

Job Vacancies 2017



**MINISTRY OF
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JOB VACANCIES 2017

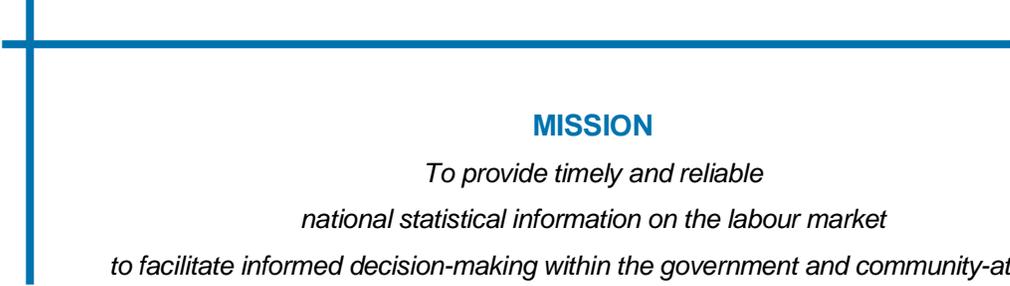
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Contents

	Page
Highlights.....	v
1 Introduction.....	1
2 By Occupational Group	2
3 Top Ten Jobs In Demand	12
4 Concluding Remarks	17
Annex: Statistical Tables.....	A1
Appendix I: Survey Coverage and Methodology.....	I1

Notations:

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

Highlights

- Reflecting the continuing shift towards higher value-added jobs, the PMET share of job vacancies continued to rise in 2017. 48.5% of job vacancies were for PMETs in September 2017, up from 47.9% in 2016 and 39.2% in 2013. This increase was mainly in PMET-dominated industries such as *financial services* and *wholesale trade*. The decline in non-PMET job vacancies were mostly in industries such as *food & beverage services*, *retail trade*, *real estate services* and *construction*.
- The majority of PMET vacancies in 2017 came from *public administration & education*, *financial services*, *professional services* and *information & communications*. They included *software*, *web & multimedia developers*, *teaching & training professionals*, *commercial & marketing sales executives* and *management executives*. Compared to 2016, there was a notable increase in vacancies for IT and engineering related jobs (e.g. *software*, *web & multimedia developers*, *systems analysts*, *computer technicians*, *civil engineers* and *mechanical engineers*), and a decrease in vacancies for *teaching & training professionals* and *management executives*.
- Across sectors, the non-PMET vacancies were mainly in *administrative & support services*, *food & beverage services* and *retail trade* which typically had lower staff retention¹. The top non-PMET job vacancies include *security guards*, *receptionists*, *customer service & information clerks*, *shop sales assistants*, *waiters*, *cleaners*, and *material & freight handlers*. Compared to 2016, vacancies for *shop sales assistants* and *security guards* decreased, while that for *cleaners in other establishments*² and *material & freight handlers* increased.
- Vacancies were available to jobseekers of all educational levels. 30% of the vacancies required degree qualifications, followed by diploma & professional qualifications (16%), secondary (15%), lower secondary and post-secondary (7% each) education. Vacancies which required little or no formal education made up the remaining 24% of the total unfilled demand.
- For PMETs, academic qualifications were not the main consideration for filling 42% of PMET vacancies. Such positions include *civil engineers*, *commercial & marketing sales*

¹ These industries had recruitment and resignation rates which were higher than overall average. Source: Labour Market Report, Third Quarter 2017.

² Such as shopping malls, schools, hospitals, places of worship.

executives, and software, web & multimedia developers. However, these positions typically required working experience. For the majority (90%) of non-PMET vacancies, academic qualifications were not the main consideration when selecting candidates to fill the vacancies.

- The proportion of vacancies unfilled for at least six months continued to decline, from 36% in 2016 to 33% in 2017. Non-PMET vacancies remained harder to fill than PMET openings. 49% of non-PMET jobs were unfilled for at least six months, compared to 16% for PMET openings.
- Employers continued to indicate *unattractive pay, work on weekends/public holidays* and *shift work* as characteristics that made non-PMET openings (in particular service-type jobs) unattractive to locals. On the other hand, the *lack of candidates with necessary work experience* remained the top reason for PMET openings which were hard to fill.

Job Vacancies 2017

1 Introduction

1.1 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.

1.2 Every quarter, the Manpower Research and Statistics Department releases data on the trend in the number of job vacancies by broad industry and occupation, and compares the number of vacancies to the pool of unemployed persons in its quarterly Labour Market Reports³. This report provides an in-depth analysis of the job vacancy situation. It looks at various characteristics of the vacancies, by detailed occupation, industry, required qualifications and working experience. 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 data are collected through an annual Job Vacancy Survey on private establishments (each with at least 25 employees) and the public sector. It pertains to positions unfilled as at 30 September each year. Details of the survey coverage and methodology are in [Appendix I](#).

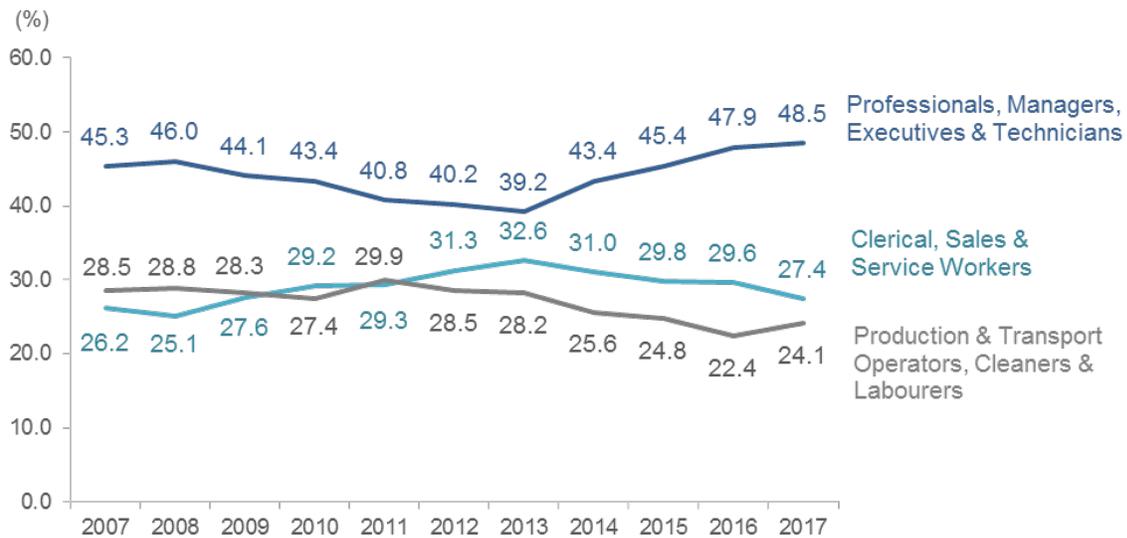
³ The quarterly data on job vacancies are from the Labour Market Surveys conducted by the Manpower Research and Statistics Department on private establishments (each with at least 25 employees) and the public sector. Latest data as at 30 September 2017 indicated that there were 53,100 jobs to be filled. These are unique unfilled posts for which an establishment are actively recruiting from outside the establishment.

2 By Occupational Group

PMET share of job vacancies trended higher

2.1 Reflecting the continuing shift towards higher value-added jobs, the PMET (professionals, managers, executives and technicians) share of job vacancies continued to rise in 2017. 48.5% of job vacancies were for PMETs in September 2017, up from 47.9% in 2016 and 39.2% in 2013. Among non-PMET vacancies, the share of clerical, sales and services' vacancies continued to trend down. The production and transport operators, cleaners and labourers' share of vacancies rose, for the first time since 2011 ([Figure 1](#)).

Figure 1: Distribution Of Job Vacancies By Broad Occupation Groups, 2007 To 2017



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

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

PMET vacancies

More PMET job vacancies in IT, engineering related fields

2.2 The top PMET job openings in 2017 include *software, web & multimedia developers, teaching & training professionals, commercial & marketing sales executives and management executives*. They are commonly in PMET-dominated sectors such as *public administration & education, financial services, professional services and information & communications* (more details in [Annex – Table A4](#)). A growing share of vacancies were for IT-

related jobs, such as *software, web & multimedia developers* (+140), *systems analysts* (+40) and *computer technicians* (+110). There was also an increase in engineering-related vacancies, including *civil engineers* (+150) and *mechanical engineers* (+80). On the other hand, a number of occupations saw a decline in vacancies led by *teaching & training professionals* (-960) and general *management executives* (-380) (Figure 2).

Figure 2: Top 20 PMET Occupations In Demand, 2017

Rank, 2017	Occupation	Number of job vacancies	Change in rank	Change in number of vacancies
1	Software, Web & Multimedia Developer	1,290	+2	+140
2	Teaching & Training Professional	1,140	-1	-960
3	Commercial & Marketing Sales Executive	870	+1	-80
4	Management Executive	830	-2	-380
5	Systems Analyst	660	+3	+40
6	Civil Engineer	640	+3	+150
7	Operations Officer (Except Transport Operations)	610	-2	-150
8	Sales & Marketing Manager	570	-2	-170
9	Business Development Manager	570	+1	+170
10	Computer Technician (Including IT User Helpdesk Technician)	390	+10	+110
11	Compliance Officer/ Risk Analyst (Financial)	380	+8	+70
12	Management & Business Consultant	340	+3	-30
13	Enrolled/Assistant Nurse (Excluding Registered Nurse)	340	-	-40
14	Industrial & Production Engineer	330	+3	-30
15	Mechanical Engineer	330	+9	+80
16	Accountant	330	+7	+80
17	Financial/ Investment Adviser	320	+9	+90
18	Mechanical Engineering Technician	300	-2	-70
19	Network/Infrastructure Architect, Engineer & Specialist	290	+6	+50
20	Budgeting & Financial Accounting Manager	280	+1	-

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

Non-PMET vacancies

Notable decrease in vacancies for shop sales assistants and security guards

2.3 Among the clerical, sales and service vacancies, *security guards, receptionists, customer service & information clerks, shop sales assistants* and *waiters* still formed the bulk of vacancies. The vacancies were in sectors such as *administrative & support services, food & beverage services* and *retail trade*. Over the year, there was a notable decline in the number of vacancies for sales and F&B workers such as *shop sales assistants* (-1,350) and *food service counter attendants* (-370). Vacancies have also declined for security guard positions (-740), reflecting the recent shift towards a manpower-lean security sector (Figure 3).

Production and transport operators, cleaners and labourers vacancies skewed towards material & freight handling workers, cleaners and machinery mechanics

2.4 Among the vacancies for production and transport operators, cleaners and labourers, there was an increase in vacancies for *material & freight handling workers* (+290), *cleaners in other establishments* (+240) and *machinery mechanics* (+210). Vacancies for *civil engineering/ building construction labourers* (-260) fell due to the slowdown in construction activities (Figure 3).

Figure 3: Top 20 Non-PMET Occupations In Demand By Broad Occupational Group, 2017

Rank, 2017	Occupation	Number of job vacancies	Change in rank	Change in number of vacancies
Clerical, Sales & Service Workers				
1	Security Guard	1,540	+1	-740
2	Receptionist, Customer Service, Information Clerk	1,430	+1	+30
3	Shop Sales Assistant	1,370	-2	-1,350
4	Waiter	1,350	-	+60
5	Cook	790	+1	-70
6	General Office Clerk	700	+1	-90
7	Cashier & Ticket Clerk	650	+2	+260
8	Food Service Counter Attendant	650	-3	-370
9	Healthcare Assistant	530	-1	+90
10	Bartender & Barista	450	+1	+120
Production, Transport Operators, Cleaners & Labourers				
1	Cleaner In Other Establishments	1,160	-	+240
2	Material & Freight Handling Worker	1,130	-	+290
3	Heavy Truck & Lorry Driver	510	+1	-70
4	Kitchen Assistant	460	+5	+80
5	Cleaner & Helper In Hotels & Related Establishments	460	-	-60
6	Electrical & Electronic Equipment Assembler	430	+1	-40
7	Machinery Mechanic	340	+15	+210
8	Machine-Tool Setter-Operator	340	+3	+70
9	Civil Engineering/ Building Construction Labourer	340	-6	-260
10	Car, Taxi, Van & Light Goods Vehicle Driver	320	+2	+50

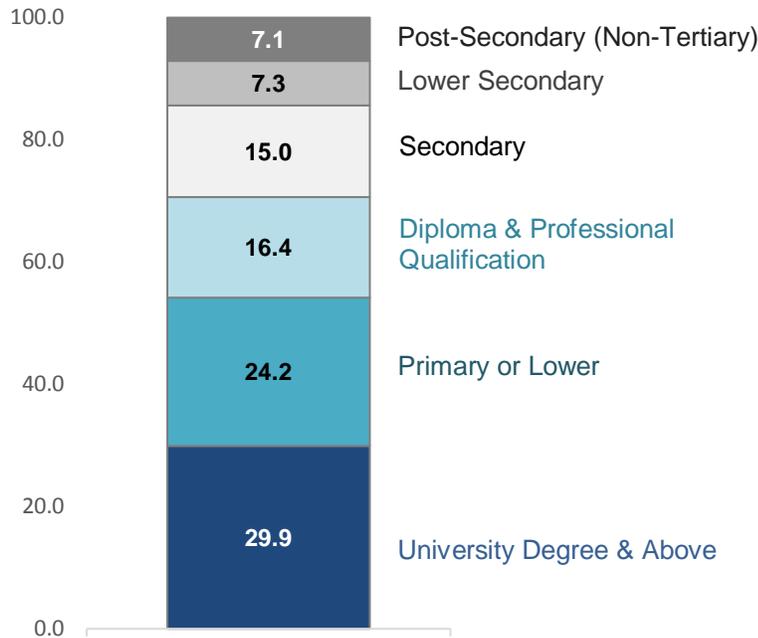
Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Jobs available to jobseekers of all education levels

2.5 Vacancies were available to jobseekers of all educational levels. 30% of the vacancies required degree qualifications, followed by diploma & professional qualifications (16%), secondary (15%), lower secondary and post-secondary (7% each). Vacancies which required little or no formal education made up the remaining 24% of the unfilled demand (Figure 4).

Figure 4: Distribution of Job Vacancies By Minimum Qualifications Required, 2017

(Per Cent)



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

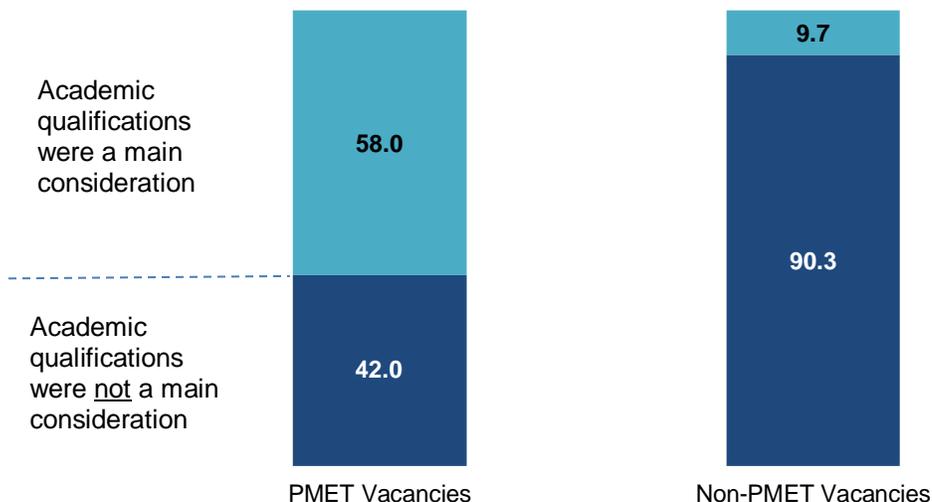
Academic qualifications were not the main consideration for hiring for 42% of PMET job vacancies

2.6 For PMETs, academic qualifications were not the main consideration for filling 42% of PMET vacancies (Figure 5)⁴. Such positions included *civil engineers, commercial & marketing sales executives, and software, web & multimedia developers*. However, these positions typically required working experience. For the majority (90%) of non-PMET vacancies, academic qualifications were not the main consideration when selecting candidates to fill the vacancies. These occupations include *security guards, waiters, shop sales assistants, cleaners, receptionists, customer service & information clerks, material & freight handlers and cooks*.

⁴ Data collected for the first time in 2017.

Figure 5: Distribution Of Job Vacancies By Whether Academic Qualifications Were A Main Consideration, 2017

(Per Cent)



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

Non-PMET vacancies were generally harder to fill by locals

2.7 Continuing the downtrend since 2014, 33% of all vacancies in 2017 were unfilled for six months or more, lower than the 36% last year ([Figure 6](#)).

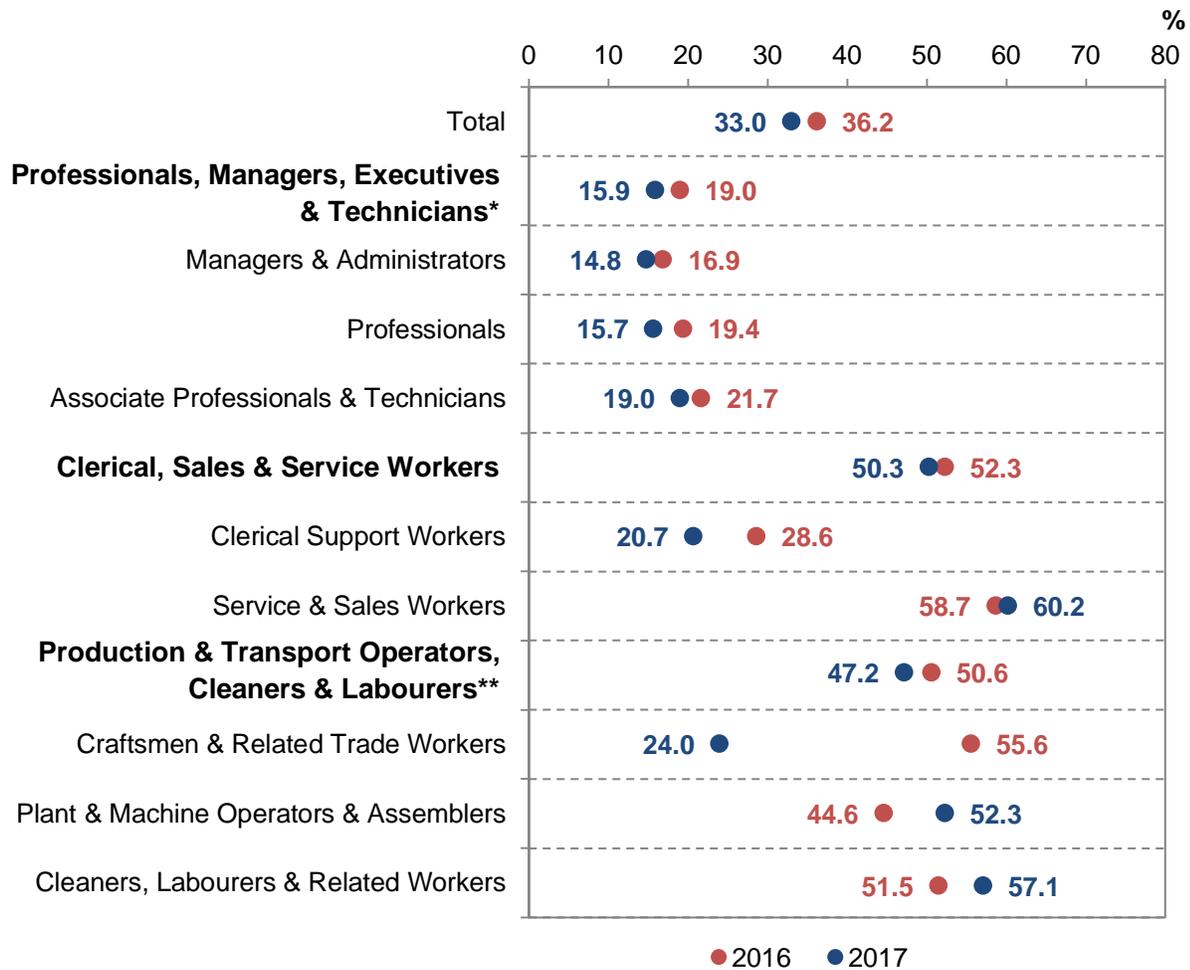
2.8 Among PMET openings, 16% were unfilled for at least six months, lower than 19% in 2016. Common PMET occupations which were unfilled for a long period include *software, web & multimedia developers, commercial & marketing sales executives* and *enrolled/assistant nurses*.

2.9 The proportion of non-PMET openings which were unfilled for at least six months was higher than PMETs at 49%, but fell from 2016 (52%). They included *service & sales jobs* such as *security guards, waiters* and *shop sales assistants*.

2.10 Similarly, when employers were asked to indicate openings which were deemed hard to fill by locals, non-PMET openings also had a higher proportion than the PMET openings.

2.11 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 and A7](#).

Figure 6: Incidence Of Vacancies Unfilled For At Least Six Months By Occupation, 2016 And 2017

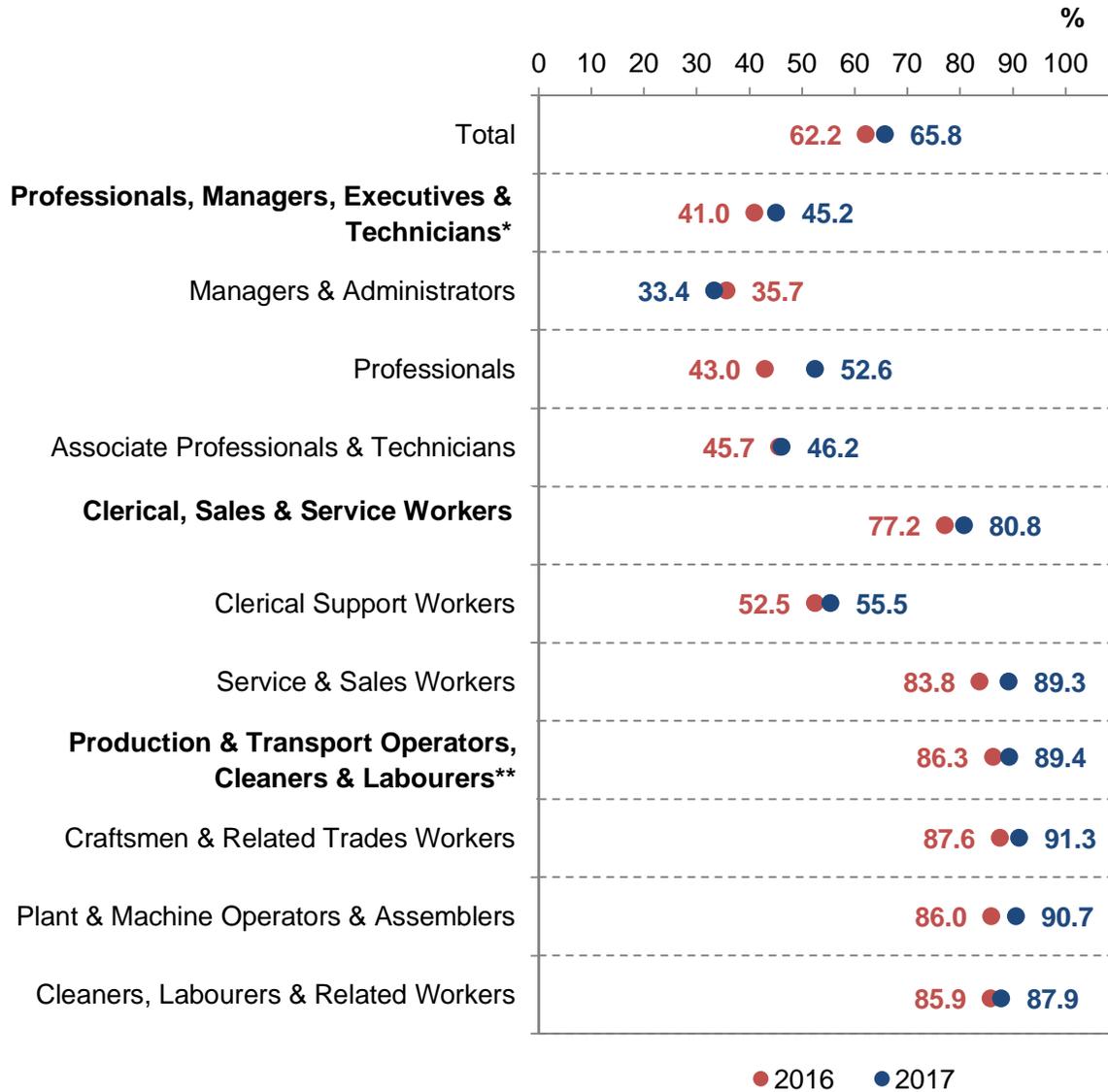


Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Notes:

- (1) * includes Workers Not Classified by Occupation.
- (2) ** includes Agricultural & Fishery Workers.
- (3) The incidence of vacancies unfilled for at least 6 months among craftsmen & related trade workers in 2017 was pulled down by the job openings from new manufacturing plants in Singapore.

Figure 7: Incidence Of Vacancies Hard To Fill By Locals By Occupation, 2016 And 2017



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

Notes:

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

Difficulties to fill up PMET jobs mostly due to lack of qualified candidates with necessary skills/ work experience

2.12 Besides skills shortages, job-specific conditions such as unattractive pay and unconducive working conditions offered by employers may render a job unattractive and hence, hard to fill.

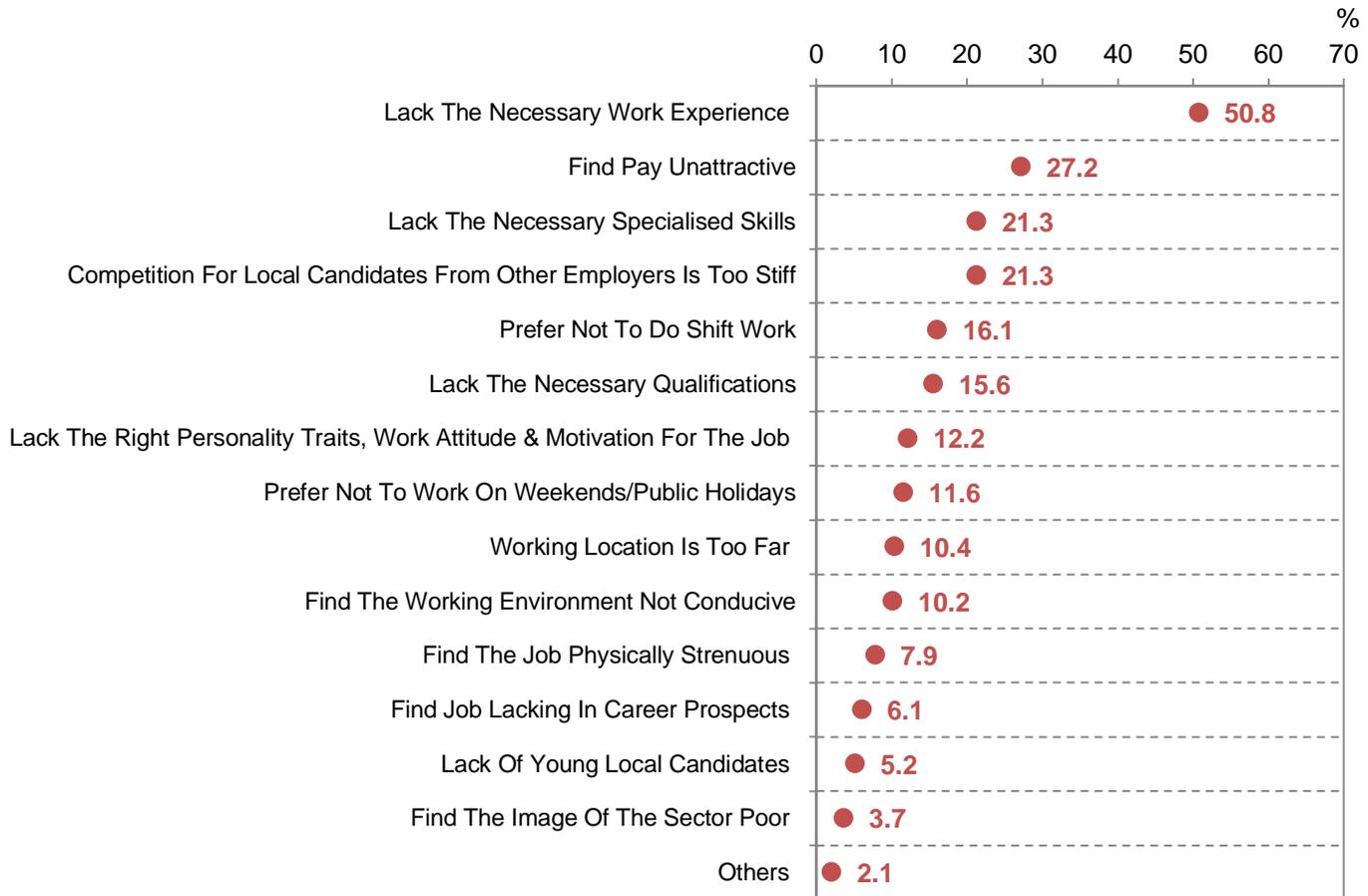
2.13 Aside from *unattractive pay*, employers commonly indicate candidates' *lack of necessary work experience, competition for limited pool of local candidates* and *lack of necessary specialised skills* as reasons for hard to fill PMET vacancies ([Figure 8](#)). In fact, *lack of necessary work experience* has been indicated by employers as the top reason for hard to fill vacancies in the past six years, mostly among IT-related and engineering positions.

For non-PMETs, it was unattractive pay, the need to work during weekends/public holidays and shift work

2.14 For non-PMET vacancies, *unattractive pay* has been the top reason for being hard to fill over the past decade, especially among service-related positions ([Figure 9](#)). In addition to unattractive pay, other job-specific conditions pertaining to *work on weekends/public holidays* and *shift work* were also common reasons indicated by employers for being hard to fill in 2017.

2.15 A listing of the reasons for hard-to-fill vacancies by occupation and industry is in [Annex - Table A8 and A9](#).

Figure 8: Reasons For PMET Vacancies That Are Hard To Fill By Locals, 2017

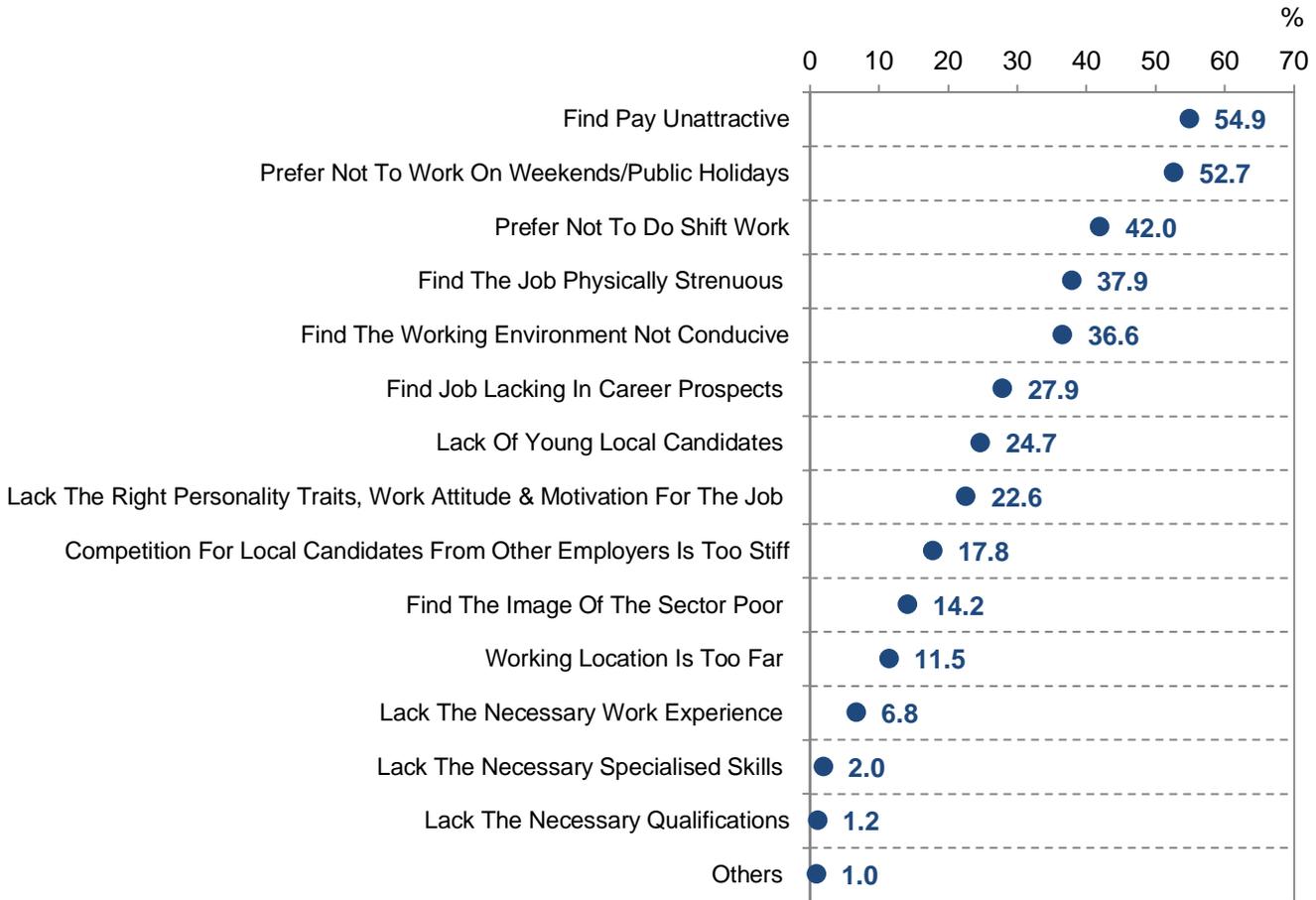


Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

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.

Figure 9: Reasons For Non-PMET Vacancies That Are Hard To Fill By Locals, 2017



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 profiles the top ten jobs in demand within each three broad occupational category with additional information on:

- i) top hiring industries
- ii) whether academic qualifications were a main consideration
- iii) common minimum qualifications
- iv) working experience required
- v) minimum and maximum wage⁵ data
- vi) incidence of openings vacant for at least six months

PMETs

3.2 Among the top ten PMET positions most in demand, the common qualification requirement was at least diploma & professional qualification or minimally a degree qualification, but vacancies for *civil engineers* and *management executives* were less likely to have academic qualifications as a main consideration during hiring. The *management executive* positions were commonly entry-level, unlike that for most of the top ten PMET jobs in demand which commonly required job-specific working experience. While employers tend to have less difficulty filling common PMET vacancies, this was not so for the well-paying *software, web & multimedia developer* jobs where employers generally found the job applicants lacking in necessary work experience.

Clerical, Sales & Service Workers

3.3 The top clerical, sales & service jobs in demand tend to be entry-level; they commonly do not require working experience and the qualifications required were secondary & below. The exception was *healthcare assistant* jobs in which the common qualification required was at post-secondary (non-tertiary) level, and a higher share of the vacancies (42%) had academic qualifications indicated as a main consideration. Nevertheless, these occupations are generally hard to fill, possibly due to job-specific conditions such as the need to work during weekends/public holidays, physically strenuous job nature and unattractive pay. These jobs generally offer salaries in the range of \$1,300 to \$2,500.

Production & Transport Operators, Cleaners & Labourers

⁵ Wage for which establishments are willing to offer to locals in full-time positions.

3.4 Vacancies in this category were more for cleaning and labourer jobs such as *cleaners in other establishments* (1,160), *material & freight handling workers* (1,130), *kitchen assistants* (460), *cleaners & helpers in hotels* (460) and *construction labourers* (340). There were also craftsmen & related job openings for *machinery mechanics* (340) as well as plant & machine operator job openings for *heavy truck & lorry drivers* (510), *electrical & electronic equipment assemblers* (430), *machine-tool setter-operators* (340) and *light goods vehicle drivers* (320). These positions generally only require primary or lower qualification levels and working experience is not required. However, the take-up rate was particularly lower for cleaning and plant & machine operator jobs, likely due to job-specific conditions such as unattractive pay, and uncondusive working environment. These jobs were generally lower-paying, in the range of \$1,060 to \$2,500.

Figure 10 (a): Top Ten PMET Vacancies, 2017

Occupation	No. Of Vacancies	Top Three Hiring Industries	Incidence Of Vacancies For Which Academic Qualifications Were The Main Consideration (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage That Establishments Are Prepared To Pay (\$)		Incidence Of Vacancies Unfilled For At Least Six Months (%)
						Minimum	Maximum	
Software, Web & Multimedia Developer	1,290	Information & Communications (35.7%) Financial & Insurance Svcs (34.2%) Professional Svcs (8.4%)	73.0	Degree & Above	Job Specific	4,662	7,550	28.2
Teaching & Training Professional	1,140	Community, Social & Personal Svcs (99.6%)	81.4	Diploma & Professional Qualification	No Working Experience	2,300	6,500	3.4
Commercial & Marketing Sales Executive	870	Wholesale & Retail Trade (30.8%) Financial & Insurance Svcs (12.9%) Community, Social & Personal Svcs (11.8%)	41.7	Diploma & Professional Qualification	Job Specific	2,800	4,000	19.8
Management Executive	830	Community, Social & Personal Svcs (55.0%) Financial & Insurance Svcs (12.2%) Accommodation & Food Services (6.5%)	34.7	Degree & Above	No Working Experience	3,100	4,300	7.1
Systems Analyst	660	Information & Communications (34.2%) Financial & Insurance Svcs (34.0%) Professional Svcs (6.8%)	57.0	Degree & Above	Job Specific	5,074	7,530	9.1
Civil Engineer	640	Community, Social & Personal Svcs (74.5%) Construction (10.5%) Professional Svcs (10.0%)	22.7	Degree & Above	Job Specific	3,255	10,800	7.1
Operations Officer (Except Transport Operations)	610	Financial & Insurance Svcs (25.3%) Community, Social & Personal Svcs (20.7%) Manufacturing (9.5%)	52.1	Diploma & Professional Qualification	Job Specific	2,800	4,000	13.0
Sales & Marketing Manager	570	Wholesale & Retail Trade (25.4%) Financial & Insurance Svcs (18.8%) Information & Communications (13.9%)	52.3	Degree & Above	Job Specific	5,500	8,000	15.8
Business Development Manager	570	Financial & Insurance Svcs (39.0%) Community, Social & Personal Svcs (14.5%) Wholesale & Retail Trade (10.8%)	66.0	Degree & Above	Job Specific	7,000	11,000	12.7
Computer Technician (Including IT User Helpdesk Technician)	390	Information & Communications (37.9%) Wholesale & Retail Trade (30.3%) Manufacturing (6.4%)	46.2	Diploma & Professional Qualification	Job Specific	2,500	3,778	16.4

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

Figure 10 (b): Top Ten Clerical, Sales & Service Vacancies, 2017

Occupation	No. Of Vacancies	Top Three Hiring Industries	Incidence Of Vacancies For Which Academic Qualifications Were The Main Consideration (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage That Establishments Are Prepared To Pay (\$)		Incidence Of Vacancies Unfilled For At Least Six Months (%)
						Minimum	Maximum	
Security Guard	1,540	Administrative & Support Svcs (88.1%) Real Estate Svcs (4.4%) Accommodation & Food Svcs (3.1%)	11.9	Lower Secondary	Industry Specific	2,000	2,500	61.7
Receptionist, Customer Service & Information Clerk	1,430	Community, Social & Personal Svcs (39.4%) Accommodation & Food Svcs (15.4%) Transportation & Storage (13.1%)	21.2	Secondary	General Working Experience	1,800	2,400	22.1
Shop Sales Assistant	1,370	Wholesale & Retail Trade (87.8%) Manufacturing (7.1%) Accommodation & Food Svcs (1.4%)	5.4	Secondary	No Working Experience	1,400	1,800	54.7
Waiter	1,350	Accommodation & Food Svcs (83.3%) Community, Social & Personal Svcs (9.6%) Manufacturing (2.2%)	2.9	Primary Or Lower	No Working Experience	1,500	1,800	66.3
Cook	790	Accommodation & Food Svcs (77.4%) Community, Social & Personal Svcs (15.6%) Wholesale & Retail Trade (2.3%)	6.1	Primary Or Lower	Job Specific	1,600	2,000	58.4
General Office Clerk	700	Community, Social & Personal Svcs (41.1%) Construction (11.2%) Transportation & Storage (10.9%)	19.2	Secondary	General Working Experience	1,600	2,500	21.3
Cashier & Ticket Clerk	650	Wholesale & Retail Trade (75.9%) Accommodation & Food Svcs (8.6%) Community, Social & Personal Svcs (6.6%)	0.2	Primary Or Lower	No Working Experience	1,330	1,600	69.6
Food Service Counter Attendant	650	Accommodation & Food Svcs (92.6%)	-	Primary Or Lower	No Working Experience	1,500	1,800	20.5
Healthcare Assistant	530	Community, Social & Personal Svcs (95.5%)	42.2	Post-Secondary	No Working Experience	1,300	1,950	39.0
Bartender & Barista	450	Accommodation & Food Svcs (93.5%) Community, Social & Personal Svcs (4.7%)	2.9	Secondary	No Working Experience	1,350	1,800	91.1

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

Figure 10 (c): Top Ten Production & Transport Operators, Cleaners & Labourers Vacancies, 2017

Occupation	No. Of Vacancies	Top Three Hiring Industries	Incidence Of Vacancies For Which Academic Qualifications Were The Main Consideration (%)	Common Minimum Qualification Required	Common Working Experience Required	Gross Wage That Establishments Are Prepared To Pay (\$)		Incidence Of Vacancies Unfilled For At Least Six Months (%)
						Minimum	Maximum	
Cleaner In Other Establishments	1,160	Administrative & Support Svcs (86.7%) Community, Social & Personal Svcs (4.5%) Real Estate Svcs (3.8%)	0.4	Primary Or Lower	No Working Experience	1,060	1,800	88.5
Material & Freight Handling Worker	1,130	Transportation & Storage (66.8%) Wholesale & Retail Trade (23.5%) Manufacturing (5.3%)	5.9	Primary Or Lower	No Working Experience	1,450	1,900	23.7
Heavy Truck & Lorry Driver	510	Transportation & Storage (47.8%) Wholesale & Retail Trade (13.5%) Manufacturing (10.5%)	20.9	Primary Or Lower	No Working Experience	1,800	2,500	67.1
Kitchen Assistant	460	Accommodation & Food Svcs (82.5%) Community, Social & Personal Svcs (5.8%) Manufacturing (3.5%)	0.4	Primary Or Lower	No Working Experience	1,500	1,720	52.5
Cleaner & Helper In Hotels & Related Establishments	460	Accommodation & Food Svcs (56.8%) Administrative & Support Svcs (18.6%) Professional Svcs (7.9%)	-	Primary Or Lower	No Working Experience	1,300	1,600	89.3
Electrical & Electronic Equipment Assembler	430	Manufacturing (90.8%) Wholesale & Retail Trade (9.2%)	4.5	Primary Or Lower	No Working Experience	1,100	1,350	33.4
Machinery Mechanic	340	Manufacturing (69.1%) Construction (8.2%) Community, Social & Personal Svcs (6.1%)	26.2	Post-Secondary	Industry-Specific	1,800	2,500	29.7
Machine-Tool Setter-Operator	340	Manufacturing (97.1%)	13.2	Secondary	No Working Experience	1,283	1,800	58.1
Civil Engineering/ Building Construction Labourer	340	Construction (89.9%) Professional Svcs (5.7%) Manufacturing (4.5%)	0.6	Primary Or Lower	No Working Experience	1,100	1,700	45.2
Car, Taxi, Van & Light Goods Vehicle Driver	320	Transportation & Storage (28.2%) Wholesale & Retail Trade (27.5%) Administrative & Support Svcs (11.4%)	2.2	Primary Or Lower	General Working Experience	1,875	2,500	52.2

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

Notes:

- (1) 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.
- (2) Shaded cells indicate occupations with incidences of vacancies unfilled for at least six months that were above the overall average.
- (3) Some detailed occupations within the top ten are not listed to maintain confidentiality of information provided by respondents.

4 Concluding Remarks

4.1 Reflecting the continuing shift towards higher value-added jobs, the PMET share of job vacancies continued to rise in 2017. While employers tend to have less difficulty filling these openings, there are jobs in which employers continue to face difficulties in filling, especially IT-related jobs where there is a lack of qualified candidates with the necessary work experience or specialised skills. For non-PMET openings, the entry requirements tend to be minimal but unattractive pay and job-specific working conditions such as work on weekends/public holidays and shift work continued to make these openings unattractive to locals.

Table A1: Top Ten Job Vacancies By Occupation, 2017

Managers & Administrators		Professionals		Associate Professionals & Technicians		Clerical Support Workers	
Sales & Marketing Manager	570	Software, Web & Multimedia Developer	1,290	Commercial & Marketing Sales Executive	870	Receptionist, Customer Service & Information Clerk	1,430
Business Development Manager	570	Teaching & Training Professional	1,140	Management Executive	830	General Office Clerk	700
Budgeting & Financial Accounting Manager (Including Financial Controller)	280	Systems Analyst	660	Operations Officer (Except Transport Operations)	610	Accounting & Bookkeeping Clerk	330
Restaurant Manager	220	Civil Engineer	640	Computer Technician (Including IT User Helpdesk Technician)	390	Stock Clerk	310
Human Resource Manager	210	Compliance Officer/Risk Analyst (Financial)	380	Enrolled/Assistant Nurse (Excluding Registered Nurse)	340	Data Entry Clerk	80
Policy & Planning Manager	190	Management & Business Consultant	340	Mechanical Engineering Technician	300	Computer Operations Clerk	80
Financial/Insurance Services Manager	160	Industrial & Production Engineer	330	Human Resource Associate Professional	270	Transport Clerk	60
IT Service Manager	140	Mechanical Engineer	330	Electronics Engineering Technician	260	Finance & Insurance Clerk	60
Administration Manager	140	Accountant	330	Accounting Associate Professional	240	Production Clerk	50
Chief Information Officer/Chief Technology Officer/Chief Security Officer	110	Financial/Investment Adviser	320	Manufacturing Engineering Technician	230	Secretary	40

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

Table A1 (Continued): Top Ten Job Vacancies By Occupation, 2017

Service & Sales Workers		Craftsmen & Related Trade Workers		Plant & Machine Operators & Assemblers		Cleaners, Labourers & Related Workers	
Security Guard	1,540	Machinery Mechanic	340	Heavy Truck & Lorry Driver	510	Cleaner In Other Establishments	1,160
Shop Sales Assistant	1,370	Air-Conditioning & Refrigeration Mechanic	120	Electrical & Electronic Equipment Assembler	430	Material & Freight Handling Worker	1,130
Waiter	1,350	Supervisor/General Foreman (Building & Related Trades)	110	Machine-Tool Setter-Operator	340	Kitchen Assistant	460
Cook	790	Precision Instrument Maker & Repairer	100	Car, Taxi, Van & Light Goods Vehicle Driver	320	Cleaner & Helper In Hotels & Related Establishments	460
Cashier & Ticket Clerk	650	Building Maintenance Worker	90	Bus Driver	200	Civil Engineering/Building Construction Labourer	340
Food Service Counter Attendant	650	Electrician	90	Quality Checker & Tester	100	Attendant	310
Healthcare Assistant	530	Motor Vehicle Mechanic & Repairer	70	Motorcycle Delivery Man	70	Industrial Establishment Cleaner	310
Bartender & Barista	450	Electrical Mechanic & Fitter	60	Packing/Bottling/Labelling Machine Operator	70	Hand Packer	270
Protective Services Worker	430	Aircraft Engine Mechanic & Repairer	60	Fork Lift Truck Operator	60	Dish Washer/Plate Collector/Table-Top Cleaner	210
Captain Waiter/Waiter Supervisor	330	Metal Polisher, Wheel Grinder & Tool Sharpener	50	Chemical Processing & Chemical Products Plant & Machine Operator	50	Office Cleaner	190

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 A2: Top Ten Job Vacancies By Industry, 2017

Manufacturing		Construction		Wholesale & Retail Trade		Transportation & Storage		Accommodation & Food Services	
Electrical & Electronic Equipment Assembler	390	Civil Engineering/Building Construction Labourer	300	Shop Sales Assistant	1,200	Material & Freight Handling Worker	750	Waiter	1,130
Machine-Tool Setter-Operator	330	Supervisor/General Foreman (Building & Related Trades)	90	Cashier & Ticket Clerk	490	Heavy Truck & Lorry Driver	250	Cook	610
Industrial & Production Engineer	260	Air-Conditioning & Refrigeration Mechanic	80	Commercial & Marketing Sales Executive	270	Receptionist, Customer Service & Information Clerk	190	Food Service Counter Attendant	600
Machinery Mechanic	240	General Office Clerk	80	Material & Freight Handling Worker	270	Bus Driver	180	Bartender & Barista	420
Electronics Engineering Technician	210	Civil Engineer	70	Accounting & Bookkeeping Clerk	180	Stock Clerk	130	Kitchen Assistant	380
Mechanical Engineering Technician	170	Building & Construction Project Manager	50	Sales & Marketing Manager	150	Car, Taxi, Van & Light Goods Vehicle Driver	90	Cleaner & Helper In Hotels & Related Establishments	260
Manufacturing Engineering Technician	170	Electrician	50	Computer Technician (Including IT User Helpdesk Technician)	120	General Office Clerk	80	Captain Waiter/Waiter Supervisor	260
Mechanical Engineer	150	Industrial Establishment Cleaner	50	Sales Demonstrator	120	Computer Operations Clerk	60	Receptionist, Customer Service & Information Clerk	220
Electronics Engineer	130	Park & Garden Maintenance Worker	50	Hand Packer	100	Hand Packer	60	Restaurant Manager	200
Precision Instrument Maker & Repairer	100	Draughtsman	40	Sales Supervisor	100	Operations Officer (Except Transport Operations)	50	Dish Washer/Plate Collector/Table-Top Cleaner	130

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

Table A2 (Continued): Top Ten Job Vacancies By Industry, 2017

Information & Communications		Financial & Insurance Services		Real Estate Services		Professional Services		Administrative & Support Services		Community, Social & Personal Services	
Software, Web & Multimedia Developer	460	Software, Web & Multimedia Developer	440	Office Cleaner	140	Accountant	170	Security Guard	1,360	Teaching & Training Professional	1,140
Systems Analyst	230	Financial/Investment Adviser	320	Premises & Facilities Maintenance Officer	100	Software, Web & Multimedia Developer	110	Cleaner In Other Establishments	1,000	Receptionist, Customer Service & Information Clerk	560
Computer Technician (Including IT User Helpdesk Technician)	150	Compliance Officer/Risk Analyst (Financial)	270	Receptionist, Customer Service & Information Clerk	80	Commercial & Marketing Sales Executive	80	Industrial Establishment Cleaner	180	Healthcare Assistant	510
Network/Infrastructure Architect, Engineer & Specialist	110	Systems Analyst	230	Security Guard	70	Mechanical Engineer	80	Cleaner & Helper In Hotels & Related Establishments	90	Civil Engineer	480
Applications/Systems Programmer	100	Business Development Manager	220	Industrial Establishment Cleaner	60	Accounting Associate Professional	70	Cleaner In Open Areas	80	Management Executive	460
Information Technology Project Manager	80	Financial Analyst	160	Premises & Facilities Maintenance Manager (Including Building Security Manager)	60	Information Technology Security Specialist	70	Receptionist, Customer Service & Information Clerk	70	Enrolled/Assistant Nurse (Excluding Registered Nurse)	340
Sales & Marketing Manager	80	Operations Officer (Except Transport Operations)	150	Residential Area Cleaner	50	Sales & Marketing Manager	70	Hand Packer	70	General Office Clerk	290
Network, Servers & Computer Systems Administrator	80	Financial/Insurance Services Manager	140	Building Maintenance Worker	50	Civil Engineer	60	Dish Washer/Plate Collector/Table-Top Cleaner	70	Bookmaker/Croupier/Casino Dealer & Related Gaming Worker	260
Commercial & Marketing Sales Executive	70	Commercial & Marketing Sales Executive	110	Cleaner In Other Establishments	40	Management & Business Consultant	60	Software, Web & Multimedia Developer	60	Attendant	240
Information Technology Testing/Quality Assurance Specialist	70	Sales & Marketing Manager	110	Cleaner & Helper In Hotels & Related Establishments	30	Business Development Manager	60	Park & Garden Maintenance Worker	50	Registered Nurse & Other Nursing Professional	220

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 A3: Top Ten Job Vacancies By Minimum Qualifications Required, 2017

Degree & Above		Diploma & Professional Qualifications		Post-Secondary (Non-Tertiary)		Secondary		Lower Secondary		Primary or Lower	
Software, Web & Multimedia Developer	1,150	Teaching & Training Professional	560	Security Guard	280	Receptionist, Customer Service & Information Clerk	830	Material & Freight Handling Worker	520	Cleaner In Other Establishments	1,140
Civil Engineer	620	Commercial & Marketing Sales Executive	520	Healthcare Assistant	230	Shop Sales Assistant	630	Security Guard	510	Waiter	750
Systems Analyst	590	Operations Officer (Except Transport Operations)	300	Receptionist, Customer Service & Information Clerk	220	Waiter	450	Shop Sales Assistant	210	Food Service Counter Attendant	570
Business Development Manager	510	Management Executive	290	Machinery Mechanic	180	General Office Clerk	340	Bartender & Barista	180	Material & Freight Handling Worker	530
Management Executive	490	Computer Technician (Including IT User Helpdesk Technician)	230	Enrolled/Assistant Nurse (Excluding Registered Nurse)	140	Security Guard	340	Heavy Truck & Lorry Driver	140	Cashier & Ticket Clerk	500
Teaching & Training Professional	480	Receptionist, Customer Service & Information Clerk	220	General Office Clerk	130	Bartender & Barista	250	Waiter	120	Shop Sales Assistant	490
Sales & Marketing Manager	450	Electronics Engineering Technician	200	Mechanical Engineering Technician	110	Cook	250	Cook	110	Security Guard	410
Compliance Officer/Risk Analyst (Financial)	350	Registered Nurse & Other Nursing Professional	180	Electrical Engineering Technician	70	Accounting & Bookkeeping Clerk	180	Electrical & Electronic Equipment Assembler	100	Cleaner & Helper In Hotels & Related Establishments	400
Management & Business Consultant	320	Enrolled/Assistant Nurse (Excluding Registered Nurse)	180	Commercial & Marketing Sales Executive	60	Healthcare Assistant	180	Machine-Tool Setter-Operator	80	Kitchen Assistant	390
Accountant	310	Manufacturing Engineering Technician	170	Cook	50	Stock Clerk	180	Stock Clerk	80	Cook	380

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 A4: Distribution of Job Vacancies By Industry And Occupational Group, 2017

	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*	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Manufacturing	6.6	9.4	16.8	7.3	2.6	69.6	49.5	3.9
Construction	2.0	2.1	4.1	3.6	0.1	14.0	3.8	7.5
Services	90.7	87.9	78.1	88.5	97.2	16.0	44.7	86.3
Wholesale & Retail Trade	13.3	6.5	11.6	13.1	20.2	3.3	8.9	6.7
Transportation & Storage	4.6	2.0	4.3	16.2	3.3	2.8	23.8	14.9
Accommodation & Food Services	7.6	0.1	4.1	8.3	32.9	1.6	3.6	18.5
Information & Communications	7.5	15.1	4.6	3.7	0.1	0.3	0.1	-
Financial & Insurance Services	22.7	23.6	8.0	7.5	1.1	-	0.6	0.4
Real Estate Services	3.4	0.9	3.0	3.3	1.4	2.4	-	6.2
Professional Services	10.8	11.4	7.4	4.5	0.8	1.2	0.5	2.2
Administrative & Support Services	1.3	1.8	3.3	4.6	17.3	1.8	4.1	29.2
Community, Social & Personal Services	19.5	26.5	31.8	27.4	20.2	2.4	3.0	8.2

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, 2017

Occupation	Position Unfilled For At Least Six Months		Occupation	Position Unfilled For At Least Six Months	
	Number	Incidence (%)		Number	Incidence (%)
PMETs			Non-PMETs		
Software, Web & Multimedia Developer	360	28.2	Cleaner In Other Establishments	1,030	88.5
Commercial & Marketing Sales Executive	170	19.8	Security Guard	950	61.7
Enrolled/Assistant Nurse (Excluding Registered Nurse)	160	47.5	Waiter	900	66.3
Information Technology Security Specialist	110	43.5	Shop Sales Assistant	750	54.7
Restaurant Manager	100	46.6	Cook	460	58.4
Mechanical Engineering Technician	100	34.3	Cashier & Ticket Clerk	450	69.6
Sales & Marketing Manager	90	15.8	Bartender & Barista	410	91.1
Mechanical Engineer	90	26.4	Cleaner & Helper in Hotels & Related Establishments	410	89.3
Operations Officer (Except Transport Operations)	80	13.0	Protective Services Workers	370	85.0
Business Development Manager	70	12.7	Heavy Truck and Lorry Driver	340	67.1

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, 2017

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
PMETs			
Software, Web & Multimedia Developer	1,060	82.2	1. Lack The Necessary Work Experience (61.0%) 2. Lack The Necessary Specialised Skills (31.2%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (21.4%)
Civil Engineer	590	91.7	1. Lack The Necessary Work Experience (88.5%) 2. Find The Working Environment Not Conducive (86.3%) 3. Find Pay Unattractive (85.1%)
Systems Analyst	380	57.3	1. Lack The Necessary Work Experience (67.8%) 2. Lack The Necessary Specialised Skills (33.5%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (19.8%)
Commercial & Marketing Sales Executive	350	40.3	1. Lack The Necessary Work Experience (35.2%) 2. Lack The Right Personality Traits, Work Attitude And Motivation For The Job (30.9%) 3. Find Pay Unattractive (30.1%)
Enrolled/Assistant Nurse (Excluding Registered Nurse)	260	75.7	1. Find Pay Unattractive (59.3%) 2. Prefer Not To Do Shift Work (51.9%) 3. Prefer Not To Work On Weekends/Public Holidays (44.2%)
Business Development Manager	240	42.7	1. Lack The Necessary Work Experience (82.2%) 2. Competition For Local Candidates From Other Employers Is Too Stiff (15.3%) 3. Find Pay Unattractive (12.8%)
Computer Technician (Including IT User Helpdesk Technician)	240	60.8	1. Find Pay Unattractive (31.2%) 2. Lack The Necessary Specialised Skills (27.4%) 3. Prefer Not To Do Shift Work (20.3%)
Mechanical Engineering Technician	220	74.7	1. Lack The Necessary Work Experience (47.7%) 2. Competition For Local Candidates From Other Employers Is Too Stiff (46.4%) 3. Prefer Not To Do Shift Work (41.0%)
Teaching & Training Professional	210	18.2	1. Lack The Necessary Work Experience (57.7%) 2. Lack The Necessary Specialised Skills (23.1%) 3. Lack The Necessary Qualifications (8.2%)
Information Technology Security Specialist	200	77.9	1. Lack The Necessary Work Experience (69.1%) 2. Lack The Necessary Specialised Skills (57.8%) 3. Competition For Local Candidates From Other Employers Is Too Stiff (34.3%)

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, 2017

Occupation	Vacancies Hard To Fill By Locals		Top Three Reasons For Hard-To-Fill Vacancies
	Number	Incidence (%)	
Non-PMETs			
Security Guard	1,400	90.7	1. Find The Job Physically Strenuous (49.3%) 2. Find Pay Unattractive (48.9%) 3. Prefer Not To Work On Weekends/Public Holidays (47.8%)
Waiter	1,260	93.2	1. Prefer Not To Work On Weekends/Public Holidays (72.4%) 2. Find The Job Physically Strenuous (61.2%) 3. Find Pay Unattractive (56.1%)
Shop Sales Assistant	1,210	88.8	1. Prefer Not To Work On Weekends/Public Holidays (70.1%) 2. Find Pay Unattractive (64.2%) 3. Find The Job Physically Strenuous (54.0%)
Cleaner In Other Establishments	1,100	94.8	1. Find The Working Environment Not Conducive (85.8%) 2. Prefer Not To Work On Weekends/Public Holidays (21.0%) 3. Find Pay Unattractive (17.1%)
Material & Freight Handling Worker	880	78.1	1. Find Pay Unattractive (75.6%) 2. Find The Job Physically Strenuous (74.6%) 3. Find The Working Environment Not Conducive (73.1%)
Receptionist, Customer Service & Information Clerk	860	60.3	1. Prefer Not To Work On Weekends/Public Holidays (53.5%) 2. Prefer Not To Do Shift Work (47.9%) 3. Find Pay Unattractive (41.8%)
Cook	730	93.4	1. Prefer Not To Work On Weekends/Public Holidays (55.9%) 2. Find The Job Physically Strenuous (52.7%) 3. Find Pay Unattractive (49.9%)
Food Service Counter Attendant	550	85.2	1. Prefer Not To Work On Weekends/Public Holidays (87.7%) 2. Find Pay Unattractive (39.5%) 3. Find The Job Physically Strenuous (26.3%)
Cashier & Ticket Clerk	550	85.0	1. Find Pay Unattractive (87.1%) 2. Prefer Not To Work On Weekends/Public Holidays (85.3%) 3. Prefer Not To Do Shift Work (81.5%)
Heavy Truck & Lorry Driver	470	91.8	1. Find The Job Physically Strenuous (50.7%) 2. Find Pay Unattractive (44.4%) 3. Find The Working Environment Not Conducive (43.7%)

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, 2017

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard to Fill By Locals (%)													
		Find Pay Unattractive	Prefer Not To Work On Weekends/Public Holidays	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 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	65.8	45.8	39.1	28.0	33.4	27.9	19.1	20.8	18.9	21.3	11.2	18.3	10.7	8.4	6.0
PMETs*	45.2	27.2	11.6	7.9	16.1	10.2	12.2	6.1	21.3	50.8	10.4	5.2	3.7	21.3	15.6
Managers & Administrators	33.4	23.0	14.7	10.8	11.3	6.0	15.9	6.6	20.4	61.1	6.0	5.8	7.6	12.3	9.0
Professionals	52.6	23.8	3.9	3.6	11.8	10.7	8.5	2.0	22.1	60.9	10.6	3.4	2.6	29.1	18.8
Associate Professionals & Technicians	46.2	34.7	23.5	14.0	25.4	10.9	17.1	13.1	20.2	29.3	11.9	8.1	4.2	11.5	12.8
Non-PMETs	84.8	54.9	52.7	37.9	42.0	36.6	22.6	27.9	17.8	6.8	11.5	24.7	14.2	2.0	1.2
Clerical, Service & Sales Workers	80.8	54.2	57.4	41.2	45.3	20.3	28.1	23.2	23.7	7.5	11.0	17.5	16.0	2.3	1.1
Clerical Support Workers	55.5	54.8	40.7	20.7	37.5	10.0	22.5	16.2	12.3	9.8	13.6	10.3	2.6	2.8	2.1
Service & Sales Workers	89.3	54.1	60.8	45.5	46.9	22.5	29.3	24.7	26.1	7.0	10.5	19.0	18.8	2.2	0.8
Production & Transport Operators, Cleaners & Labourers**	89.4	55.5	47.8	34.5	38.5	53.4	16.8	32.8	11.7	6.2	12.1	32.1	12.3	1.6	1.3
Craftsmen & Related Trades Workers	91.3	74.1	61.1	13.8	64.8	65.7	9.4	58.7	8.0	9.6	9.2	60.1	6.0	3.1	4.1
Plant & Machine Operators & Assemblers	90.7	43.0	42.0	36.8	39.8	33.3	17.1	21.6	9.8	8.8	11.3	21.6	12.4	2.8	0.6
Cleaners, Labourers & Related Workers	87.9	51.4	43.5	44.7	23.8	56.1	20.6	24.1	14.6	3.1	13.7	21.8	15.6	0.3	0.2

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) * includes Workers Not Classifiable by Occupation.
- (3) ** includes Agricultural & Fishery Workers.

Table A9: Reasons For Vacancies Hard To Fill By Locals By Industry, 2017

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard To Fill By Locals (%)													
		Find Pay Unattractive	Prefer Not To Work On Weekends/Public Holidays	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 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*	65.8	45.8	39.1	28.0	33.4	27.9	19.1	20.8	18.9	21.3	11.2	18.3	10.7	8.4	6.0
Manufacturing	78.2	57.4	43.0	15.7	50.3	42.0	13.3	37.9	9.8	17.1	9.7	38.9	6.1	7.3	2.9
Construction	77.2	34.5	25.5	31.7	9.7	44.2	11.5	19.3	6.3	19.0	11.3	20.7	10.7	4.1	6.3
Services	63.3	43.7	38.8	30.1	31.2	23.5	20.9	17.3	21.3	22.5	11.4	13.7	11.2	8.9	6.6
Wholesale & Retail Trade	69.1	58.4	48.1	32.6	38.9	13.7	30.6	20.0	15.8	15.7	5.8	14.8	10.1	6.0	2.2
Transportation & Storage	70.3	54.9	29.2	47.7	35.5	40.8	9.7	16.2	4.8	9.5	10.2	13.7	5.8	2.5	1.7
Accommodation & Food Services	88.8	50.4	66.5	52.6	44.3	28.4	33.1	29.1	27.2	6.3	8.8	21.9	21.9	1.7	0.9
Information & Communications	60.5	27.0	5.9	1.3	12.4	0.8	10.2	2.2	35.5	47.8	3.3	7.9	4.0	27.5	11.2
Financial & Insurance Services	39.7	9.5	7.3	5.1	4.0	1.2	11.9	5.3	10.6	70.6	1.1	0.7	0.5	9.0	5.7
Real Estate Services	67.8	61.7	58.8	34.3	37.7	29.7	32.1	35.0	30.6	21.8	17.4	46.6	20.1	1.2	12.4
Professional Services	60.9	32.6	10.5	10.3	8.5	10.3	13.8	8.9	27.7	45.9	7.3	6.6	1.7	20.0	14.6
Administrative & Support Services	90.3	43.4	42.9	39.8	31.7	43.6	23.0	21.9	32.2	10.1	22.5	18.3	16.2	4.7	1.6
Community, Social & Personal Services	44.9	39.3	33.2	13.5	32.4	20.6	12.0	8.9	14.4	26.8	16.4	4.4	7.6	16.4	17.6

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) *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, 2017

	Incidence Of Hard-To-Fill Vacancies (%)	Reasons For Vacancies Hard-To-Fill By Locals (%)													
		Find Pay Unattractive	Prefer Not To Work On Weekends/Public Holidays	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	65.8	45.8	39.1	28.0	33.4	27.9	19.1	18.9	20.8	21.3	11.2	18.3	10.7	8.4	6.0
Degree & Above	44.9	23.5	4.2	3.1	10.4	9.3	8.9	19.5	2.1	63.1	9.4	2.9	1.8	25.9	18.1
Diploma & Professional Qualification	48.2	35.7	24.8	16.6	24.1	11.1	17.7	22.9	11.9	28.4	12.6	9.2	6.3	13.3	10.8
Post-Secondary (Non-Tertiary)	62.9	45.9	34.7	30.2	53.6	22.5	26.3	20.1	24.6	21.2	11.3	21.6	13.6	4.5	7.0
Secondary	77.8	51.6	50.9	37.0	37.9	20.8	24.8	24.8	23.3	8.8	9.4	17.6	12.9	2.7	2.4
Lower Secondary	91.5	59.3	44.8	53.8	37.2	35.8	19.2	21.3	24.8	13.2	13.4	16.9	15.4	4.4	0.4
Primary or Lower	89.2	55.9	58.8	34.4	43.4	48.0	21.5	12.9	32.2	2.1	11.9	31.2	14.6	0.8	-

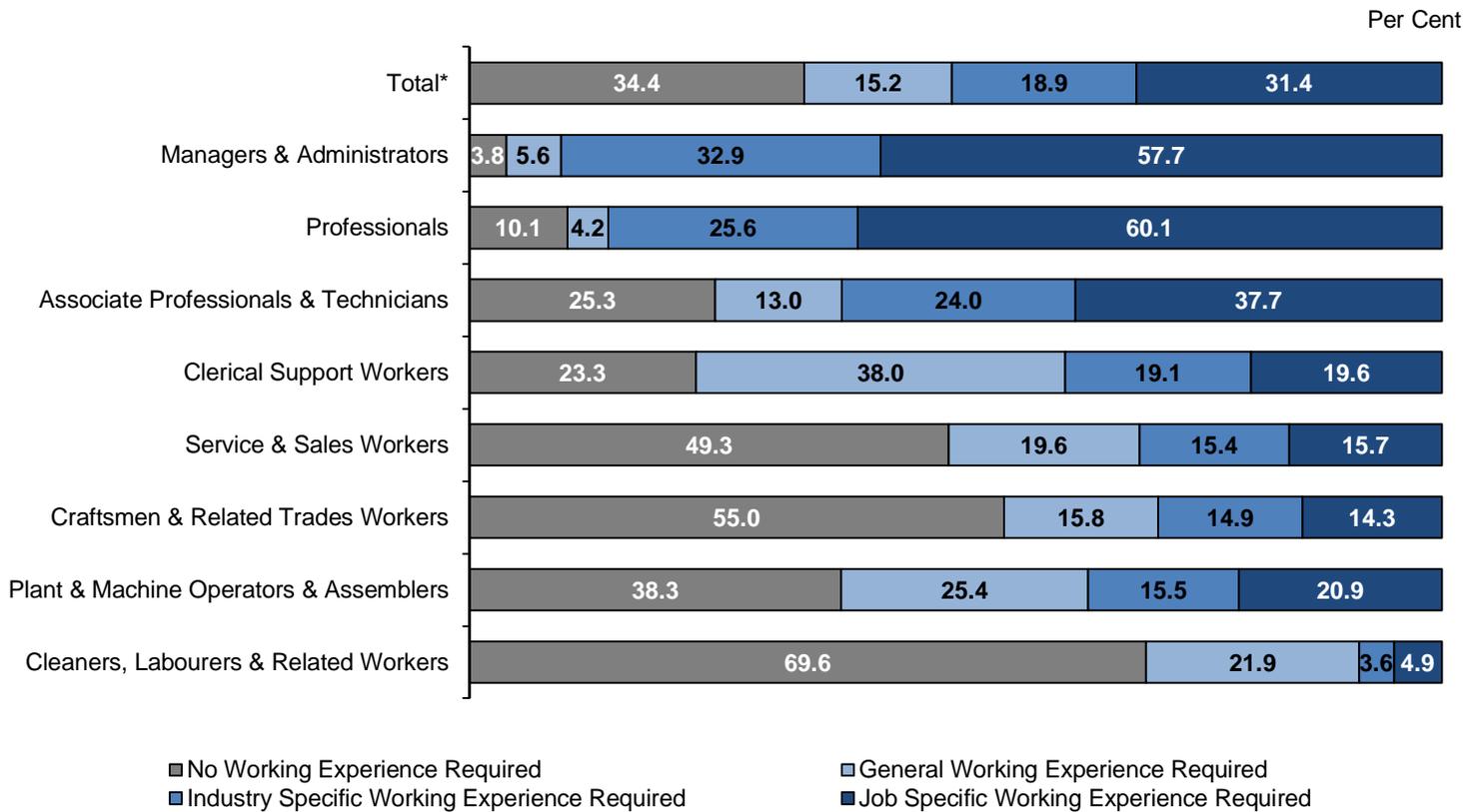
Source: Job Vacancy Survey, Manpower Research & Statistics Department, MOM

Notes:

(1) Incidence of hard-to-fill vacancies (%) refers to the proportion of vacancies that are hard to fill by locals.

(2) '-': Nil or negligible.

Figure A1: Distribution Of Job Vacancies By Occupation And Working Experience Required, 2017



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, 2017* 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 3 October to 17 November 2017.

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 the (i) gross monthly wage establishment is prepared to pay for the job vacancies, whether the vacancies were (ii) unfilled for at least six months, and (iii) 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 15,400 establishments employing 2,102,300 employees responded to the survey, yielding a response rate of 86.8%.

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 2017.

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 academic qualifications a main consideration in selecting candidates
- 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.

Job Vacancy Rate : This is defined as the number of job vacancies divided by the total demand for manpower as at 30 September 2017. The total demand for manpower is the sum of the number of existing employees and job vacancies.

Gross Monthly Wage : This 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 and other lump sum payments-in-kind.

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 2017

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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Singapore 059764
Republic of Singapore
Fax : 6317 1804

Email : mom_rsd@mom.gov.sg

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