training professionals*⁸ (2,100), *management executives* (1,210), *software, web & multimedia developers* (1,150) and *commercial & marketing sales executives* (940). The top ten PMET positions required at least diploma & professional qualification or minimally a degree qualification. Most required job-specific working experience. Employers tend to have less difficulty filling such posts.

Clerical, Sales & Service Workers

3.3 *Shop sales assistants* (2,720), *security guards* (2,280) and *receptionists, customer service & information clerks* (1,400) were the top jobs in demand in this occupational group. Work experience is generally not required for these positions, and the qualifications required ranged from primary or lower to secondary level. Local employment growth in some of the occupations within this category has been above-average, but there remained a substantial share of the vacancies being unfilled for at least six months, suggesting a persistent gap in supply. Most of the occupations commonly paid wages which were below \$3,000.

Production & Transport Operators, Cleaners & Labourers

3.4 Vacancies for this category spanned a wide range from cleaners and labourer jobs such as *cleaners in other establishments* (920), *material & freight handling workers* (840),

⁶ Locals employed full-time in these occupations.

⁷ The wage data pertains to full-time resident employees in private sector establishments with at least 25 employees who have CPF contributions in June 2015.

⁸ These openings spanned a wide range of teaching and training professionals from primary schools to higher education institutions (e.g. polytechnics and universities).

civil engineering/building construction labourers (590), cleaners & helpers in hotels & related establishments (510), to transport operators & assemblers like heavy truck & lorry drivers (580) and electrical & electronic equipment assemblers (470). Most in these occupations commonly earn a range of \$1,000 to \$2,800.

Table 1(a): Top Ten PMET Vacancies, 2016 (As At September)

Occupation	No. Of Vacancies	Local Employment Growth (June 2010-June 2015) (%p.a.)	Top Three Hiring Industries (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2015			Incidence Of Vacancies Unfilled For At Least Six Months (%)
						P25	P50	P75	
Teaching & Training Professional	2,100	▲ 2.2	Community, Social & Personal Svcs	Diploma & Professional Qualification	No Working Experience	4,506	10,172	1.4	
Management Executive	1,210	▲ 5.5	Community, Social & Personal Svcs Financial & Insurance Svcs Accommodation & Food Svcs	Degree & Above	No Working Experience	2,800	4,150	9.5	
Software, Web & Multimedia Developer	1,150	▲ 0.5	Information & Communications Financial & Insurance Svcs Professional Svcs	Degree & Above	Job Specific	3,888	6,509	23.1	
Commercial & Marketing Sales Executive	940	▲ 5.9	Wholesale & Retail Trade Information & Communications Financial & Insurance Svcs	Diploma & Professional Qualification	Job Specific	2,830	4,380	17.3	
Operations Officer (Except Transport Operations)	760	▲ 29.7	Financial & Insurance Svcs Wholesale & Retail Trade Community, Social & Personal Svcs	Diploma & Professional Qualification	Job Specific	3,000	4,500	13.6	
Sales & Marketing Manager	740	▲ 0.3	Wholesale & Retail Trade Professional Svcs Information & Communications	Degree & Above	Job Specific	5,000	9,668	14.9	
Registered Nurse & Other Nursing Professional	670	▲ 1.8	Community, Social & Personal Svcs	Diploma & Professional Qualification	Job Specific	3,128	4,828	67.1	
Systems Analyst	630	▲ 6.8	Information & Communications Professional Svcs Community, Social & Personal Svcs	Degree & Above	Job Specific	4,287	7,187	19.5	
Civil Engineer	490	▼ -1.8	Community, Social & Personal Svcs Construction Professional Svcs	Degree & Above	Job Specific	3,898	6,334	14.0	
Business Development Manager	400	▲ 10.7	Financial & Insurance Svcs Wholesale & Retail Trade Information & Communications	Degree & Above	Job Specific	5,648	11,020	11.8	

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

Table 1(b): Top Ten Clerical, Sales & Service Vacancies, 2016 (As At September)

Occupation	No. Of Vacancies	Local Employment Growth (June 2010-June 2015) (% p.a.)	Top Three Hiring Industries (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2015			Incidence Of Vacancies Unfilled For At Least Six Months (%)
						P25	P50	P75	
Shop Sales Assistant	2,720	▼ -5.5	Wholesale & Retail Trade Manufacturing Professional Svcs	Primary or Lower	No Working Experience	1,483	○ ● 2,174	57.6	
Security Guard	2,280	▲ 3.9	Administrative & Support Svcs Real Estate Svcs Accommodation & Food Svcs	Secondary	No Working Experience	1,634	○ ● 2,140	64.2	
Receptionist, Customer Service & Information Clerk	1,400	▲ 3.1	Community, Social & Personal Svcs Accommodation & Food Svcs Information & Communications	Secondary	General Working Experience	2,100	○ ● 3,270	31.3	
Waiter	1,290	▲ 4.6	Accommodation & Food Svcs Community, Social & Personal Svcs Manufacturing	Primary or Lower	No Working Experience	1,000	○ ● 1,835	66.2	
Food Service Counter Attendant	1,010	▲ 8.6	Accommodation & Food Svcs Manufacturing	Primary or Lower	No Working Experience	1,309	○ ● 1,702	24.5	
Cook	850	▲ 11.3	Accommodation & Food Svcs Community, Social & Personal Svcs Real Estate Svcs	Primary or Lower	Job Specific	1,500	○ ● 2,609	59.7	
General Office Clerk	790	▲ 0.8	Community, Social & Personal Svcs Construction Transportation & Storage	Secondary	General Working Experience	1,700	○ ● 2,706	16.9	
Healthcare Assistant	440	▲ 9.2	Community, Social & Personal Svcs	Secondary	No Working Experience	1,533	○ ● 2,187	54.9	
Cashier & Ticket Clerk	390	▲ 2.8	Wholesale & Retail Trade Accommodation & Food Svcs Community, Social & Personal Svcs	Primary or Lower	No Working Experience	1,512	○ ● 1,879	48.2	
Captain Waiter/ Waiter Supervisor	330	▲ 22.7	Accommodation & Food Svcs Manufacturing Community, Social & Personal Svcs	Secondary	Industry Specific	1,800	○ ● 2,517	69.3	

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

Table 1(c): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies, 2016 (As At September)

Occupation	No. Of Vacancies	Local Employment Growth (June 2010-June 2015) (%p.a.)	Top Three Hiring Industries (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage (\$), June 2015			Incidence Of Vacancies Unfilled For At Least Six Months (%)
						P25	P50	P75	
Cleaner In Other Establishments	920	▲ 2.4	Administrative & Support Svcs Real Estate Svcs Community, Social & Personal Svcs	Primary or Lower	No Working Experience	1,025	●●● 1,347	33.4	
Material & Freight Handling Worker	840	▼ -2.8	Wholesale & Retail Trade Transportation & Storage Manufacturing	Primary or Lower	General Working Experience	1,550	○●● 2,267	34.6	
Civil Engineering/ Building Construction Labourer	590	▼ -12.2	Construction Manufacturing Professional Svcs	Primary or Lower	General Working Experience	1,000	●●● 1,425	52.0	
Heavy Truck & Lorry Driver	580	▼ -1.8	Transportation & Storage Wholesale & Retail Trade Manufacturing	Primary or Lower	General Working Experience	1,897	○●● 2,800	50.3	
Cleaner & Helper In Hotels & Related Establishments	510	▼ -16.5	Accommodation & Food Svcs Administrative & Support Svcs Community, Social & Personal Svcs	Primary or Lower	No Working Experience	1,304	○●● 1,797	83.2	
Industrial Establishment Cleaner	490	▼ -13.2	Real Estate Svcs Administrative & Support Svcs Manufacturing	Primary or Lower	No Working Experience	1,000	○●● 1,300	88.3	
Electrical & Electronic Equipment Assembler	470	▼ -19.1	Manufacturing	Primary or Lower	No Working Experience	1,474	○●● 2,563	8.3	
Dish Washer/ Plate Collector/ Table-Top Cleaner	400	▲ 12.8	Accommodation & Food Svcs Administrative & Support Svcs Real Estate Svcs	Primary or Lower	No Working Experience	1,050	○●● 1,594	72.8	
Kitchen Assistant	380	▲ 8.0	Accommodation & Food Svcs Real Estate Svcs Community, Social & Personal Svcs	Primary or Lower	No Working Experience	1,000	○●● 1,700	53.9	
Cleaner In Open Areas	290	▲ 8.9	Administrative & Support Svcs	Primary or Lower	No Working Experience	1,836	○●● 2,639	54.7	

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

Notes:

- (1) Monthly gross wage refers to the sum of the basic wage, overtime payments, commissions, allowances, and other regular cash payments. It is before deduction of employee CPF contributions and personal income tax and excludes employer CPF contributions, bonuses, stock options, other lump sum payments and payments-in-kind. Source: Occupational Wage Survey, Manpower Research & Statistics Department.
- (2) Local employment growth refers to resident employee growth. Source: Comprehensive Labour Force Survey.
- (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/local employment growth that were above the overall average.
- (5) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

4 Concluding Remarks

4.1 The share of job openings for the PMETs has risen steadily in recent years to account for close to half of total job vacancies in 2016. The top openings in 2016 were education, healthcare, IT and service-oriented occupations. Overall, there was less difficulty in filling vacancies compared to a year ago, but for the non-PMET openings which formed a larger proportion of hard-to-fill jobs, working conditions such as longer working hours, shift work and physically strenuous job nature continued to make these openings unattractive to locals.

Table A1: Top Ten Job Vacancies By Occupation, 2016 (As At September)

Managers & Administrators	4,130	Professionals	10,810	Associate Professionals & Technicians	7,950	Clerical Support Workers	3,160
Sales & Marketing Manager	740	Teaching & Training Professional	2,100	Management Executive	1,210	Receptionist, Customer Service & Information Clerk	1,400
Business Development Manager	400	Software, Web & Multimedia Developer	1,150	Commercial & Marketing Sales Executive	940	General Office Clerk	790
Budgeting & Financial Accounting Manager (Including Financial Controller)	280	Registered Nurse & Other Nursing Professional	670	Operations Officer (Except Transport Operations)	760	Stock Clerk	240
Administration Manager	240	Systems Analyst	630	Manufacturing Engineering Technician	390	Accounting & Bookkeeping Clerk	220
Restaurant Manager	190	Civil Engineer	490	Enrolled/Assistant Nurse (Excluding Registered Nurse)	380	Clerical Supervisor	90
Human Resource Manager	180	Electronics Engineer	400	Accounting Associate Professional	380	Data Entry Clerk	80
Building & Construction Project Manager	180	Management & Business Consultant	370	Mechanical Engineering Technician	370	Secretary	50
Policy & Planning Manager	160	Industrial & Production Engineer	360	Computer Technician (Including IT User Helpdesk Technician)	280	Finance & Insurance Clerk	40
Premises & Facilities Maintenance Manager (Including Building Security Manager)	130	General Practitioner/Physician	330	Pre-Primary Education Teacher	260	Production Clerk	30
IT Service Manager	120	Compliance Officer/Risk Analyst (Financial)	310	Human Resource Associate Professional	230	Transport Clerk	30

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

Table A1 (Continued): Top Ten Job Vacancies By Occupation, 2016 (As At September)

Service & Sales Workers	11,840	Craftsmen & Related Trade Workers	1,910	Plant & Machine Operators & Assemblers	2,970	Cleaners, Labourers & Related Workers	6,540
Shop Sales Assistant	2,720	Electrician	140	Heavy Truck & Lorry Driver	580	Cleaner In Other Establishments	920
Security Guard	2,280	Machinery Mechanic	140	Electrical & Electronic Equipment Assembler	470	Material & Freight Handling Worker	840
Waiter	1,290	Motor Vehicle Mechanic & Repairer	130	Machine-Tool Setter-Operator	270	Civil Engineering/Building Construction Labourer	590
Food Service Counter Attendant	1,010	Precision Instrument Maker & Repairer	120	Car, Taxi, Van & Light Goods Vehicle Driver	270	Cleaner & Helper In Hotels & Related Establishments	510
Cook	850	Building Maintenance Worker	110	Motorcycle Delivery Man	260	Industrial Establishment Cleaner	490
Healthcare Assistant	440	Supervisor/General Foreman (Building & Related Trades)	110	Fork Lift Truck Operator	160	Dish Washer/Plate Collector/Table-Top Cleaner	400
Cashier & Ticket Clerk	390	Welder & Flame Cutter	90	Metal Finishing, Plating & Coating Machine Operator	150	Kitchen Assistant	380
Captain Waiter/Waiter Supervisor	330	Baker, Pastry & Confectionery Maker	90	Bus Driver	110	Cleaner In Open Areas	290
Bartender & Barista	330	Fumigator/Pest & Weed Controller	90	Packing/Bottling/Labelling Machine Operator	100	Attendant	190
Protective Services Worker	290	Aircraft Engine Mechanic & Repairer	90	Quality Checker & Tester	100	Food & Beverage Establishment Cleaner	190

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

Notes:

- (1) Figures in the dark blue cells represent the total number of job vacancies in that respective occupational group, while figures in the light blue cells refer to the number of job vacancies for the respective occupation in that respective occupational group.
- (2) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

Table A2: Top Ten Job Vacancies By Industry, 2016 (As At September)

Manufacturing	5,660	Construction	2,240	Wholesale & Retail Trade	6,430	Transportation & Storage	2,660	Accommodation & Food Services	5,840
Electrical & Electronic Equipment Assembler	460	Civil Engineering/Building Construction Labourer	530	Shop Sales Assistant	2,470	Material & Freight Handling Worker	260	Waiter	1,060
Manufacturing Engineering Technician	320	Building & Construction Project Manager	120	Material & Freight Handling Worker	460	Heavy Truck & Lorry Driver	250	Food Service Counter Attendant	910
Industrial and Production Engineer	270	Civil Engineer	110	Commercial & Marketing Sales Executive	300	Receptionist, Customer Service & Information Clerk	130	Cook	640
Machine-Tool Setter-Operator	260	Supervisor/General Foreman (Building & Related Trades)	90	Cashier & Ticket Clerk	250	Fork Lift Truck Operator	120	Bartender & Barista	300
Electronics Engineer	180	General Office Clerk	90	Sales & Marketing Manager	170	Stock Clerk	110	Kitchen Assistant	290
Mechanical Engineering Technician	150	Electrician	70	Sales Supervisor	150	General Office Clerk	90	Cleaner & Helper in Hotels & Related Establishments	280
Metal Finishing, Plating & Coating Machine Operator	150	Heavy Truck & Lorry Driver	50	Sales Demonstrator	120	Bus Driver	80	Captain Waiter/Waiter Supervisor	270
Precision Instrument Maker & Repairer	120	Draughtsman	40	Heavy Truck & Lorry Driver	110	Despatch Worker	70	Receptionist, Customer Service & Information Clerk	230
Shop Sales Assistant	100	Gardener, Horticultural & Nursery Farm Worker	40	Computer Technician (Including IT User Helpdesk Technician)	90	Motor Vehicle Mechanic & Repairer	70	Motorcycle Delivery Man	210
Mechanical Engineer	100	Mechanical Engineer	30	Operations Officer (Except Transport Operations)	90	Operations Officer (Except Transport Operations)	60	Restaurant Manager	170

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

Table A2 (Continued): Top Ten Job Vacancies By Industry, 2016 (As At September)

Information & Communications	2,760	Financial & Insurance Services	3,030	Real Estate Services	1,680	Professional Services	3,200	Administrative & Support Services	5,360	Community, Social & Personal Services	11,060
Software, Web & Multimedia Developer	750	Operations Officer (Except Transport Operations)	250	Industrial Establishment Cleaner	240	Accounting Associate Professional	200	Security Guard	2,050	Teaching & Training Professional	2,100
Systems Analyst	280	Compliance Officer/Risk Analyst (Financial)	220	Cleaner In Other Establishments	100	Sales & Marketing Manager	140	Cleaner In Other Establishments	770	Management Executive	640
Receptionist, Customer Service & Information Clerk	160	Financial/Investment Adviser	220	Civil Engineering Technician	100	Accountant	120	Industrial Establishment Cleaner	220	Registered Nurse & Other Nursing Professional	600
Network/Infrastructure Architect, Engineer & Specialist	160	Commercial & Marketing Sales Executive	110	Residential Area Cleaner	100	Commercial & Marketing Sales Executive	110	Cleaner In Open Areas	150	Receptionist, Customer Service & Information Clerk	410
Commercial & Marketing Sales Executive	130	Management Executive	110	Security Guard	90	Software, Web & Multimedia Developer	100	Cleaner & Helper In Hotels & Related Establishments	110	Healthcare Assistant	410
Sales & Marketing Manager	110	Software, Web & Multimedia Developer	100	Premises & Facilities Maintenance Officer	90	Receptionist, Customer Service & Information Clerk	90	Receptionist, Customer Service & Information Clerk	100	General Office Clerk	260
Computer Technician (Including IT User Helpdesk Technician)	80	Insurance Sales Agent/Broker (Including Independent Financial Planner)	100	Receptionist, Customer Service & Information Clerk	70	Management & Business Consultant	90	Food & Beverage Establishment Cleaner	90	Pre-Primary Education Teacher	260
Applications/Systems Programmer	70	Receptionist, Customer Service & Information Clerk	100	Management Executive	60	Civil Engineer	80	Fumigator/Pest & Weed Controller	80	Enrolled/Assistant Nurse (Excluding Registered Nurse)	250
Business Development Manager	60	Sales & Marketing Manager	100	Office Cleaner	50	Civil Engineering Technician	80	Residential Area Cleaner	80	Civil Engineer	240
Information Technology Security Specialist	60	Administration Manager	100	Premises & Facilities Maintenance Manager (Including Building Security Manager)	50	Management Executive	80	Mechanical Engineering Technician	70	General Practitioner/Physician	230

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

Notes:

- (1) Figures in the dark blue cells represent the total number of job vacancies in that respective industry, while figures in the light blue cells refer to the number of job vacancies for the respective occupation in that respective industry.
- (2) 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, 2016 (As At September)

Degree & Above	13,090	Diploma & Professional Qualifications	9,090	Post-Secondary (Non-Tertiary)	3,730	Secondary	8,320	Lower Secondary	3,220	Primary or Lower	12,880
Software, Web & Multimedia Developer	990	Teaching & Training Professional	1,610	Security Guard	480	Shop Sales Assistant	940	Security Guard	590	Shop Sales Assistant	1,500
Management Executive	610	Registered Nurse & Other Nursing Professional	630	Enrolled/Assistant Nurse (Excluding Registered Nurse)	310	Receptionist, Customer Service & Information Clerk	650	Shop Sales Assistant	240	Cleaner In Other Establishments	920
Sales & Marketing Manager	580	Commercial & Marketing Sales Executive	530	Receptionist, Customer Service & Information Clerk	290	Security Guard	640	Waiter	190	Food Service Counter Attendant	880
Systems Analyst	540	Management Executive	430	Healthcare Assistant	170	General Office Clerk	490	Material & Freight Handling Worker	140	Waiter	610
Teaching & Training Professional	490	Operations Officer (Except Transport Operations)	390	General Office Clerk	120	Waiter	440	Car, Taxi, Van & Light Goods Vehicle Driver	100	Material & Freight Handling Worker	570
Civil Engineer	460	Receptionist, Customer Service & Information Clerk	260	Mechanical Engineering Technician	100	Cook	250	Receptionist, Customer Service & Information Clerk	100	Security Guard	520
Business Development Manager	370	Manufacturing Engineering Technician	240	Civil Engineering Technician	90	Healthcare Assistant	200	Cook	100	Industrial Establishment Cleaner	490
Electronics Engineer	340	Accounting Associate Professional	220	Manufacturing Engineering Technician	90	Electrical & Electronic Equipment Assembler	180	Heavy Truck & Lorry Driver	90	Civil Engineering/Building Construction Labourer	460
Management & Business Consultant	330	Mechanical Engineering Technician	210	Management Executive	80	Stock Clerk	170	Civil Engineering/Building Construction Labourer	90	Cook	450
General Practitioner/Physician	330	Pre-Primary Education Teacher	210	Operations Officer (Except Transport Operations)	70	Captain Waiter/Waiter Supervisor	140	Cashier & Ticket Clerk	80	Dish Washer/Plate Collector/Table-Top Cleaner	390

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

Notes:

- (1) Figures in the dark blue cells represent the total number of job vacancies in that respective education category, while figures in the light blue cells refer to the number of job vacancies for the respective occupation in that respective education 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, 2016 (As At September)

	Managers & Administrators	Professionals	Associate Professionals & Technicians	Clerical Support Workers	Service & Sales Workers	Craftsmen & Related Trade Workers	Plant & Machine Operators & Assemblers	Cleaners, Labourers & Related Workers
Total*	4,130	10,810	7,950	3,160	11,840	1,910	2,970	6,540
Manufacturing	280	1,040	1,020	180	270	780	1,390	700
Construction	180	320	280	140	20	420	100	760
Services	3,650	9,390	6,560	2,830	11,550	700	1,420	4,930
Wholesale & Retail Trade	600	590	850	310	3,180	150	190	560
Transportation & Storage	170	200	350	420	480	110	600	320
Accommodation & Food Services	260	10	330	360	3,440	90	270	1,100
Information & Communications	390	1,730	390	220	20	10	10	-
Financial & Insurance Services	760	1,210	750	200	70	10	20	20
Real Estate Services	100	100	350	100	220	60	40	710
Professional Services	530	1,150	950	200	170	70	30	120
Administrative & Support Services	160	220	350	230	2,350	120	140	1,710
Community, Social & Personal Services	680	4,180	2,240	800	1,640	80	120	400

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

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, 2016
(As At September)**

Occupation	Position Unfilled For At Least Six Months		Occupation	Position Unfilled For At Least Six Months	
	Number	Incidence (%)		Number	Incidence (%)
PMETs	4,520	19.0	Non-PMETs	13,690	51.6
Registered Nurse & Other Nursing Professional	450	67.1	Shop Sales Assistant	1,570	57.6
Software, Web & Multimedia Developer	270	23.1	Security Guard	1,460	64.2
General Practitioner/Physician	220	65.5	Waiter	850	66.2
Enrolled/Assistant Nurse (Excluding Registered Nurse)	210	55.2	Cook	510	59.7
Commercial & Marketing Sales Executive	160	17.3	Receptionist, Customer Service & Information Clerk	440	31.3
Systems Analyst	120	19.5	Industrial Establishment Cleaner	440	88.3
Mechanical Engineering Technician	120	33.4	Cleaner & Helper in Hotels & Related Establishments	430	83.2
Management Executive	120	9.5	Civil Engineering/Building Construction Labourer	310	52.0
Sales & Marketing Manager	110	14.9	Cleaner In Other Establishments	310	33.4
Restaurant Manager	110	55.6	Heavy Truck & Lorry Driver	290	50.3

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

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, 2016 (As At September)

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
PMETs	9,750	41.0	1. Lack The Necessary Work Experience (39.1%) 2. Find Pay Unattractive (32.6%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (22.8%)
Software, Web & Multimedia Developer	760	66.2	1. Lack The Necessary Work Experience (55.4%) 2. Lack The Necessary Specialised Skills (40.5%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (18.3%)
Registered Nurse & Other Nursing Professional	600	88.7	1. Find Pay Unattractive (74.7%) 2. Prefer Not To Do Shift Work (52.5%) 3. Prefer Shorter Workweek (39.8%)
Enrolled/Assistant Nurse (Excluding Registered Nurse)	360	93.2	1. Find Pay Unattractive (68.7%) 2. Prefer Not To Do Shift Work (53.6%) 3. Find The Working Environment Not Conducive (39.9%)
Commercial & Marketing Sales Executive	330	35.0	1. Lack The Necessary Work Experience (42.1%) 2. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (28.2%) 3. Find Pay Unattractive (27.6%)
Systems Analyst	320	51.2	1. Lack The Necessary Work Experience (61.6%) 2. Lack The Necessary Specialised Skills (50.0%) 3. Find Pay Unattractive (16.6%)
Manufacturing Engineering Technician	290	75.6	1. Prefer Not To Do Shift Work (67.5%) 2. Find Pay Unattractive (50.7%) 3. Prefer Shorter Workweek (20.5%)
Sales & Marketing Manager	290	39.5	1. Lack The Necessary Work Experience (66.0%) 2. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (18.2%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (15.8%)
Mechanical Engineering Technician	270	72.6	1. Find The Working Environment Not Conducive (39.6%) 2. Lack The Necessary Work Experience (37.7%) 3. Find Pay Unattractive (30.6%)
Operations Officer (Except Transport Operations)	240	31.4	1. Find Pay Unattractive (40.3%) 2. Prefer Shorter Workweek (34.0%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (32.4%)
General Practitioner/Physician	230	69.7	1. Competition For Local Candidates From Other Employers Is Too Stiff (94.8%) 2. Find Pay Unattractive (86.2%) 3. Finding Job Lacking In Career Prospects (33.2%)

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

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, 2016 (As At September)

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
Non-PMETs	21,540	81.2	1. Find Pay Unattractive (48.7%) 2. Prefer Shorter Workweek (45.5%) 3. Prefer Not To Do Shift Work (40.4%)
Shop Sales Assistant	2,140	78.8	1. Prefer Shorter Workweek (52.4%) 2. Prefer Not To Do Shift Work (52.2%) 3. Find The Job Physically Strenuous (50.2%)
Security Guard	2,060	90.2	1. Prefer Not To Do Shift Work (57.0%) 2. Prefer Shorter Workweek (56.8%) 3. Lack Of Young Local Candidates (43.6%)
Waiter	1,200	93.3	1. Prefer Shorter Workweek (69.1%) 2. Find Pay Unattractive (62.0%) 3. Find The Job Physically Strenuous (52.0%)
Cleaner In Other Establishments	920	99.6	1. Find The Image Of The Sector Poor (80.4%) 2. Find Pay Unattractive (23.3%) 3. Find The Working Environment Not Conducive (16.9%)
Receptionist, Customer Service & Information Clerk	820	58.6	1. Prefer Shorter Workweek (46.7%) 2. Prefer Not To Do Shift Work (45.6%) 3. Find Pay Unattractive (44.4%)
Cook	760	88.4	1. Find Pay Unattractive (57.2%) 2. Find The Job Physically Strenuous (52.5%) 3. Prefer Shorter Workweek (52.1%)
Food Service Counter Attendant	570	56.5	1. Prefer Not To Do Shift Work (76.9%) 2. Find The Working Environment Not Conducive (74.7%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (73.4%)
Civil Engineering/Building Construction Labourer	540	90.4	1. Find The Working Environment Not Conducive (60.9%) 2. Find Pay Unattractive (40.8%) 3. Find The Image Of The Sector Poor (35.9%)
Heavy Truck & Lorry Driver	510	86.9	1. Find The Working Environment Not Conducive (47.9%) 2. Find Pay Unattractive (45.0%) 3. Find The Job Physically Strenuous (40.0%)
Cleaner & Helper in Hotels & Related Establishments	500	97.1	1. Find Pay Unattractive (59.4%) 2. Prefer Shorter Workweek (59.4%) 3. Prefer Not To Do Shift Work (58.6%)

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

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, 2016 (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	Finding 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
Total	62.2	43.7	36.5	30.0	33.2	24.7	23.2	21.5	22.4	16.4	11.6	18.1	14.1	6.1	4.8
PMETs*	41.0	32.6	16.6	10.7	17.2	10.8	14.8	9.3	22.8	39.1	8.9	6.3	4.2	15.7	11.8
Managers & Administrators	35.7	19.8	12.1	10.1	8.3	7.1	17.1	7.7	21.7	55.4	6.2	3.9	4.7	11.5	11.9
Professionals	43.0	32.6	10.6	6.4	10.5	6.8	10.8	6.4	24.9	44.5	7.3	3.3	2.1	22.8	11.5
Associate Professionals & Technicians	45.7	37.6	26.1	16.6	29.2	17.3	18.9	13.5	20.4	25.5	12.0	11.2	6.7	8.3	12.1
Non-PMETs	81.2	48.7	45.5	38.8	40.4	30.9	27.0	27.0	22.2	6.1	12.9	23.4	18.6	1.8	1.7
Clerical, Service & Sales Workers	77.2	49.4	51.9	40.7	48.4	21.3	31.4	25.6	28.6	5.1	10.4	20.2	14.8	1.2	2.1
Clerical Support Workers	52.5	54.7	37.8	18.8	33.2	13.4	30.1	30.5	14.4	8.9	18.3	15.1	9.6	1.4	2.2
Service & Sales Workers	83.8	48.5	54.2	44.3	51.0	22.6	31.6	24.8	30.9	4.4	9.1	21.0	15.7	1.2	2.1
Production & Transport Operators, Cleaners & Labourers**	86.3	47.9	38.1	36.5	31.1	42.1	22.0	28.6	14.7	7.2	15.7	27.0	22.9	2.3	1.2
Craftsmen & Related Trades Workers	87.6	43.6	26.5	34.2	22.3	51.7	20.7	18.0	8.7	22.5	13.1	18.1	11.1	10.9	3.9
Plant & Machine Operators & Assemblers	86.0	54.6	45.3	44.5	37.8	43.5	25.9	30.0	18.7	7.6	19.2	19.8	12.2	1.7	1.4
Cleaners, Labourers & Related Workers	85.9	46.1	38.7	34.0	31.3	37.9	21.0	31.5	15.1	2.6	14.7	33.0	31.4	0.1	0.4

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

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, 2016 (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	Finding Job Lacking In Career Prospects	Competition For Local Candidates From Other Employers Is Too Strict	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
Total *	62.2	43.7	36.5	30.0	33.2	24.7	23.2	21.5	22.4	16.4	11.6	18.1	14.1	6.1	4.8
Manufacturing	77.0	41.1	25.3	22.8	27.1	23.4	18.8	28.2	10.6	21.0	13.6	23.4	6.9	6.8	2.6
Construction	81.3	44.4	19.7	37.1	14.9	52.8	23.0	14.2	12.7	16.3	20.6	17.7	16.2	2.0	4.6
Services	59.4	43.9	39.6	30.6	35.5	22.6	24.2	20.6	25.2	15.6	10.5	17.1	15.0	6.3	5.2
Wholesale & Retail Trade	64.5	43.3	38.6	41.3	35.2	10.3	26.5	19.5	21.1	14.7	7.1	10.2	9.4	4.8	3.4
Transportation & Storage	71.3	41.4	39.1	42.3	31.2	35.2	40.0	26.4	27.9	10.8	20.2	24.3	3.4	5.9	2.6
Accommodation & Food Services	80.1	55.6	56.8	44.2	60.0	43.6	29.8	29.3	35.4	4.8	6.0	16.8	17.7	1.3	0.5
Information & Communications	49.1	21.7	3.5	3.3	8.6	3.8	7.8	12.3	13.2	49.1	2.1	2.4	0.8	35.4	9.8
Financial & Insurance Services	33.6	21.4	11.2	6.6	10.2	3.1	14.3	10.0	23.5	58.5	4.4	2.9	2.7	24.3	12.1
Real Estate Services	62.7	53.6	62.4	27.2	42.9	30.5	28.0	24.3	26.3	12.9	14.6	46.3	41.7	1.1	7.5
Professional Services	54.7	37.5	21.6	10.2	23.3	19.9	15.1	9.2	18.2	33.3	5.5	20.0	4.1	11.1	8.3
Administrative & Support Services	88.6	43.0	44.9	34.5	37.9	28.0	27.0	24.4	23.2	5.2	17.9	29.3	34.2	1.5	2.9
Community, Social & Personal Services	39.1	46.5	36.0	19.5	26.2	9.9	15.8	14.3	25.6	14.7	11.0	6.9	6.6	4.4	11.1

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

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 locals within each industry.
- (4) *Total includes job vacancies from Agriculture, Fishing, Quarrying & Utilities which are not reflected here.

Table A10: Reasons For Vacancies Hard To Fill By Locals By Minimum Qualifications, 2016 (As At September)

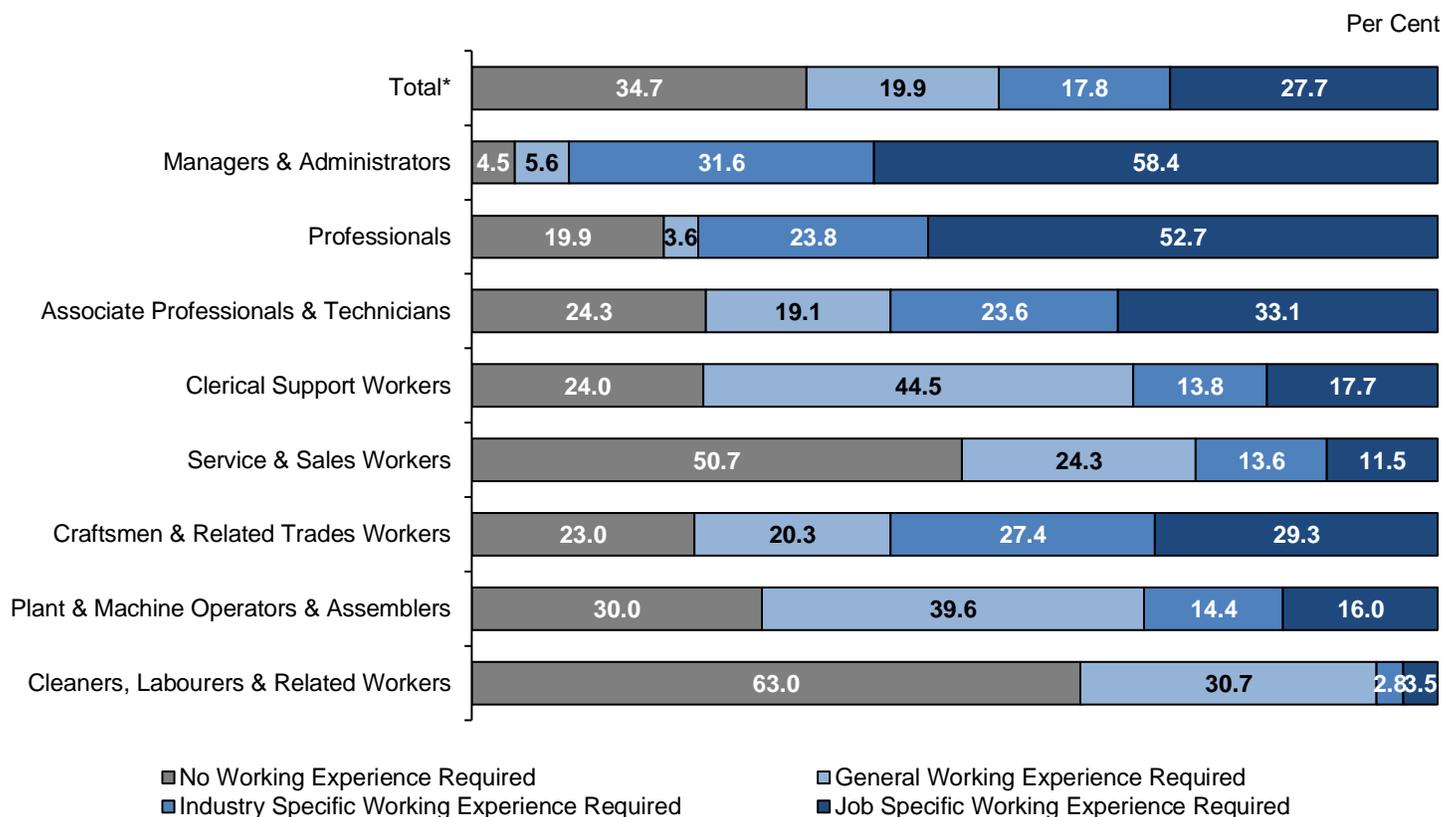
	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard To Fill By Locals (%)													
		Find Pay Unattractive	Prefer Shorter Work Week	Find The Job Physically Strenuous	Prefer Not To Do Shift Work	Find The Working Environment Not Conducive	Lack The Right Personality Traits, Work Attitude And Motivation For The Job	Competition For Local Candidates From Other Employers Is Too Stiff	Finding Job Lacking In Career Prospects	Lack The Necessary Work Experience	Working Location Is Too Far	Lack Of Young Local Candidates	Find The Image Of The Sector Poor	Lack The Necessary Specialised Skills	Lack The Necessary Qualifications
Total	62.2	43.7	36.5	30.0	33.2	24.7	23.2	22.4	21.5	16.4	11.6	18.1	14.1	6.1	4.8
Degree & Above	36.6	22.8	6.4	6.2	4.5	5.7	12.3	21.6	6.5	53.2	4.4	2.1	1.5	22.9	13.4
Diploma & Professional Qualification	44.4	40.5	24.7	12.9	25.6	11.2	15.3	22.0	10.4	25.9	12.4	7.8	4.5	9.6	9.3
Post-Secondary (Non-Tertiary)	65.9	45.8	32.8	29.6	39.5	30.6	27.4	26.8	27.6	13.7	17.5	22.5	10.7	4.3	9.4
Secondary	76.7	45.8	52.9	35.0	42.0	22.4	25.9	23.7	24.2	9.6	10.1	20.9	12.7	2.2	2.6
Lower Secondary	90.2	52.9	52.1	49.4	47.9	27.8	31.5	25.2	33.7	6.4	15.7	28.2	22.0	1.9	1.4
Primary or Lower	83.3	49.9	41.3	39.0	38.2	37.4	26.4	20.2	26.0	3.7	13.1	23.6	22.8	1.1	0.6

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

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 education group.

**Chart A1: Distribution Of Job Vacancies By Occupation And Working Experience Required, 2016
(As At September)**



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

Notes:

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

SURVEY COVERAGE & METHODOLOGY

Introduction

The *Job Vacancy Survey, 2016* 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 27 September 2016 to 11 November 2016.

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 on whether the vacancies were (i) unfilled for at least six months, 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 15,100 establishments employing 2,031,200 employees responded to the survey, yielding a response rate of 89.1%.

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 2016.

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
- 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) 2015. 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 excludes 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.

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 2016

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.

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?

Thank you for your valuable feedback

Name of Officer : _____ Designation : _____

Department : _____

Please return the above to: Director
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