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| --- |
| **NATIONAL BUREAU OF STATISTICS**  **JOB CREATION SURVEY 2025**  **QUARTERLY QUESTIONNAIRE**  STATE WATER BOARD    Please Address Completed Form Through the Enumerator To:  The Statistician-General, National Bureau of Statistics  No.1, Wole Olanipekun St, off Constitution Avenue, Central Business District, P.M.B. 127, Garki, Abuja, |
| ***The Federal Government of Nigeria, through the National Bureau of Statistics is conducting a study on the above-named subject. Your response will assist the Government of Nigeria to formulate favorable policies which will address the unemployment situation in the country. All responses to this questionnaire are for planning and decision making purposes only and will be kept strictly confidential.***  **AUTHORISED BY THE NBS STATISTICS ACT OF 2007** |
| **SECTION 1: IDENTIFICATION**  (i) Name of Establishment: ………………………………………………………….…………………..…………….............................................................................................................  (ii) Physical Location Address: ……………………………………………….……………………………………............................................................................................................….  (iii) Postal Address: …………………………………………..…………………….……………………....................................................................................................………........……..  (iv) Nearest Town: …….………………….................................. (v) E-mail Address: … ………..……….…………………...... (vi) Website Address: ..............................................  (vii) State (NAME): …….……....................................………….. (ix) LGA (NAME: ……………........…....................................….  *(For NBS HQ Use) (for NBS HQ use)*  (viii) Establishment Tel. Number(s): ; (x) **Year of Commencement of Business:**    (xi) **Legal Status:** *{indicate the corresponding no.in the box provided}*   1. Sole Proprietorship 2. Partnership 3. Joint Venture 4. Private Limited Liability Company 5. Public Limited Liability Company   6. Cooperative 7. Faith Based Organisation 8. Other (Specify): .....................................................................................…    (xii) **If Sole Proprietorship**: Age of Owner Sex of owner: Male = 1; Female = 2  (xiii)  **Describe Type of Activity:** ……………………………………………………………….............................................................…  ***(This is the type of production in which a unit is engaged. e. g. Manufacturing of Food and Beverages, Wholesale/Retail of soft drink, etc.) (for NBS HQ use )***  (xiv) **Activity Group Code** (**for NBS HQ use)**:.................... (xv) **SECTOR (for NBS HQ use):** ………............……………….    (xvi) Is your organization registered with Corporate Affairs Commission (CAC) or any Organized Body? Yes No  (xvii) Does your organisation have proper record keeping? Yes No |

***NOTE: Please note that M = MALE and F = FEMALE***

**SECTION 2: NUMBER OF EMPLOYEES 1st Quarter (January – March) 2025**

**Total Number of Employees**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number Of Employees by Age Group (January – March) 2025** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 3A: NEW EMPLOYEES (1st Quarter 2024)**

**Total Number of New Employees (January – March) 2024 (if None, complete Section 4A Below)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number of New Employees by Age Group (January – March) 2024** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 3B: OCCUPATION OF NEW EMPLOYEES – 1st Quarter (January – March) 2024**

***NOTE: The total number of new employees in Section 3A should be distributed to Section 3B accordingly***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATION** | **ISCO CODE \***  **(3-digit)**  (For NBS HQ use) | **(January – March) 2024** | | | |
| **Full-Time** | | **Part-Time** | |
| **M** | **F** | **M** | **F** |
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| Other (Specify): ……………………………… |  |  |  |  |  |

**SECTION 4A: NEW EMPLOYEES (2nd Quarter 2024)**

**Total Number of New Employees (April – June) 2024 (If None, complete Section 5A Below)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number of New Employees by Age Group (April – June) 2024** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 4B: OCCUPATION OF NEW EMPLOYEES – 2nd Quarter (April – June) 2024**

***NOTE: The total number of new employees in Section 4A should be distributed to Section 4B accordingly***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATION** | **ISCO CODE \***  **(3-digit)**  (For NBS HQ use) | **(April – June) 2024** | | | |
| **Full-Time** | | **Part-Time** | |
| **M** | **F** | **M** | **F** |
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| Other (Specify): ……………………………… |  |  |  |  |  |

**SECTION 5A: NEW EMPLOYEES 3rd Quarter 2024**

**Total Number of New Employees (July – September) 2024 If None, complete Section 6A Below)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number of New Employees by Age Group (July – September) 2024** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 5B: OCCUPATION OF NEW EMPLOYEES – 3rd Quarter (July – September) 2024**

***NOTE: The total number of new employees in Section 5A should be distributed to Section 5B accordingly***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATION** | **ISCO CODE \***  **(3-digit)**  (For NBS HQ use) | **(April – June) 2024** | | | |
| **Full-Time** | | **Part-Time** | |
| **M** | **F** | **M** | **F** |
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| Other (Specify): ……………………………… |  |  |  |  |  |

**SECTION 6A: NEW EMPLOYEES (4th Quarter 2024)**

**Total Number of New Employees (October – December) 2024 If None, complete Section 7A Below)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number of New Employees by Age Group (October – December 2024)** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 6B: OCCUPATION OF NEW EMPLOYEES – 4th Quarter (October – December) 2024**

***NOTE: The total number of new employees in Section 6A should be distributed to Section 6B accordingly***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATION** | **ISCO CODE \***  **(3-digit)**  (For NBS HQ use) | **(October – December) 2024** | | | |
| **Full-Time** | | **Part-Time** | |
| **M** | **F** | **M** | **F** |
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| Other (Specify): ……………………………… |  |  |  |  |  |

**SECTION 7A: NEW EMPLOYEES - 1st Quarter 2025**

**Total Number of New Employees (January – March 2025) If None, complete Section 8 Below)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **Number of New Employees by Age Group (January – March) 2025** | | | | | | | | | | | | | | | | | | | | |
| **Full-Time** | | | | | | | | | | **Part-Time** | | | | | | | | | | |
| **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | | **15 - 24** | | **25 - 35** | | **36 - 44** | | **45 - 59** | | **60+** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clerical and related office workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Operatives (Machine Operators) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other (Specify): … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**SECTION 7B: OCCUPATION OF NEW EMPLOYEES – 1st Quarter (January – March) 2025**

***N******OTE: The total number of new employees in Section 7A should be distributed to Section 7B accordingly***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATION** | **ISCO CODE \***  **(3-digit)**  (For NBS HQ use) | **(January – March) 2025** | | | |
| **Full-Time** | | **Part-Time** | |
| **M** | **F** | **M** | **F** |
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| Other (Specify): ……………………………… |  |  |  |  |  |

**SECTION 8: REASON(S) FOR HIRING NEW EMPLOYEES**

***NOTE:*** ***Indicate the Number of New Employees in the box provided by reasons for hiring in case of YES in Sections 3A, 4A, 5A, 6A and 7A***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **REASONS** | **NUMBER** | | | | |
| **Q1 2024** | **Q2 2024** | **Q3 2024** | **Q4 2024** | **Q1 2025** |
| 1 | Business Expansion |  |  |  |  |  |
| 2 | New Skill Required in Your Office |  |  |  |  |  |
| 3 | To Fill a Position Vacated by an Ex-Employee |  |  |  |  |  |
| 4 | Expectation of New Opportunities |  |  |  |  |  |
| 5 | Seasonal Growth |  |  |  |  |  |
| 6 | To Ease Work burden of Existing Staff |  |  |  |  |  |
| 7 | Office Restructuring/Job Reclassification |  |  |  |  |  |
| 8 | Promoted Former Occupant of Position |  |  |  |  |  |
| 9 | Other Reason (Please Specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |  |

**SECTION 9: UNOCCUPIED POSITION(S) AS AT 31ST MARCH 2025**

1. **Is there any unoccupied position(s) in your organization as at 31st March 2025? Yes *(if Yes, complete Section 10 Below)***

**No *(if No, complete section 11 below)***

**SECTION 10: NATURE OF UNOCCUPIED POSITION(S)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Cadre** | **Full-Time** | | **Part-Time** | |
| **Male** | **Female** | **Male** | **Female** |
| Working proprietors and active partners |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |
| Clerical & Related Office Workers |  |  |  |  |
| Consultants |  |  |  |  |
| Apprentices |  |  |  |  |
| Operatives |  |  |  |  |
| Unpaid Workers |  |  |  |  |
| Others (Specify) |  |  |  |  |

**SECTION 11: EMPLOYMENT POLICY**

1. **Do your employees enjoy any pension scheme (*Tick as appropriate*) Yes = 1 No = 2**

**(ii) Do your organization have persons with disability? Yes = 1 No = 2 *if Yes, complete Q(iii) below***

**(iii) How many persons with disability are in the organisation (Number)**

**Male Female**

**SECTION 12: NUMBER OF EMPLOYEES THAT EXITED 1st Quarter (January – March) 2025**

***(Note: The total Number that exited should be distributed below)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Cadre** | **(January – March) 2025** | | | |
| **Full-Time** | | **Part-Time** | |
| **Male** | **Female** | **Male** | **Female** |
| Working proprietors and active partners |  |  |  |  |
| Managerial, Professional and Technical Workers |  |  |  |  |
| Clerical & Related Office Workers |  |  |  |  |
| Consultants |  |  |  |  |
| Apprentices |  |  |  |  |
| Operatives |  |  |  |  |
| Unpaid Workers |  |  |  |  |
| Others (Specify) |  |  |  |  |

**SECTION 13: REASON(S) FOR EXIT: 1st Quarter (January – March) 2025**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff Cadre** | **NUMBER** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Slowdown in**  **Business** | | **Incompetence**  **of Employee** | | **Compulsory Retirement** | | **Reclassification of Position** | | **Closure of Business** | | **Restructuring Due to Business Take-over by New Owners** | | **Redundancy Created by New Technology (e. g Computer replacing manual work)** | | **To Pursue Further Education** | | **Death** | | **Redundancy Created by New Government Policy (Specify Which Policy, Please): ............** | | | **ill-health** | | | **Others (Specify)** | |
| **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | **F** | **M** | | **F** | **M** | | **F** |
| Working proprietors and active partners |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Managerial, Professional and Technical Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Clerical and Related Office Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Consultants |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Apprentices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Operatives |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Unpaid Workers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |
| Other (Specify) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  | |  |

**SECTION 14: CERTIFICATION**

I certify that the answers to this questionnaire are true and complete to the best of my knowledge.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Field Officers' Attestation *(For Official Use Only)***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Designation*** | ***Name*** | ***Code*** | ***Phone Number*** | ***Signature and Date*** | ***Status*** | | |
| ***PS - 1*** | ***OS - 2*** | |
| *Enumerator* |  |  |  |  |  | | |
| *State officer* |  |  |  |  |  | |

***Note: PS-Permanent Staff; OS-Outsourced***

**ANNEX 1**

**INTERNATIONAL STANDARDARD CLASSIFICATION OF OCCUPATION (ISCO)**

**MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**

**11 Chief executives, senior officials and legislators**

111 Legislators and senior officials

112 Managing directors and chief executives

**12 Administrative and commercial managers**

121 Business services and administration managers

122 Sales, marketing and development managers

**13 Production and specialized services managers**

131 Production managers in agriculture, forestry and fisheries

132 Manufacturing, mining, construction, and distribution managers

133 Information and communications technology service managers

134 Professional services managers

**14 Hospitality, retail and other services managers**

141 Hotel and restaurant managers

142 Retail and wholesale trade managers

143 Other services managers

**MAJOR GROUP 2: PROFESSIONALS**

**21 Science and engineering professionals**

212 Mathematicians, actuaries and statisticians

213 Life science professionals

214 Engineering professionals (excluding electro technology)

215 Electro technology engineers

216 Architects, planners, surveyors and designers

211 Physical and earth science professionals

**22 Health professionals**

221 Medical doctors

222 Nursing and midwifery professionals

223 Traditional and complementary medicine professionals

224 Paramedical practitioners 711 Building frame and related trades workers

225 Veterinarians

226 Other health professionals

**23 Teaching professionals**

231 University and higher education teachers

232 Vocational education teachers

233 Secondary education teachers

234 Primary school and early childhood teachers

235 Other teaching professionals

**24 Business and administration professionals**

241 Finance professionals

242 Administration professionals

243 Sales, marketing and public relations professionals

**25 Information and communications technology professionals**

251 Software and applications developers and analysts

252 Database and network professionals

**26 Legal, social and cultural professionals**

261 Legal professionals

262 Librarians, archivists and curators

263 Social and religious professionals

264 Authors, journalists and linguists

265 Creative and performing artists

**MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**

**31 Science and engineering associate professionals**

311 Physical and engineering science technicians

312 Mining, manufacturing and construction supervisors

313 Process control technicians

314 Life science technicians and related associate professionals

315 Ship and aircraft controllers and technicians

**32 Health associate professionals**

321 Medical and pharmaceutical technicians

322 Nursing and midwifery associate professionals

323 Traditional and complementary medicine associate professionals

324 Veterinary technicians and assistants

325 Other health associate professionals

**33 Business and administration associate professionals**

331 Financial and mathematical associate professionals

332 Sales and purchasing agents and brokers

333 Business services agents

334 Administrative and specialized secretaries

335 Regulatory government associate professionals

**34 Legal, social, cultural and related associate professionals**

341 Legal, social and religious associate professionals

342 Sports and fitness workers

343 Artistic, cultural and culinary associate professionals

**35 Information and communications technicians**

351 Information and communications technology operations and

user support technicians

352 Telecommunications and broadcasting technicians

**MAJOR GROUP 4: CLERKS**

**41 General and keyboard clerks**

411 General office clerks 941 Food preparation assistants

412 Secretaries (general413 Keyboard operators 951 Street and related service workers

**42 Customer services clerks**

421 Tellers, money collect ors and related clerk s

422 Client information workers 961 Refuse workers

**43 Numerical and material recording clerks**

431 Numerical clerks

432 Material-recording and transport clerks

**44 Other clerical support workers**

441 Other clerical support workers

**MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**

**51 Personal service workers 03 Armed forces occupations, other ranks**

511 Travel attendants, conductors and guides

512 Cooks

513 Waiters and bartenders

514 Hairdressers, beauticians and related workers

515 Building and housekeeping supervisors

516 Other personal services workers

**52 Sales workers**

521 Street and market salespersons

522 Shop salespersons

523 Cashiers and ticket clerks

524 Other sales workers

**53 Personal care workers**

531 Childcare workers and teachers' aides

532 Personal care workers in health services

**54 Protective services workers**

541 Protective services workers

**MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS**

**61 Market-oriented skilled agricultural workers**

611 Market gardeners and crop growers

612 Animal producers

613 Mixed crop and animal producers

**62 Market-oriented skilled forestry, fishery and hunting workers**

621 Forestry and related workers

622 Fishery workers, hunters and trappers

**63 Subsistence farmers, fishers, hunters and gatherers**

631 Subsistence crop farmers

632 Subsistence livestock farmers

633 Subsistence mixed crop and livestock farmers

634 Subsistence fishers, hunters, trappers and gatherers

**MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS**

**71 Building and related trades workers, excluding electricians**

711 Building frame and related trade workers

712 Building finishers and related trades workers

713 Painters, building structure cleaners and related trades workers

**72 Metal, machinery and related trades workers**

721 Sheet and structural metal workers, moulders and welders,

and related workers

722 Blacksmiths, toolmakers and related trades workers

723 Machinery mechanics and repairers

**73 Handicraft and printing workers**

731 Handicraft workers

732 Printing trades workers

**74 Electrical and electronic trades workers**

741 Electrical equipment installers and repairers

742 Electronics and telecommunications installers and repairers

**75 Food processing, wood working, garment and other craft and related trades workers**

751 Food processing and related trades workers

752 Wood treaters, cabinetmakers and related trades workers

753 Garment and related trades workers

754 Other craft and related workers

**MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

**81 Stationary plant and machine operators**

811 Mining and mineral processing plant operators

812 Metal processing and finishing plant operators

813 Chemical and photographic products plant and machine operators

814 Rubber, plastic and paper products machine operators

815 Textile, fur and leather products machine operators

816 Food and related products machine operators

817 Wood processing and papermaking plant operators

818 Other stationary plant and machine operators

**82 Assemblers**

821 Assemblers

**83 Drivers and mobile plant operators**

831 Locomotive engine drivers and related workers

832 Car, van and motorcycle drivers

833 Heavy truck and bus drivers

834 Mobile plant operators

835 Ships' deck crews and related workers

**MAJOR GROUP 9: ELEMENTARY OCCUPATIONS**

**91 Cleaners and helpers**

911 Domestic, hotel and office cleaners and helpers

912 Vehicle, window, laundry and other hand cleaning workers

**92 Agricultural, forestry and fishery labourers**

921 Agricultural, forestry and fishery labourers

**93 Labourers in mining, construction, manufacturing and transport**

931 Mining and construction labourers

932 Manufacturing labourers

933 Transport and storage labourers

**94 Food preparation assistants**

941 Food preparation assistants

**95 Street and related sales and service workers**

951 Street and related service workers952 Street vendors (excluding food)

**96 Refuse workers and other elementary workers**

961 Refuse Workers

962 Other elementary workers

**MAJOR GROUP 0: ARMED FORCES**

**01 Commissioned armed forces officers:**

011 Commissioned armed forces officers

**02 Non-commissioned armed forces officers:**

021 Non-commissioned armed forces officer

**03 Non-commissioned armed forces officers**

031 Armed forces occupations, other ranks