

KENYA STANDARD CLASSIFICATION OF OCCUPATIONS KeSCO-2022

MINISTRY OF LABOUR AND SOCIAL PROTECTION

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BACKGROUND INFORMATION

The National Human Resource Planning and Development (NHRPD) is a department under the State Department for Labour and Skills Development, in the Ministry of Labour and Social Protection, with the core function of National Human Resource Planning and Development, as provided for in the Executive Order No. 1 of 2023.

The department is responsible for the development of national guidelines on Skills development and maintenance of national skills inventory through research and occupational studies.

The functions of **NHRPD** are:

- Provision of relevant, accurate and up-to-date Labour Market Information (LMI);
- Maintenance of a National Occupational Classification Standard (NOCS) - a directory of all occupations and their respective codes in line with the International Standards for Occupations;
- Establishment and maintenance of up-to-date National Skills Inventory;
- Maintenance of a Master-file on training- a diary of all training institutions;
- Conducting periodic surveys on labour market skills requirements and;
- Developing policy briefs to provide policy advice

In undertaking its mandate, the department is guided by the following Vision, Mission and Core values:

VISION

A world class center for Labour Market Information

MISSION

To provide up-to-date Labour Market Information to inform on the development of Human Resource Planning and Development Policies and Strategies

CORE-VALUES

- Professional integrity;
- Commitment to results;
- Participatory approach;
- Customer orientation;
- Commitment to team work and;
- Commitment to the welfare of employees.



PREFACE

The Kenya Government recognizes the importance of Labour Market Information (LMI) in regard to employment planning, policy development and facilitation of labour mobility within the country, regional and globally. The development of a domesticated standard for classification of occupations in the country in the year 2000 – the Kenya National Occupational Classification Standard (KNOCS-2000) - was a manifestation of this resolve.

Given the dynamics in the labour market and the standard practice of periodic reviewing of Standards at the International Labour Organization (ILO) – from which this Standard is adopted – the KNOCS-2000 has been revised to the Kenya Standard Classification of Occupations (**KeSCO-2022**). The document presented here is the updated standard reference of occupations in Kenya and supersedes the previous version.

KeSCO-2022 is a compendium for occupational information available in the Kenyan economy. The standard gives an insight into the occupational framework: type of work performed in jobs found in establishments, industry or a country; nature of tasks performed ;body of knowledge, skills and skill level required for a job holder to effectively perform those tasks. Precisely, KeSCO -2022 standard defines, describes and assigns unique codes to all occupations, in order to classify them as they are found within the Kenya labour market and in a comparable level globally.

In this era of globalization, changing technology and business practices, shifts in the demand for our goods and services will continue to shape Kenya's labour market. This will in turn call for comprehensive, up-to-date and reliable information on the labour market. Specifically, occupational information will:

1. Facilitate collection of occupational information: sort jobs and persons into occupations to produce statistics on the occupational description of employed and unemployed persons, wages, working conditions and occupational injuries;

2. Aid assessment of the country's manpower situation, labour market information and needs: avail policy makers and administrators occupational definitions which will enable them understand, implement and monitor the effect of economic and social policies and facilitate planning of human resource development in the country;
3. Give researchers and the general public occupational classifications to enable them analyze, describe and gain knowledge on what is happening in their country;
4. Provide immigration authorities with information to facilitate decision making on issuance of work permits;
5. Assist organizations involved in job placement and other employment services to execute their mandates: enable them to sort persons and jobs to match job seekers and vacancies;
6. Facilitate cross-border occupational comparisons for effective regional integration and Labour Migration
7. Facilitate managers of enterprises/organizations to sort jobs and persons and manage wage and other personnel policies, as well as monitor working conditions;
8. Provide school-leavers and job seekers with information on various types of work, training requirements, career prospects and working conditions;
9. Provide career masters and vocational counsellors with information to appropriately advise school-leavers and job seekers on the job market;
10. Give vocational training specialists a basis for planning and designing vocational training programmes;
11. Provide a basis for international comparison and exchange of statistical and administrative data on occupations and;

12. Provide Kenyans with information on labour activities classified by occupations.

It is therefore my conviction, that KeSCO – 2022 edition and subsequent versions will go a long way in bridging observed gaps in labour market information and provide a comprehensive system for classifying and aggregating occupational information for effective human resource planning, development and utilization.

Finally, it is my earnest hope that this up-dated document, will answer the quest for information on careers and jobs in the Labour Market.

HON. FLORENCE BORE
CABINET SECRETARY, LABOUR AND SOCIAL PROTECTION



ACKNOWLEDGEMENT

The Kenya Standard Classification of Occupations (**KeSCO-2022**) document, is a revision of the Kenya National Occupational Classification Standard (KNOCS-2000) edition, which it supersedes as the National Occupational Classification Standard for the Republic of Kenya.

First and foremost, I wish to sincerely acknowledge the Cabinet Secretary, Ministry of Labour and Social Protection, **Hon. Florence Bore** for providing policy direction during this important national undertaking.

Secondly, I appreciate the role played by James K. Maru- Project Coordinator (KYEOP); Peter A. Nyariwo-Head Labour Market Observatory; Ms. Meldah Angir-Task team leader and; Mr. Francis A. Mitiambo - Ag. Director NHRPD, for spearheading the revision process.

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Thirdly, special mention goes to the task team members comprising of Tom A. Nyamita-PHRPDO ; Mary Maisory – Assistant Director, NHRPD; David N. Kiteto – PHRPDO; and Martin K. Njue - PHRPDO from the State Department for Labour.

Sincere gratitude goes to key stakeholders and representatives from: Central Organization of Trade Unions (COTU); Federation of Kenya Employers (FKE); Kenya National Bureau of Statistics (KNBS); Kenya National Qualification Authority (KNQA); Technical and Vocational Training Authority(TVETA); National Industrial Training Authority (NITA) and its technical Manufacturing Sector Working Committee; Ministry of Health; Ministry of Education; Ministry of Information and Communication; Kenya Medical Training College(KMTC); Rift Valley Institute of Science and Technology; The University of Nairobi; Jomo Kenyatta University of Agriculture and Technology; Maseno University; Information Communication Technology Authority (ICTA) and TelKom Kenya, all of whom contributed towards the revision process.

Finally I would to thank members of staff from Department for Labour and Skills Development who contributed in one way or other towards the development of skills National

Finally, I would like to thank members of staff from the State Department for Labour and Skills Development who contributed in one way or the other towards the development of this National Occupational Classification Standard.

**HON. GEOFFREY KAITUKO
PRINCIPAL SECRETARY,
STATE DEPARTMENT FOR LABOUR AND SKILLS DEVELOPMENT.**

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**KeSCO 2022
PART 1
INTRODUCTORY NOTES**

1. NATURE, OBJECTIVES AND DEVELOPMENT OF KeSCO-2022

1.1. Introduction

1. The Kenya government unveiled Vision 2030 as the blueprint to steer the country's term development over period 2008-2030. Through the Vision the government aspires to make Kenya a newly industrialized middle income country that shall provide high quality life for all its citizens by the year 2030. The economic, social and political pillars of Vision 2030 are anchored on human resource development; enhanced equity and wealth creation. The Kenya government recognizes the critical role of labour and employment in achieving Vision 2030 goals. Attainment of global competitiveness and high quality of life, as envisaged in the Vision 2030, hinges greatly on the extent to which a country nurtures, develops and utilizes her human resources, and the degree of efficiency of its labour market
2. Occupational information and particularly classification is a critical component of Human Resource planning, development and utilization. It facilitates assessment of levels of Manpower in the economy, informs job matching by employment agencies and jobseekers and provides career information for labour market entrants. It also gives guidance on the development of labour market policies, particularly those which relate to the promotion of work-based training. While there are substantial benefits to be gained from using a single classification of occupations, these gains can only realized if the occupational classification is up to date and available on timely basis.

1.2. Overview of KeSCO-2022

3. The Kenya Standard Classification of Occupation 2022(KeSCO-2022) is a revision of the Kenya National Occupational Classification Standard 2000 (KNOCS-2000), which it supersedes.
4. The Standard is a compendium for occupational information available in the Kenyan economy and provides an insight into the occupational framework : type of work performed in jobs found in establishments, industry or a country; nature of tasks performed ;body of knowledge, skills and skill level required for a job holder to effectively perform those tasks. Precisely, KeSCO - 2022 standard defines describes and assigns unique codes to all occupations, in order to classify them as they are found within the Kenya labour market.
5. KeSCO-2022 provides a system for classifying and aggregating occupational information obtained from manpower surveys, employment services and other statistical surveys as well as administrative records.

6. KeSCO-2022 is a Five-level hierarchically structured classification that allows all jobs in the Kenyan economy to be classified into 5079 occupational titles. These titles form the most detailed level of the classification structure and are further aggregated into 436 unit groups, 125 minor groups, 42 sub-major groups and 10 major groups based on their similarity in tasks performed, skill level and skill specialization required for the jobs. The Standard allows the production of relatively detailed internationally comparable data as well as summary information for only 10 groups at the highest level of aggregation
7. Each occupational title in the classification is designated by a unique six-digit code number and is associated with a unit group that specifies the skill, body of knowledge and key competencies required for efficient and effective performance of tasks in the unit group. A hyphen is introduced after the first four digits in-order to create a distinction between the occupational title and the unit group. The definitions also summarize the broad descriptions of the unit group and main tasks performed. The complete hierarchal structure definitions of the KeSCO-2022, comprising titles and codes for occupations, unit groups, minor groups, sub-major groups and major groups are here-in presented.
8. The classification Standard has been developed and adopted as the reference occupational classification standard for Kenya by the Department of National Human Resource Planning and Development (NHRPD), the Ministry of Labour and Social Protection, in collaboration with the Kenya National Bureau of Statistics (KNBS) and stakeholders from training institutions, workers organization and industry. The process also received technical support from the ILO occupational expert.
9. In its development, the task team made references to the International Standard Classification of Occupations(ISCO-08), the Australian Standard Classification of Occupations(ASCO), the India National Classification of Occupations -2015(NCO and the Kenya National Qualification Framework(KNQF)). The use of ISCO-08 as a reference was to make the document conform to the International standard to facilitate international comparison of occupations; while the use of KNQF as a reference was to map KeSCO-22 skill levels to the national qualification framework.
10. This introduction describes the KeSCO-2022 overview, main objectives, its history, revision process and definition of groups

1.3. Main objectives of KeSCO-2022

11. The primary mission of the KeSCO-2022 is to establish a comprehensive system for classifying and aggregating occupational information for effective human resource planning, development and utilization, taking cognizance of the increased demand for internationally comparable occupational data for both statistical and administrative purposes due to globalization. This

emphasizes the need to collect and analyze data on the labour market to keep track of the occupations`

12. KeSCO has five main objectives, namely to: -

- a) Facilitate the collection of comprehensive occupational information for statistical purposes;
- b) Facilitate the assessment of the Kenyan manpower structure and labour market information as well as for the planning of human resource development in the country. This includes providing a rational basis for manpower inventory and efforts to match the skills output from the training/education system with jobs so that institutional planners can ensure that training programmes become responsive to labour market demands;
- c) Assist those organizations involved in job placement and other employment services (manpower utilization) to execute their mandates;
- d) Facilitate career guidance for students, parents or job seekers on the job market;
- e) Facilitate cross-border occupational comparisons brought about by the need by countries to export labour and to form various regional economic associations which have made the labour market to become international in outlook and to enhance effective regional integration and;
- f) Provide a basis for international comparison and exchange of statistical and administrative data on occupations.

1.4. Historical background

13. The development of the Kenya Standard Classification of Occupations dates back to several decades ago. The first attempt by the Kenya Government to establish a national occupational classification system was made in 1976 through the defunct Kenyanization of Personnel Bureau (KPB) as a tool for carrying out manpower inventory. It was largely used for collection of labour market information at the employment exchanges. Since then the classification has been revised several times for use in various studies including the 1982/83 and 1986/88 National Manpower Surveys. The publication of the report of the National Manpower Survey 1986/88 report recommended that improvements be carried out on the KNOCS used during the exercise, after it was observed that it had a number of noticeable shortcomings. One of the major shortcomings was that the definitions in the 1986 version of KNOCS were quite limited and therefore needed further refinement.

14. The 1986/88 standard was revised and aligned to ISCO 88 to produce the Kenya National Standard Classification of Occupations (KNOCS) in the year 2000. These revisions had been carried out as joint efforts of the Ministry of Labour, the Central Bureau of Statistics (CBS) and the National Manpower Development Committee Secretariat that was then domiciled in the Ministry of Labour and Human Resource Development.
15. KNOCS - 2000 was therefore a restructured and up-dated/improved version of KNOCS - 86 which in turn was an expanded version of the one used during the 1982 Manpower Survey. In the revised KNOCS, attempts were made to give clear descriptions of the work usually performed by those who belong to the occupation. Precise explanations of how and why the work is done and what is involved in the process, were also given in most cases. The general functions of some occupations were followed by an enumeration of the main tasks performed, wherever possible and throughout its
16. In the compilation of KNOCS 2000, there was conscious effort to make the document to conform as closely as possible to the International Standard Classification of Occupations (ISCO) -1988 for purposes of international comparisons.
17. The standard was published and disseminated to stakeholders through workshops and other media forums. Since then, it had been widely used by government departments, researchers and other stakeholders as a system for classifying and aggregating occupational information. The Kenya National Bureau of Statistics uses KNOCS in various establishment and household based surveys to classify occupations. KNOCS was also used during the National Manpower survey 2010/2011, Study of Training in Local Institutions 2016/2017, Informal Sector Skills and Occupations Survey 2019/2020 and Enterprise Skills and Occupations Survey 2022/2023.

1.5. Rationale for Updating KNOCS -2000

18. Since its development a number of changes have since taken place. The labour market continues to experience considerable dynamism in skill acquisition, occupational title description and utilization. New occupations, new titles and more modern work processes have also emerged, particularly as a result of technological change. This is more so in respect to occupations involved in provision of goods and services related to information and Communication Technology. Regional and economic integration, globalization and general economic growth and development have also led to emergence of new occupations, expansions in the existing ones and contraction in certain occupations. Changes in the National education system and National Qualifications framework has brought a new dimension in KNOCS skill Concept. The drive for productivity and competitiveness and the new human resource

management paradigm have also necessitated multi-skilling and multi-tasking with resultant outcome being re-definition of occupations and emergence of new ones.

19. In subsequent occupational studies, it became apparent that there was need to update KNOCS-2000 to reflect changes in the occupational structure in the world of work, as well as to address the emerging issues. The revised standard will enhance production of comprehensive, accurate and timely data on occupation and their classifications necessary for effective human resource planning, development and utilization.
20. After the revision process, KNOCS-2000 was superseded by Kenya Standard Classification of Occupations (KeSCO-2022). These revisions have been carried out as joint effort of the Ministry of labour and Social protection through the department of National Human resource planning and Development (NHRPD) in the state department of Labour and Skills Development and; the Kenya National Bureau of Statistics (KNBS) with the support of the world Bank World.
21. This version of KeSCO is a compendium for occupational information available in the Kenyan economy and provides an insight into the occupational framework: type of work performed in jobs found in establishments, industry or a country; nature of tasks performed ;body of knowledge, skills and skill level required for a job holder to effectively perform those tasks. Precisely, KeSCO -2022 standard defines describes and assigns unique codes to all occupations, in order to classify them as they are found within the Kenya labour market
22. The major difference between KeSCO-2022 and its predecessor, in mainly in the hierarchical levels (structure). It has five levels as opposed to the four levels as was there before: Major, Sub-major, Minor and unit groups followed by Occupational titles. The unit group was not there in the previous standard. Some other changes are: expansion or contraction at some occupational groups; slight changes in names of some major groups; provision of adequate information describing all occupations at sub-major and minor group levels; attaching skill levels to major 1 and more specifically sub-major group 12, 13 and 14.

1.6. The Revision Process

23. The process of updating of KNOCS-2000 was spear-headed by the department of National Human Resource Planning and Development in the State department of Labour and Social Protection in collaboration with key stakeholders including Kenya National Bureau of Statistics, line government ministries and departments, education and Training Institutions, Employers and Workers organizations and representatives from universities through the support of the World Bank (Kenya Youth Employment and Opportunities Project-KYEOP)
24. An important component of the work was the establishment of the task team which also acted as the secretariat. The team was tasked to undertake the following activities:-

- Review any existing documents as related to the Kenya National Occupation Classifications;
- Development of revision proposal paper detailing the study design and methodology to be used in updating KNOCS based on previous experiences and recommendations from the National Manpower Survey 2011 report and other administrative records.
- Stakeholder engagement for views on the subject matter
- Data collection, analysis, compilation and preparation of draft classification structure for comments by stake holders
- Harmonization of description to conform to current employers and industry requirements including developing a dictionary of occupational titles
- Update the National Classification Standard taking into account developments in the world of work
- Align the National Classification to the International Standard of Classification of Occupations 2008 (ISCO-08)
- Design and implement a system for capturing emerging skills and combination of tasks on a continuous basis for future reviews of National Occupational Classifications

1.7. Revision Methodology

25. The revision of KNOCS 2000 was modeled on the lines of ISCO- 08 to allow for international comparisons and these means that the changes that will be carried out to KNOCS 2000 entailed:

- Inclusion of new categories of occupations that warrant separate groups in KNOCS to be done at the appropriate level in the classification structure at the minor group level.
- Combination of existing minor groups that no longer warrant separate identification and deleting those that are inappropriate.
- Redrafting of existing occupational titles and their tasks where necessary.
- To conform to the international classification standard it is recommended that the basic principles and structure of KNOCS 2000 should be maintained. This implies that the same major groups at the top level of aggregation shall remain and so will the sub-major groups of classifications.

26. The major issues that were addressed in the revision work included but were not limited to:

- the impact of information and communication technology on the occupational structure of the Kenyan labour market;

- the need for improved coverage of health occupations;
- the need to include new categories of occupations that warranted separate groups at the appropriate minor group level;
- The need to combine existing minor groups that no longer warranted to exist as separate occupational groups;
- the need for redrafting of existing occupational titles and their tasks where necessary;
- the need to model and align the occupational classification standard to ISCO-08;
- the need to have gender neutral occupational titles;
- the need to map the occupational standard to the national qualification framework;
- the need to cater for two levels of government brought about by promulgation of a new constitution;
- the need for improved coverage of occupations that predominated in the informal sector and occupations with low skill requirements;
- the need to update definitions of all categories; and
- the need to have occupational titles that are culturally acceptable to the Kenyan citizens.

27. The revision entailed a myriad of activities that spanned over 5 years from 2017 to 2022 key amongst them being: wide and extensive stakeholder consultations and engagements. The process was conducted in four elaborate phases:

- a) preparatory activities;
- b) data gathering and revision of the standard;
- c) sectoral validation and;
- d) Finalization and maintenance of the standard.

28. The preparatory phase consisted of the following activities in a chronological order:

- a) 2017: Review of the Concept paper; Development of Road Map
- b) 2018: Engagement of ILO for Technical assistance
- c) 2019: Consultant came on board in 2019
- d) 2019: Review of administrative records, identification of gaps and development of revision guidelines

29. Data gathering and revision of the standard was the next phase and it entailed:

- a) Reviewing of administrative records such as National Manpower Survey Reports, Informal Sector Skills and Occupations Survey Report, ISCO-08 and other Occupational Classification Standards. Key findings from such studies indicated that there were a number of occupational titles in labour market that had not been captured

in KNOCS-2000, most of which were in the information Communication Technology sector ;

- b) Mapping KNOCS 2000 to ISCO 08 and Identifying the Gaps;
- c) Soliciting and reviewing of stakeholders inputs;
- d) Occupational Research (Blue Economy. ICT and Manufacturing) ;
- e) Linking KESCO Skill levels to KNQF and;
- f) Development of draft revised classification structure, Manual and classification structure and definitions of categories.

30. In the sectoral validation phase, the draft report (emanating from the data gathering phase) was subjected to validation by the following key labour market stakeholders:

- a) ICT stakeholders;
- b) Education and training stakeholders;
- c) Employers and Workers Representatives;
- d) Manufacturing Sector Stakeholders and;
- e) Health Sector Stakeholders

31. The finalization and maintenance phase entailed activities such as:

- a) Publication and dissemination of the revised KeSCO, User Manual ;
- b) Development of coding procedures computerized coding system;
- c) Maintenance and update of coding structure and;
- d) Development of an interactive platform for feedback and user assistance

1.8. Definition of groups

32. KESCO-2022 is arranged in a hierarchical order with the broad category of the classification at the top and the lowest category at the bottom. This hierarchical order is applied across all the major groups (10) as explained hereunder:

- **The Major Group**-This is the top most aggregated occupational level of the classification in the standard followed by,
- **The Sub-major group**- which is an expansion of the major group to allow room for more occupational information to be included.
- **The Minor group** – is a further expansion of the sub-major group to include finer details of the occupational information.
- **The Unit group**-is a further expansion of minor-group to include more occupational information about occupational titles

- **Occupation title** -is the most detailed level of the classification of the classification structure and allows all jobs in the Kenyan economy to be classified into 5079 occupational titles.

33. Summary of major groups:

a) MAJOR GROUP 1: LEGISLATORS, ADMINISTRATORS AND MANAGERS

This group consists of occupations that are basically concerned with planning, formulation and interpretation of policy in the public and private sectors. The main tasks include responsibility for decision-making and in directing the management of their respective organizations or enterprises to ensure that the established objectives are realized. It has 4 sub-major groups which are divided into 14 minor groups which are further divided into 33 unit groups and the latter are disaggregated further into 296 occupational titles.

b) MAJOR GROUP 2: PROFESSIONALS

Professionals covers occupations whose main tasks require a high level of professional knowledge and experience in the fields of physical and life sciences, or social sciences and humanities. The main tasks consist of increasing the existing stock of knowledge, applying scientific and artistic concepts and theories to the solution of problems and teaching the foregoing in a systematic manner. . It has 6 sub-major groups which are divided into 32 minor groups which are further divided into 93 unit groups and the latter are disaggregated further into 829 occupational titles.

c) MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS

Technicians and Associate Professionals group covers those occupations whose main tasks require sound educational background and proper training, and whose main tasks require the experience and knowledge of principles and practices necessary to assume operational responsibility and to give technical support to professionals. . It has 6 sub-major groups which are divided into 21 minor groups which are further divided into 84 unit groups and the latter are disaggregated further into 1020 occupational titles.

d) MAJOR GROUP 4: SECRETARIAL, CLERICAL SERVICES AND RELATED WORKERS

Occupations covered in this group have main tasks that require the knowledge and experience necessary to record, organize, store and retrieve information. It further involves the computation of numerical, financial and statistical data and a number of client-oriented clerical duties. It has also connection with money-handling operations, travel management,

business information and appointments. It also involves performing secretarial tasks. . It has 4 sub-major groups which are divided into 8 minor groups which are further divided into 28 unit groups and the latter are disaggregated further into 334 occupational titles.

e) MAJOR GROUP 5: SERVICE, SHOP AND MARKET SALES WORKERS.

This group covers occupations mainly concerned with performing services related to and experience necessary to provide the everyday needs of families and other the knowledge groups of individuals. The tasks require protective service, personal services related to travel, housekeeping, catering and personal care. It also includes those tasks which involve selling goods in shops, demonstration of goods and modeling. It has 4 sub-major groups which are divided into 14 minor groups which are further divided into 38 unit groups and the latter are disaggregated further into 403 occupational titles.

f) MAJOR GROUP 6: SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

The group covers occupations related to agriculture, animal husbandry and fishing. The main tasks therefore require the knowledge and experience necessary to grow and harvest crops, breed, feed or hunt animals, gather wild fruit and plants, catch or breed fish, cultivate or gather other forms of aquatic life. This group includes those functions which are meant for both domestic and commercial purposes. It has 3 sub-major groups which are divided into 9 minor groups which are further divided into 18 unit groups and the latter are disaggregated further into 353 occupational titles.

g) MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS

The group covers those occupations concerned with extracting of raw materials, manufacture and repair of goods. It also covers the tasks of construction, maintenance and repair of roads, structures and machinery. The main tasks involved in this group require experience with, and understanding of the work situation, the materials worked with, the requirements of the structures, machinery and other items produced. It also comprises printing works, processing of food stuffs, textiles, wooden or metal handicrafts. It has 5 sub-major groups which are divided into 14 minor groups which are further divided into 67 unit groups and the latter are disaggregated further into 514 occupational titles.

h) MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

This group covers occupations whose main tasks require the knowledge and experience that will enable one to operate vehicles and other mobile equipment. It also requires the knowledge and skills to tend, control and monitor the operation of industrial plant and

machinery. This may also be on the spot or by remote control. The skills needed may enable one to assemble products from component parts according to strict rules and procedures. These occupations require experience with and an understanding of the machinery worked with. The tasks involved may call for understanding of all stages and the nature and purpose for specifications and procedures. It has 3 sub-major groups which are divided into 14 minor groups which are further divided into 40 unit groups and the latter are disaggregated further into 912 occupational titles.

i) MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

This major group covers occupations which require the knowledge and experience necessary to perform mostly simple and routine tasks, involving the use of simple hand-held tools and in some cases certain physical effort. With few exceptions they may require only limited personal initiative or judgment. The occupations have been divided into 6 sub-major groups which are divided into 11 minor groups which are further divided into 33 unit groups and the latter are disaggregated further into 416 occupational titles.

j) MAJOR GROUP O: ARMED FORCES

This is a group of occupations whose main tasks consist of carrying out military operations undertaken as collective defense measures. It also requires skills which enable the process of preparing and training to deter military aggression; surveillance and protection of national territory, airspace and coastal waters. It also involves the art of providing aid to civilian authorities as requested in the event of civil disorder, natural disaster and other. It excludes such groups like police (except military police), customs, border or armed civilian services. This major group is disaggregated to only four (4) occupational units. One Sub-major group, one Minor group, one unit group and one occupational title.

1.9. Kenya Standard Classification of Occupations Coding Structure

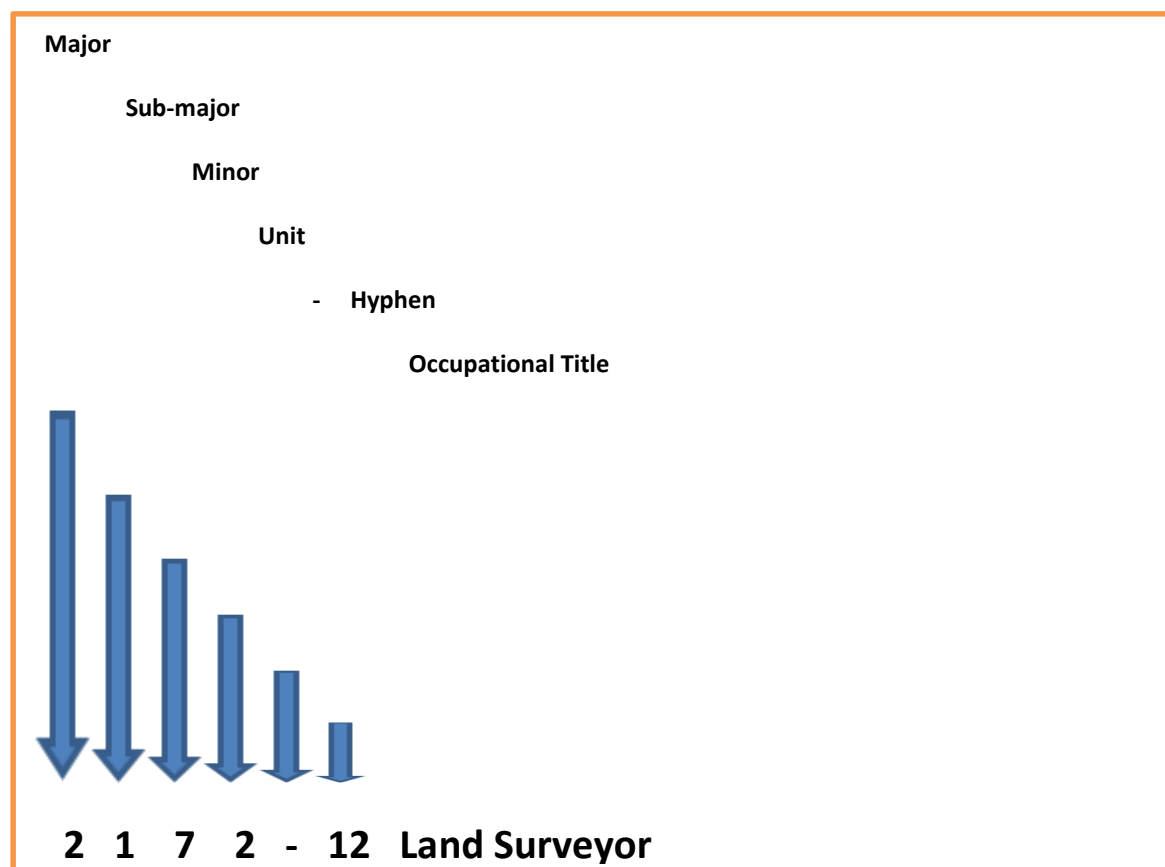
34. The process of developing the KeSCO-2022 occupational classification standard resulted into two products:

- a)** KeSCO-2022, User Manual and;
- b)** KeSCO, Coding structure.

The coding structure is a five-level hierarchically structured occupational classification that is aggregated into: major group, sub-major group, minor group, unit group and occupational titles. Each lower level of detail identifies a more specific group of occupations. There are 10 major groups which are broken into 42 sub-major groups, 125 minor groups, which, in turn, are divided into 436 unit groups under, which, 5079 occupational titles are attached. *Each occupational title is designated*

by a six-digit unique code and hyphen between the fourth and fifth digit is used only for clarity about unit group and occupational title.

Illustration 1: Occupational Groups for: 2172-12 Land Surveyor



35. The main purpose and uses of the coding structure are:

- to categorize all job in the Kenyan economy into occupational titles;
- to help users of KeSCO to find particular categories in the classification and determine where particular occupations are classified;
- to assist in understanding the relationship between categories in the classification;
- to serve as a model for and act as a starting point in , the development of occupational coding structures, for national classifications based on KeSCO and;
- to be used directly to assign responses in statistical collections to KeSCO in occupational studies by researchers and other data users.

1.10. KeSCO Conceptual Framework

36. The conceptual framework adopted for Kenya Standard Classification of Occupations (KeSCO), was largely the same one used for KNOCS-2000. The kind of work performed or job, competence and skill are the three concepts applied.
37. A job has been defined as a set of tasks or duties executed or meant to be executed (in the case of unfilled jobs), by one person; while a set of jobs which have the same main tasks and duties has been defined as an occupation.
38. Competency is the ability to perform specific tasks effectively and efficiently within an occupation; combining the three aspects of skills, knowledge and ability. In KeSCO, occupations that require similar basic skills and competencies are classified within the same unit group. For example, Teacher Kindergarten, Pre-School Teacher and Early Childhood Educator are classified in Unit Group 2342: Early Childhood Development Teachers.
39. A trade is a highly focused training program specifically designed to prepare one for a job in a skilled area.
40. A Qualification is a pass in an examination or completion of a course especially one that confers recognition of the holder as a practitioner of a profession or activity.
41. A Training is teaching or developing in oneself or others, it's any skills, knowledge or fitness that relates to specific useful competency.
42. A Course is a typically smaller part of training. To do a training, one may need to complete a multiple of courses.
43. Apprentices/Indentured Learners is regulated and structured (both formal and informal) learning. It is a training in that there is no known training provider/institution and hence is conducted at employer's premises using the work place tools and equipment and the skilled staff as trainers.

1.11. KeSCO Skill Concept

44. Skill is defined as the ability to carry out the tasks and duties of a given job. In KeSCO, skill is viewed in two dimensions as:
 - a) Skill Level which is a function of the complexity and range of the tasks and duties involved; and
 - b) Skills Specialization which is defined by the field of knowledge required, the tools and machinery used, the materials worked on or with, as well as the kinds of goods and services produced.
45. Occupational groups classified by KNOCS - 2000 were delineated and aggregated on a skill concept that had five skill levels as below.

46. The skill concept in KNOCS-2000 was defined based on then existing formal Kenyan education/training system. Secondly, workers who failed to join or complete primary education were not considered within this concept. This created inadequacies in that skills that are often acquired through non-formal and informal learning i.e., on-the-job training, indentured learning, and/or previous experience were ignored. Although KNOCS-2000 recognizes that skills may be, and often are, acquired through informal training and experience this was not reflected in the five skill levels stated.
47. Furthermore, changes in Basic Education Framework to suit the new Competence Based Curriculum (CBC) and the Competence Based Education and Training (CBET) under the Tertiary Vocational Education and Training (TVET) institutions resulted to more mismatch with the KNOCS-2000 skill concept.
48. The above shortcomings prompted a review of the KNOCS-2000 five to four skill levels. The review was done by aligning and mapping KeSCO skill levels onto Kenya National Qualification Framework (NQKF) learning outcomes. The Qualification Framework outlines ten level learning outcomes each identified by a unique set of Level/Performance Descriptors for Standardization Criteria/Competencies to help coordinate and harmonize the various levels of education/training. These ensures a seamless linkage between education qualification, Knowledge, Skills and Competencies within KeSCO occupations. The framework specifically outlines:
- a) Academic, vocational and/or skills pathways that could be formal, non-formal and informal and;
 - b) Performance descriptors required for competent performance of tasks and duties in an occupation.

1.12. Comparing KNOCS skill level and KeSCO skill level

	KNOCS SKILL LEVELS	KESCO SKILL LEVELS
1	The first KNOCS skill level has been defined as primary education. This is education which generally begins at the age of about 6 years and lasts 8 years in the present 8-4-4 education system or 7/8 years in the previous 7/8-4-2-3 system leading to a certificate of primary education. This may be followed by a period of on-the-job training	The first KeSCO skill level has been defined as primary education. This is education which generally begins at the age of about 4 years in the 2-6-6-3 education system or 6 years for the 8-4-4 education system and lasts for 8 years or; lasting 7/8 years in the previous 7/8-4-2-3 system leading to a certificate of primary education or basic skills/skills for life

2	The second KNOCS skill level has been defined as post-primary education (except secondary and tertiary education) which starts after primary education and lasts about 2 years leading to artisan level certificates. Emphasis at this skill level is on vocational training.	The second KeSCO skill level has been defined as Post-Primary Education/Training, Apprenticeship/Indentured Learnership or Secondary education (Except Tertiary Education). This is education which generally begins after the first skill level at about 13 years of age, and lasts for about 1 to 6 years leading to Secondary Certificate/ National Skills Certificate III (NSC-III)/ Government Trade Test III (GTT-III)/ National Vocational Certificate I (NVC-I)/ Pre-Vocational
3	The third KNOCS skill level has been defined as secondary education which begins at the age of about 14 years and lasts 4 years leading to a certificate of secondary education. This may be followed by a period of on-the-job training.	
4	The fourth KNOCS skill level has been defined as post-secondary education (excluding university). This is education which begins after secondary education and lasts about 3 years and leads to an award of Certificate or Diploma but not equivalent to a first university degree.	The third KeSCO skill level has been defined as Tertiary Education/Training (Except University) which begins after the second skill level leading to: National Skills Certificate II (NSC-II)/ Government Trade Test II (GTT-II)/ National Vocational Certificate II (NVC) Artisan Certificate/ National Vocational Certificate III (NVC-III)/ National Skills Certificate I (NSC-I)/ Government Trade Test- I (GTT-I) National Craft Certificate/ National Vocational Certificate IV (NVC-IV)/ Master Craft Person III National Diploma/ Master Craft Person II/ Professional Diploma
5	The fifth KNOCS skill level has been defined as education which begins after secondary education, last about 4, 5 or more years and leads to a university or postgraduate university degree or the equivalent.	The fourth KeSCO skill level has been defined as University Education and/or Higher Education which begins after the third skill level and leads to Bachelor's Degree/ Management Professional/ Master Craft Person I; Postgraduate Diploma/ Professional Bachelor's Degree/ Professional Master Craft person; Master's Degree, and Doctorate Degree

1.13. Mapping KeSCO skill level to KNQF.

S/No	KNQF-2018 Levels	KNQF Qualification Structure	KeSCO Skill Levels	KeSCO Qualification Structure	Performance Descriptors & Competencies
1	7 8 9 10	Bachelor's Degree, Master Crafts Person-I or Management Professional or Higher National Diploma (HND) or CPA-III. Post-Graduate Diploma, Professional Bachelor's Degree, Professional Master Craft Person. Master's Degree. Doctorate Degree.	4	University Education Higher Education	Make high level, independent judgments in a range of technical or management functions in varied specialized contexts. Use of intellectual independence to think critically, evaluate existing knowledge and ideas, undertake systematic investigation and reflect on theory and practice to generate original knowledge Initiate, plan, implement and evaluate broad functions within varied specialized technical and/or creative contexts
2	3 4 5 6	National Vocational Certificate-II, National Skill Certificate-III/ (GTT-II). National Vocational Certificate-III/Artisan Certificate, National Skills Certificate-I (GTT-I). National Craft Certificate, National Vocational Certificate IV, Master Craft Person III or CPA I. National Diploma, Master Crafts Person-II/Professional Diploma or CPA II	3	Tertiary Education/Training (Except University)	Transfer and apply theoretical concepts and/or technical and/or creative skills in a range of situations Cognitive and communication skills to identify, analyze, synthesize and act on information from a range of sources Specialist technical and creative skills to express ideas and perspectives In-depth areas of specialization, in contexts subject to change Initiative and judgment in planning, design, technical or management functions with some direction Adapt a range of fundamental principles and complex techniques to known and unknown situations

3	2	Secondary Certificate, National Vocational Certificate 1, National Skills Certificate- III/Government Trade Test (GTT-III).	2	Secondary Post-Primary Education/Training (Except Tertiary Education) Apprentices/ Indentured Learners/trainee	<p>Basic factual, technical and procedural knowledge in a defined area of work and learning</p> <p>Limited autonomy and judgment in the completion of own defined and routine tasks in known and stable contexts</p> <p>Access, record and act on a defined range of information from a range of sources</p> <p>Cognitive and communication skills to apply and communicate known solutions to a limited range of predictable problems</p> <p>Technical skills to use a limited range of equipment to complete tasks involving known routines and procedures with a limited range of options</p>
4	1	Primary Certificate Basic Skills/Skills for Life	1	Pre-Primary Lower Primary Upper Primary	<p>Basic skills for life</p> <p>Cognitive and communication skills to receive, pass on and recall information in a narrow range of areas</p> <p>Physical strength and/or endurance</p> <p>Work experience/short period of on-the-job training</p>

49. In KeSCO, the skill concept is applied mainly at the Major, Sub-Major and Minor Groups Levels of the classification. Occupational classification lays emphasis to the nature of the work, the complexity of tasks performed and skills required in an occupation rather than the education and/or training requirement. A worker may further his/her training/education within the same skill level however this may not a measure whether a worker is more or less skilled than the other workers within the occupation. Competencies required for effective and efficient performance of tasks within occupations are stated at the Unit Group levels.

50. The skill levels are matched to the Major Groups as summarized below.

1.14. Mapping of KeSCO Major Groups to Skill Levels

MAJOR GROUP	<u>KeSCO Major Groups</u>	<u>KeSCO Skill Level</u>
1	Legislators, Administrators and Managers	2, 3 & 4
2	Professionals	3 & 4
3	Technicians and Associate Professionals	3
4	Secretarial, Clerical Services and Related Workers	3
5	Service, Shop and Market Sales Workers	2 & 3
6	Skilled Agricultural, Forestry and Fishery Workers	2 & 3
7	Craft and Related Workers	2 & 3
8	Plant and machine Operators and Assemblers	1, 2 & 3
9	Elementary Occupations	1
0	Armed Forces	-

1.15. MAJOR CHANGES BETWEEN KNOCS 2000 AND KESCO 2022

1.16. Summary Changes

- 51.** KeSCO-22 maintains the conceptual model used in developing its predecessor KNOCS 2000. However, there are significant changes on the treatment of some occupational groups. This was to address the difficulties that were experienced in the use of KNOCS 2000 and also to incorporate the occupational changes that have come up in the last 21 years since the publication of KNOCS 2000.
- 52.** Overall, the conceptual structure of the major groups, the sub-major groups and the minor groups in the classification are maintained. The names of some major groups have been changed slightly so as to more clearly indicate their content, and some minor groups have been moved from one major group to another. KeSCO-22 has also incorporated the 4th level of classifications which is called the unit group. This was necessitated by the expansion of the occupational coding system from the 5 digits to 6-digit codes. The expansion was to allow assignment of unique codes to each occupational title so as to ease data collection and analysis. The unit groups in KeSCO 22 were created as an extension of the minor groups in KNOCS 2000. It's the lowest level of the classification where the occupations are attached and defined.
- 53.** KeSCO 22 has completely new sub-major groups and minor groups introduced at the same time some sub-major and Minor groups have been merged. In most of the changes, concern was that KNOCS-2000 is outdated in some areas due to change in the work processes, advanced technology, redundancy and use of gender-neutral titles e.g. chairman and chairperson. This was more pronounced in relation to the use of Information and Communication Technology. (ICT)
- 54.** KeSCO-22 has attached skill levels in the structure of the document at the first three levels whereas the competencies for performance in the occupations are provided at the fourth level. This is a departure from KNOCS 2000 which had the skill levels attached at the Major group level.

Significant changes by Major groups.

55. Major Group 1 Legislators, Administrators and Managers

- With the promulgation of the new constitution, two levels of governments were created. This therefore meant that occupational groups in Major group 1: Legislators, Administrators and

Managers had to be expanded to include the new occupations that came up with the constitution.

- Some group names in the Major group are slightly changed to provide for more inclusivity of the occupations and the tasks performed
- Additional minor groups were created to cater for senior government officials who head the national and county governments and unit groups introduced alongside them. These changes were more focused on the structures of the National and County Governments that are in the new constitution.
- Sub-Major group 11 and 12: in KNOCS 2000 were merged and expanded to include occupations in the County government under Sub- Major group 11: Legislators, Chief Executives and Senior Government Officials in KeSCO-22.
- KNOCS 2000 Minor group 122: Senior officials of special interest groups is now Minor group 113 in KeSCO 22.
- The Corporate managers sub-major 13: in KNOCS 2000 was renamed to Production and Specialized managers sub- major group 13:in KeSCO 22. This group now includes managers who not only perform managerial tasks but are also able to guide the technical processes in their area of operation.
- Other Administrators and Managers sub-major group 15: in KNOCS 2000 is now minor group 143 in KeSCO-22: This group include all other administrators and managers who could not be classified in either of the groups due to them not being so significant and extensive.

11: Legislators, Chief Executives and Senior Government Officials

111: Legislative and Constitutional Officials

112: Senior National and County Government Officials.

113: Senior Officials of Special Interest Organizations

143: Other Services Managers

1431 Recreational/Cultural and Sporting Establishment Managers

1432 Theatre and Media Production Managers

1433 Real Estate and Travel Agency

1434 Other Business Service Managers Not Elsewhere Classified

56. Major Group 2: Professionals

- Professionals are classified in Major group 2 in KeSCO-22. These include all who carry out professional tasks and duties irrespective of the skill levels. This therefore meant that some occupations which were not being considered as professionals but do professional work are now classified in this major group.
- **Engineering professionals:** The physical science professionals sub-major group 21: in KNOCS has been renamed Science and Engineering professional Sub-major group 21: in KeSCO-22: The Sub-Major groups 21,22 and 23 in KNOCS 2000 were merged to create sub-major group 21: Science and engineering professionals. This sub-major group now includes the Life science professionals' Minor group 213 in KeSCO -22.
- **The computing professionals** were removed from sub-major group 21 in KNOCS 2000 and given its own sub-major group 25: Information and communication Technology professional. This was due to the widespread technological changes that has occurred within the ICT sector that has caused tremendous expansion of occupations within the sector

Example

21: Science and Engineering Professionals

211: Physical and Earth science professionals

212: Mathematicians, Actuaries and Statisticians

213: Life Science Professionals

- **Information and Communications Technology (ICT):** The convergence of ICT use and its applicability across sectors in the industry coupled with the rapid development of the ICT sector in the last 21 years since the development of KNOCS 2000 meant that occupations in the KNOCS document involved in the provision goods and services were outdated. It was therefore important that expansion be made on these categories of occupations so as allow proper distinction between those who are professionals and those who are associate professional to help bring clarity since KNOCS 2000 had a mix up of ICT related occupations.

Example

25: Information and Communications Technology Professionals

251: Software and Applications Developers and Analysts

2511: Systems Analysts

2512: Software Developers

2513: Web and Multimedia Developers

2514: Applications Programmers

2519: Software and Applications Developers and Analysts n.e.c

252: Data base and Network professionals

2521: Database Designers and Administrators

2522: Systems Administrators
 2523: Computer Network Professionals
 253: Information Communication Technology Security Professionals
 2531: Database and Network Security Professionals
 2532: Software Security Professionals
 254: Artificial Intelligence and Cloud Computing Professionals
 2541: Internet of Things (IOT) Professionals
 2542: Artificial Intelligence/Machine Learning Professionals
 2543: Cloud Computing Professionals

35 Information and Communications Technology Technicians

*351: Information and Communications Technology Operations and Use
Support technician*

*3511: Information and Communications Technology Operations
Technicians*

*3512: Information and Communication Technology User Support
Technician*

3513: Computer Network Systems Technicians

3514: Web Technicians

352: Telecommunications and Broadcasting Technicians

3521: Broadcasting and audio-visual technicians

3522: Telecommunications engineering technicians

57. Health service occupations: Health service occupations have been expanded in KeSCO-22 to bring in more details on health occupations to ease in international reporting and comparability of data on health workers. This was caused by difficulties in distinguishing between some occupational groups in KNOCS 2000 such as nursing.

- To address such issues, new sub- major groups and minor groups were created in KeSCO-22 to improve on the visibility of health occupations statistics.
- The Health and Life science professionals under KNOCS sub-Major group 24 were separated and sub-major group 22: Health professional created while Life science professionals were moved to sub-major group 21 to be under Minor group 213: Life science professionals. It was viewed that the two groups are quite distinct that they need to have their own separate groups in KeSCO-22.
- The sub- major group 22: in KeSCO-22 was further expanded to create Minor group 221: Medical doctors which was further split into two-unit groups to separate the General Medical practitioners from Specialized Medical practitioners for ease in identifying the aspect of specialization in the profession:

- Nursing professionals were also split to create distinction between Nurse professional and Nurse associate professional as there were difficulties in distinguishing between professional nurses and associate professional nurses in KNOCS-2000.
- A new Minor group 223: Clinical practitioners and Minor group 228: Occupational safety and health professionals were introduced in KeSCO-22: It was considered that these occupations are involved in doing tasks and duties that need higher skills that are commensurate with those in major group 2.
- Opticians, Dieticians, Physiotherapists and audiologist who were only classified as Technicians and Associate professionals in KNOCS 2000 were also considered and classified in Major group 2 under Minor group 229: Other health professionals due to the tasks performed and the skills requirements.
- Traditional and Complimentary medicine professionals who use herbal medicinal plants to treat were considered to be carrying out professional tasks and classified in Major group 2 Minor group 227: In KNOCS 2000 these occupations were only covered under the technicians and associate professionals.

22: Health Professionals

221: Medical Doctors

2211: General Medical Practitioners

2212: Specialist Medical Practitioners

222: Nursing and Midwifery Professionals

2221: Nurse, General

2222: Nurse Specialist

2223: Midwifery Professionals

223: Clinical Practitioners

2231: Clinical Officer

2232: Clinical Officer, Specialist

224: Veterinarians

2240: Veterinarians

225: Dental Professionals

2250: Dental Professionals

226: Pharmaceutical Professionals

2260: Pharmaceutical Professionals

227: Traditional and Complementary Medicine Professionals

2270: Traditional and Complementary Medicine Professionals

228: Occupational Safety and Health Professionals

2280: Occupational Safety and Health Professionals

229: Other Health Professionals

2291: Physiotherapists

2292: Dieticians and Nutritionists

2293: Audiologists and Speech Therapists

2294: Optometrists and Ophthalmic Opticians

2295: Other Health workers

58. Teachers

- Teachers were graded at various levels in KNOCS 200 depending on the levels where they teach and skill possessed.
- Due to the changing occupational environment, all teachers are now considered as professionals due to the nature of tasks they perform. Those that were classified in Major group 3: Technicians and associate professionals Sub Major group 37 in KNOCS 2000 were all moved to Major group 2 under. Minor group 234: Primary school and Early childhood development teachers in KeSCO-22.
- KNOCS-2000 separated teachers based on their teaching categories and skill levels. However, this was against the International standard classification of occupations system which advocates that occupations which carry out same or similar tasks and duties be classified under one homogenous group.

23: Teaching Professionals

231: University and College Lecturers

232: Vocational Education and Training Teachers

233: Secondary Education Teachers

234: Primary School and Early Childhood Development Teachers

235: Other Teaching Professionals

59. Major Group 3: Technicians and Associate Professionals

The Technicians and associate professional Major group in KNOCS 2000 was reorganized to bring in clarity between some occupational groups that were felt to have a mix up in their classifications.

60. Engineering Science associate professionals

- The Physical science associate professionals in sub-major group 33: in KNOCS 2000 has been shifted and merged with Engineering associate professional to form Minor group 311: Physical and Engineering science Technicians in KeSCO-22.

- Life science associate professional is now Minor group 313: under sub-Major 31: Science and Engineering associate professional. The physical science professionals were deemed to be part of the engineering sciences.

61. Supervisory occupations

- In KNOCS 2000 supervisors were classified together with those they supervise. During the revision of KNOCS 2000, it was found necessary to distinguish supervisors from the workers they supervise since they do not perform same tasks and duties as the workers under their supervision. Supervisors were also found to require additional skills in some supervisory jobs.
- It was therefore necessary to create a separate new Minor group 312: Mining, Construction and Manufacturing supervisors under Sub-Major group 31: Science and Engineering associate professionals to cater for supervisory occupations in Mining, Manufacturing and Construction sectors.
- A similar consideration was used to create unit group 3341 for Office supervisors under minor group 334: Administrative and Specialized Secretaries and further in Major group 5 under sub-major group 51: Personal Service workers, Minor group 515: Building and Housekeeping supervisors was created to cater for supervisory occupations within that sector so as to distinguish them from workers they supervise.
 - 312: Mining, Manufacturing and Construction Supervisors*
 - 3121: Mining Supervisors*
 - 3122: Manufacturing Supervisors*
 - 3123: Construction Supervisors*
 - 334: Administrative and Specialized Secretaries*
 - 3341: Office Supervisors*
 - 3342: Legal Secretaries*
 - 3343: Administrative and Executive Secretaries*
 - 3344: Medical Secretaries*
 - 515 Building and Housekeeping Supervisors*
 - 5151: Cleaning and Housekeeping Supervisors-Non-Domestic*
 - 5152: Domestic Housekeepers*
 - 5153: Building Caretakers*

62. Process control occupations

Occupations whose tasks are to operate machines by remote control from a central control point were removed from Major group 8: Plant and machine operators and moved to Major group 3: Technicians and associated professionals' A new Minor group 313: Process Control technicians was created to cater for them. This was in recognition of the sophisticated tasks performed by process

control operators that requires one to have higher ICT skills and the work which is more complex than just operations of plants and machinery.

313: Process Control Technicians

3131: Power Production Plant Operators

3132: Solid Waste and Water Treatment Plant Operators

3133: Chemical Processing Plant Controllers

3134: Petroleum and Natural Gas Refining Plant Operators

3135: Metal Production Process Controllers

3136: Other Process Control Technicians

63. Chefs and Executive Cooks

KNOCS-2000 did not properly distinguish the Chefs from Cooks classified under Minor Group 532: Cooks and Other Catering Service Workers. In KeSCO-2022 the distinction has been considered and Chefs and Executive Cooks are now classified in Major group 3: Technicians and Associate Professionals Minor group 343: Artistic, Cultural and Culinary Associate Professionals. This is due to the higher skills requirements for these occupations.

Example:

313: Process Control Technicians

343: Artistic, Cultural and Culinary Associate Professionals

3434: Chefs

3434-11 Chef

3434-12 Chef de cuisine

3434-13 Chef, executive

3434-14 Chef, head

3434-15 Chef, pastry

3434-16 Cook, chief

3434-17 Cook, head

3434-18 Saucier

3434-21 Sous-chef

64. Major group 4: Secretarial, Clerical Services and Related Workers

- The clerical occupations have been reorganized to reflect on areas where use of ICT have greatly impacted on the tasks and duties performed. Mostly affected are the clerks and secretaries who use ICT in their daily tasks. Sub-Major groups in KeSCO-2022 have been expanded from two to four to reflect on these changes.

- Sub-Major group 41: Secretaries and Office clerks in KNOCS-2000 was split into three minor groups to distinguish between the secretaries and clerks. This was to separate those who only use personal computers, word processing or typewriters to record inputs and those who in addition to using those equipment to interact with clients as they provide services.
- The Minor Groups 411: General Office Clerks, 412: Office Secretaries and 413: Keyboard Operators were created to represent the General Office Clerks, Office Secretaries and Keyboard operators to distinguish the tasks involved in these occupations. The data entry clerks are included under Minor Group 413: Keyboard Operators in KeSCO-2022.
- Minor groups under Sub-Major group 42: Client Oriented Clerks were retained. The only notable change is the transfer of from Minor group 421: Cashiers and Ticket Sellers in KNOCS-2000 to KeSCO-2022, Minor group 523: Cashiers and Ticket Clerks. New unit groups were also created in KeSCO-2022 to cover occupations that were not in KNOCS-2000 such as Unit group 4221: Travel Consultants and Clerks; Unit Group 4222: Contact Center Information Clerks and; unit group 4227: Surveyors and Market Research Interviewers.

Example

42 Secretarial, Clerical Services and Related Workers

41: General and Keyboard Clerks

411: General Office Clerks

412: Office Secretaries

413: Keyboard operators

42: Customer service clerks

422: Client Information Workers

4221: Travel Consultants and Clerks

4222: Contact Centre Information Clerks

4223: Telephone and Switchboard Operators

4224: Hotel Receptionists

4225: Inquiry Clerks

4226: Receptionists General

4227: Survey and Market Research Interviewers

4228: Other Client Information Workers

65. Major Group 5: Service Workers, Shop and Market Sales Workers

- Major group five in KeSCO-2022 has been expanded and unit groups introduced. Most notable change is the movement of the Minor Group 911: Street Food Vendors and Related Workers from KNOCS-2000 to Minor group 521: Street and Market Salespersons and the addition of Cashiers and Tickets Sales Workers in the group in KeSCO-2022.
- Sub-major Group 52: Personal and Protective Service Workers in KNOCS-2000 has

been split. The Protective service workers has now its own Minor group 541: Protective Services Workers.

- Sub- major Group 53: House Stewards Caterers Waiters and Related Workers, and Sub-Major Group 54: Travel Attendants and Guides in KNOCS-2000, now forms Minor Group 532: Personal Care Workers in Health Services in KeSCO-2022.

Example:

52: Sales Workers

521: Street and Market Salespersons

522: Shop Salespersons

523: Cashiers and Ticket Clerks

524: Other Sales Workers

521: Street and Market Salespersons

5211 Stall and Market Salespersons

5212 Street Food Salespersons

532: Personal Care Workers in Health Services

5321: Health Care Assistants

5322: Home-Based Personal Care Workers

5329: Personal Care Workers in Health Services N.E.C

54: Protective Services Workers

541: Protective Services Workers

5411: Firefighters

5412: Police Officers

5413: Prison Guards

5414: Security Guards

66. Major Group 6: Skilled Agricultural, Forestry and Fisheries Workers

- Occupations in Agriculture, Forestry and Fisheries in KeSCO-2022 were differentiated between those involved entirely on subsistence farming agriculture and those involved in market-oriented agriculture to provide for more detailed categories and clarity in the group. In KeSCO-2022 all farmers are classified in Major group six except Managers who oversee large agricultural farms. This was due to the current practices found within the agricultural sectors, where there is pure commercial farming and an entirely subsistence farming in some communities. However, there is still a debate as to whether pure subsistence farming is realistic as there are instances in which some farmers sell the surplus of their produce. A probable solution could be to include additional questions when collecting data on this area to help clarify on the distinction.

- KNOCS-2000 had five sub-major groups while KeSCO-2022 has three Sub-Major groups.
- KNOCS-2000 had no distinction between market oriented skilled agricultural workers and subsistence agricultural workers.
- KeSCO-2022 has classified the Market-oriented Skilled Agricultural Workers under Sub-Major Group 61, while Market-oriented Skilled Forestry, Fishery and Hunting Worker are under Sub-Major group 62.
- The subsistence Agricultural Workers are under Sub-Major group 63: Subsistence Farmers, Fishers, Hunters and Gatherers

Example:

6. Skilled Agricultural, Forestry and Fishery Workers

61: Market-oriented Skilled Agricultural Workers

62: Market-oriented Skilled Forestry, Fishery and Hunting Worker

63: Subsistence Farmers, Fishers, Hunters and Gatherers

67. Major Group 7: Crafts and Related Trades Workers

KNOCS-2000 had eight Sub-Major groups. This has been reduced to five Sub-Major groups in KeSCO-2022. A notable change within the Major group is the shifting of Extraction Workers who extract minerals from underground or surface mines or quarries from KNOCS-2000 Sub-Major group 71 to Major group 8. The workers operate and use machines in their course of work in mineral extraction.

68. Printing and Handicraft workers

- Sub-Major groups 73 and 74 in KNOCS 2000 have been combined to form Sub-Major group 73: Handicraft and Printing Workers, whereas, Electrical And Electronic Crafts Workers have been moved from Sub-Major Group 72: Metal, Machinery and Related Trades Workers and a Sub-Major group 74: Electrical and Electronics Trades Workers created in KeSCO-2022. The technology applied and tasks performed necessitated the creation of a separate Sub-Major group for this category of workers. Furthermore, there was need for distinction between the Electrical Equipment Installers and Repairers and; Electronics and Telecommunications Installers and Repairers.
- KNOCS-2000 Sub-Major group 73: Precision and Handicraft Workers and Sub-Major group 74: Printing and Related Trades Workers were merged to create Sub-Major group 73: Handicraft and Printing Workers in KeSCO-2022 due to technological advancement.

- KNOCS-2000 Sub-Major groups 75,76,77 and 78 were merged and moved as minor Groups under Sub-Major Group 75: Food Processing, Woodworking, Garment and Other Craft and Related Trades Workers in KeSCO-2022. The rationale is that the work is carried out by hand and hand-held equipment accompanied by the understanding of work organization, materials and tools used and nature and purpose of the final product.

Example:

- 71: Building and Related Trades Workers (Excluding Electricians)*
- 72: Metal, Machinery and Related Trades Workers*
- 73: Handicraft and Printing Workers*
- 74: Electrical and Electronics Trades Workers*
- 75: Food Processing, Woodworking, Textiles, Garment and Other Craft and Related trade workers*
- 73: Handicraft and Printing Workers*
 - 731: Handicraft Workers*
 - 732: Printing Trades Workers*
- 74: Electrical and Electronic Trade Workers*
 - 741: Electrical Equipment Installers and Repairers*
 - 742 Electronics and Telecommunications installers and repairers*
- 75: Food Processing, Woodworking, Garment and Other Crafts and Related trade workers*
 - 751: Food Processing and Related Trades Workers*
 - 752: Wood Treaters, Cabinet-makers and Related Trades Workers*
 - 753: Garment and Related Trades Workers*
 - 754: Other Craft and Related Workers*

69. Major group 8: Plant and Machine Operators and Assemblers

- Major group 8 in KNOCS-2000 was reorganized to respond to the concern that this area in KNOCS-2000 was too detailed as compared to other groups in the document. KNOCS-2000 had 9 Sub-Major group which have been reduced to 3 Sub-Major groups in KeSCO-2022.
- The category of workers in Stationary Plant and Related Machine Operators have been classified together under Sub-Major group 81: Stationary Plant and Machine Operators as opposed to KNOCS-2000 which had given them separate Sub-Major groups
- The assemblers have retained in their own Sub-Major group 82: Assemblers, whereas, drivers and mobile plant operators have been grouped together under Sub-Major group 83: Drivers and Mobile Plant Operators.

- The most significant change in the Major group was the shifting of occupations whose tasks are to operate machines using remote control from a central control point to Major Group 3: Technicians and Associate Professionals in KeSCO-2022. These occupations were classified in KNOCS-2000 Sub-Major group 85: Power Production Plant Operators. The main reason for the shifting, was the recognition of the skills requirement and the tasks performed which require more complex handling of machines than just operations of plants and machinery.

Example:

811: Mining, Drilling 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 Operator

816: Food and Related Products Machine Operator

817: Wood Processing and Papermaking Machine Operator

819: Others Stationary Plant and Machine and Machine Operators

82: Assemblers

821: Assemblers

8211: Mechanical Machinery Assemblers

8212: Electrical and Electronic Equipment Assemblers

8213: Other 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 Crew and Related Workers

70. Major group 9: Elementary Occupations

- Occupations in this major group, were expanded from 3 Sub-Major Groups in KNOCS-2000 to 6 in KeSCO-2022 to accommodate a wide range of elementary occupations previously not classified.
- Occupations in Building Care Takers, and Street Food Sales Persons in Sub-major Group 91: Sales and Services Elementary Occupations in KNOCS-2000 were moved to Major 5 in the revised standard due to complexity in tasks and duties performed.

- Sub-Major group 91: Sales and Services Elementary Occupations in KNOCS-2000 has been moved to Sub-Major group 95 in KeSCO-2022. Sub-Major group 94: Food Preparation Assistants was introduced in KeSCO-2022 to cater for those who prepare or serve foods.

71. KESCO Structure

Summary of Groups at Each Level of KeSCO-2022 and Skill Levels Attached

Major Group	Sub Major Group	Minor Group	Unit Group	Occupational Titles
1.Legislators, Administrators and Managers	4 (4)	14 (7)	33	
2. Professionals	6 (9)	31 (40)	88	
3Technicians and Associate Professionals	6 (9)	21 (50)	83	
4 Secretarial, Clerical Services and related workers	4 (2)	8 (10)	21	
5 Services workers, Shop and Market sales workers	4 (4)	14 (11)	38	
6 Skilled agricultural, forestry and fishery workers	3 (5)	9 (7)	18	
7 Craft and Related Trades Workers	5 (8)	14 (51)	68	
8 Plant and machine operators and assemblers	3 (9)	12 (51)	40	
9 Elementary Occupations	6 (3)	11 (14)	33	
0 Armed Forces Occupations	3 (1)	0	0	
Total				
Note: In bracket are numbers for KNOCS-2000				

72. KESCO Major, Sub major, Minor and Unit Groups

KESCO MAJOR, SUB-MAJOR, MINOR AND UNIT GROUPS

1 LEGISLATORS, ADMINISTRATORS AND MANAGERS

- 11 Legislators, Chief Executives and Senior Government Officials
 - 111 Legislative and Constitutional Officials
 - 1110 Legislators and Constitutional Officials
 - 112 National and County Government Officials.
 - 1121 Chairperson and Members of Constitutional Offices and Commissions
 - 1122 Secretary/CEO of Constitutional Offices and Commissions
 - 1123 National Government Administrators
 - 1124 County Government Administrators
 - 113 Senior Officials of Special Interest Organizations
 - 114 Managing Directors and Chief Executives
 - 1140 Managing Directors and Chief Executives
- 12 Administrative and Commercial Managers
 - 121 Business Services and Administration Managers
 - 1211 Finance Managers
 - 1211 Finance Managers
 - 1212 Human Resource Managers
 - 1213 Policy and Planning Managers
 - 122 Sales, Marketing and Development Managers
 - 1221 Sales and Marketing Managers
 - 1222 Public Relations And Advertising Managers
 - 1223 Research Planning and Development Managers
 - 123 Other Administrative and Commercial Managers
 - 1230 Other Administrative and Commercial Managers
- 13 Production and Specialized Services Managers
 - 131 Agriculture, Forestry, Fisheries and Production Managers
 - 1311 Agricultural Managers
 - 1312 Forestry and Environmental Managers
 - 1313 Aquaculture and Fisheries Production Manager
 - 132 Manufacturing, Mining, Drilling, Construction and Distribution Manager
 - 1321 Manufacturing Managers
 - 1322 Mining and Drilling Managers
 - 1323 Construction and Utilities Managers
 - 1324 Transport, Storage and Distribution Managers
 - 133 Information and Communications Technology Services Manager

- 1330 Information and Communication Technology Services Managers
 - 134 Professional Services Managers
 - 1341 Manager, Personal Care Cleaning
 - 1342 Manager Health Care Services
 - 1343 Manager Child Care Services
 - 1344 Manager Aged Care Services
- 14 Hospitality, Retail and Other Services Managers
 - 141 Hotel and Hospitality Managers
 - 1411 Hotel Managers
 - 1412 Restaurant Managers
 - 142 Micro and Small Enterprise Managers
 - 1420 Micro and Small Enterprise Managers
 - 143 Other Services Managers
 - 1431 Recreational/Cultural and Sporting Establishment Managers
 - 1432 Theatre and Media Production Managers
 - 1433 Real Estate and Travel Agency Managers
 - 1434 Other Business Service Managers Not Elsewhere Classified

2 PROFESSIONAL

- 21 Science and Engineering Professionals
 - 211 Physical and Earth Science Professionals
 - 2111 Physicist and Astronomers
 - 2112 Geologist and Geophysicists
 - 2113 Hydrologists
 - 2114 Meteorologists
 - 2115 Chemists
 - 212 Mathematicians, Actuaries and Statisticians
 - 2120 Mathematicians, Actuaries and Statisticians
 - 213 Life Science Professionals
 - 2130 Biologist, Botanist, Zoologists And Related Professionals
 - 214 Agriculturalists, Environmentalists and Related Professionals
 - 2141 Agriculturalists And Related Professionals
 - 2142 Environmentalists and Related Professionals
 - 215 Engineering Professionals (Excluding Electro technology)
 - 2151 Civil Engineers
 - 2152 Mechanical Engineers and Technologists
 - 2153 Chemical Engineers and Technologists
 - 2154 Mining and Drilling Engineers, Metallurgists and Related Technologists
 - 2155 Industrial and Production Engineers And Related Technologist
 - 2156 Bio-Medical Engineering Professionals

- 2157 Other Engineering Professionals
- 216 Electro-Technology Engineers
 - 2161 Electrical Engineers
 - 2162 Electronics Engineers
 - 2163 Telecommunications Engineers
- 217 Architects, Surveyors, Planners and Cartographers
 - 2171 Architects and Town Planners
 - 2172 Surveyors And Cartographers
- 22 Health Professionals
 - 221 Medical Doctors
 - 2211 General Medical Practitioners
 - 2212 Specialist Medical Practitioners
 - 222 Nursing and Midwifery Professionals
 - 2221 Nurse, General
 - 2222 Specialist Nurses
 - 2223 Midwifery Professionals
 - 223 Clinical Practitioners
 - 2231 Clinical Officer
 - 2232 Clinical Officer Specialist
 - 224 Veterinarians
 - 2240 Veterinarians
 - 225 Dental Professionals
 - 2250 Dental Professionals
 - 226 Pharmaceutical Professionals
 - 2260 Pharmaceutical Professionals
 - 227 Traditional and Complementary Medicine Professionals
 - 2270 Traditional and Complementary Medicine Professionals
 - 228 Occupational Safety and Health Professionals
 - 2280 Occupational Safety And Health Professionals
 - 229 Other Health Professionals
 - 2291 Physiotherapists
 - 2292 Dieticians and Nutritionists
 - 2293 Audiologists and Speech Therapists
 - 2294 Optometrists and Ophthalmic Opticians
 - 2295 Health Professionals
- 23 Teaching Professionals
 - 231 University and College Lecturers
 - 2310 University and College Lecturers
 - 232 Vocational Education and Training Teachers

- 2320 Vocational Education and Training Teachers
- 233 Secondary Education Teachers
 - 2330 Secondary Education Teachers
- 234 Primary School And Early Childhood Development Teachers
 - 2341 Primary School Teachers
 - 2342 Early Childhood Development Teachers
- 235 Other Teaching Professionals
 - 2351 Education Methods Specialists
 - 2352 Special Needs Teachers
 - 2353 Other Language Teachers
 - 2354 Other Music Teachers
 - 2355 Other Arts Teachers
 - 2356 Information Communication Technology Trainers
 - 2357 Other Teaching Professionals
- 24 Business and Administration Professionals
 - 241 Finance Professionals
 - 2411 Accountants
 - 2412 Financial and Investment Advisers
 - 2413 Financial Analysts
 - 242 Business Administration Professionals
 - 2421 Management and Organization Analysts
 - 2422 Policy Administration Professionals
 - 2423 Human Resource and Careers Professionals
 - 2424 Training and Staff Development Professionals
 - 243 Sales, Marketing and Public Relations Professionals
 - 2431 Advertising and Marketing Professionals
 - 2432 Public Relations Professionals
 - 2433 Technical and Medical Sales Professionals (Excluding ICT)
 - 2434 Information and Communications Technology Sales Professionals
- 25 Information and Communications Technology Professionals
 - 251 Software And Applications Developers And Analysts
 - 2511 Systems Analysts
 - 2512 Software Developers
 - 2513 Web and Multimedia Developers
 - 2514 Applications Programmers
 - 2515 Software Auditors
 - 252 Database and Network Professionals
 - 2521 Database Designers And Administrators
 - 2522 Systems Administrators

- 2523 Computer Network Professionals
- 253 Information Communication Technology Security Professionals
 - 2531 Database and Network Security Professionals
 - 2532 Software Security Professionals
- 254 Artificial Intelligence and Cloud Computing Professionals
 - 2541 Internet of Things (IOT) Professional
 - 2542 Artificial Intelligence (Ai)/Machine Learning (MI) Professionals
 - 2543 Cloud Computing Professionals
- 26 Legal, Social And Cultural Professionals
 - 261 Legal Professionals
 - 2611 Lawyers
 - 2612 Jurists/Judges
 - 2613 Other Legal Professionals
 - 262 Librarians, Archivists and Curators
 - 2621 Archivists and Curators
 - 2622 Librarians and Related Information Professionals
 - 263 Social and Religious Professionals
 - 2631 Economists
 - 2632 Sociologists, Anthropologists and Related Professionals
 - 2633 Philosophers, Historians and Political Scientists
 - 2634 Psychologists
 - 2635 Social Work and Counselling Professionals
 - 2636 Religion Professionals
 - 264 Authors, Journalists and Linguists
 - 2641 Authors and Related Writers
 - 2642 Journalists
 - 2643 Translators, Interpreters and Other Linguists
 - 265: Creative and Performing Artists
 - 2651 Visual Artists
 - 2652 Musicians, Singers And Composers
 - 2653 Dancers and Choreographers
 - 2654 Film, Stage and Related Directors and Producers
 - 2655 Actors
 - 2656 Announcers On Radio, Television and Other Media

3 TECHNICIANS AND ASSOCIATE PROFESSIONAL

- 31 Science and Engineering Associate Professionals
 - 311 Physical and Engineering Science Technicians
 - 3111 Chemical and Physical Science Technicians
 - 3112 Civil Engineering Technicians

- 3113 Electrical Engineering Technicians
- 3114 Electronics Engineering Technicians
- 3115 Mechanical Engineering Technicians
- 3116 Chemical Engineering Technicians
- 3117 Mining and Metallurgical Technicians
- 3118 Draughts Persons
- 3119 Other Physical and Engineering Science Technicians
- 312 Mining, Manufacturing and Construction Supervisors
 - 3121 Mining and Drilling Supervisors
 - 3122 Manufacturing Supervisors
 - 3123 Construction Supervisors
- 313 Process Control Technicians
 - 3131 Power Production Plant Operators
 - 3132 Solid Waste and Water Treatment Plant Operators
 - 3133 Chemical Processing Plant Controllers
 - 3134 Petroleum And Natural Gas Refining Plant Operators
 - 3135 Metal Production Process Controllers
 - 3136 Pulp and Paper Process Control Technicians
 - 3137 Other Process Control Technicians
- 314 Life Science Technicians and Related Associate Professionals
 - 3141 Life Science Technicians (Excluding Medical)
 - 3142 Agricultural Technicians
 - 3143 Agronomy and Forestry Technicians
- 315 Ship and Aircraft Controllers and Technicians
 - 3151 Ships' Engineers
 - 3152 Ships' Deck Officers and Pilots
 - 3153 Aircraft Pilots and Related Associate Professionals
 - 3154 Air Traffic Controllers
 - 3155 Air Traffic Safety Electronics Technicians
- 32 Health Associate Professionals
 - 321 Medical and Pharmaceutical Technicians
 - 3211 Medical Imaging and Therapeutic Equipment Technicians
 - 3212 Medical and Pathology Laboratory Technicians
 - 3213 Pharmaceutical Technicians and Assistants
 - 3214 Medical and Dental Prosthetic Technicians
 - 322 Nursing and Midwifery Associate Professionals
 - 3221 Nursing Associate Professionals
 - 3222 Midwifery Associate Professionals
 - 323 Traditional and Complementary Medicine Associate Professionals
 - 3230 Traditional and Complementary Medicine Associate Professionals

- 324 Veterinary Technicians And Assistants
 - 3240 Veterinary Technicians And Assistants
- 325 Other Health Associate Professionals
 - 3251 Dental Assistants and Therapists
 - 3252 Medical Records and Health Information Technicians
 - 3253 Community Health Workers
 - 3254 Dispensing Opticians
 - 3255 Physiotherapy Technicians and Assistants
 - 3256 Medical Assistants
 - 3257 Environmental and Occupational Health Inspectors and Associates
 - 3258 Ambulance Workers
 - 3259 Other Health Associate Professionals
- 33 Business and Administration Associate Professionals
 - 331 Financial and Mathematical associate professionals
 - 3311 Securities and Finance Dealers And Brokers
 - 3312 Credit and Loans Officers
 - 3313 Accounting Associate Professionals
 - 3314 Statistical, Mathematical And Related Associate Professionals
 - 3315 Valuers and Loss Assessors
 - 332 Sales and Purchasing Agents And Brokers
 - 3321 Insurance Representatives
 - 3322 Commercial Sales Representatives
 - 3323 Buyers
 - 3324 Trade Brokers
 - 333 Business Services Agents
 - 3331 Clearing and Forwarding Agents
 - 3332 Conference and Event Planners
 - 3333 Employment Agents And Contractors
 - 3334 Real Estate Agents And Property Agents
 - 3339 Other Business Service Agents
 - 334 Administrative And Specialized Secretaries
 - 3341 Office Supervisors
 - 3342 Legal Secretaries
 - 3343 Administrative and Executive Secretaries
 - 3344 Medical Secretaries
 - 335 Regulatory Government Associate Professionals
 - 3351 Customs and Border Officials
 - 3352 Government Tax And Excise Officials
 - 3353 Government Social Benefits Officials
 - 3354 Government Licensing Officials

- 3355 Police Inspectors and Detectives
- 3356 Other Government Regulatory Associate Professionals
- 34 Legal, Social, Cultural and Related Associate Professionals
 - 341 Legal, Social And Religious Associate Professionals
 - 3411 Legal and Related Associate Professionals
 - 3412 Social Work Associate Professionals
 - 3413 Religious Associate Professionals
 - 342 Sports And Fitness Workers
 - 3421 Athletes and Sports Players
 - 3422 Sports Coaches, Instructors and Officials
 - 3423 Fitness And Recreation Instructors and Programme Leaders
 - 343 Artistic, Cultural and Culinary Associate Professionals
 - 3431 Photographers
 - 3432 Interior Designers And Decorators
 - 3433 Gallery, Museum and Library Technicians
 - 3434 Chefs
 - 3435 Other Artistic and Cultural Associate Professionals
- 35 Information and Communications Technicians
 - Information and Communications Technology Operations and User Support
 - 351 Technicians
 - 3511 Information and Communications Technology Operations Technicians
Information and Communication Technology User Support
 - 3512 Technicians
 - 3513 Computer Network Systems Technicians
 - 3514 Web Technicians
 - 352 Telecommunications and Broadcasting Technicians
 - 3521 Broadcasting and audio-visual technicians
 - 3521 Broadcasting And Audio-Visual Technicians
 - 3522 Telecommunications Engineering Technicians

4 SECRETARIAL, CLERICAL SERVICES AND RELATED WORKERS

- 41 General and Keyboard Clerks
 - 411 General Office Clerks
 - 4110 General Office Clerks
 - 412 Office Secretaries
 - 4120 Office Secretaries
 - 413 Keyboard Operators
 - 4131 Typists and Word Processing Operators
 - 4132 Data Entry Clerks

- 42 Customer Service Clerks
 - 421 Tellers, Money Collectors And Related Clerks
 - 4211 Bank Tellers And Related Clerks
 - 4212 Bookmakers, Croupiers And Related Gaming Workers
 - 4213 Pawnbrokers And Money-Lenders
 - 4214 Debt Collectors and Related Workers
 - 422 Client Information Workers
 - 4221 Travel Consultants and Clerks
 - 4222 Contact Centre Information Clerks
 - 4223 Telephone and Switchboard Operators
 - 4224 Hotel Receptionists
 - 4225 Inquiry Clerks
 - 4226 Receptionists (General)
 - 4227 Survey And Market Research Interviewers
 - 4228 Other Client Information Workers
- 43 Numerical And Material Recording Clerks
 - 431 Numerical Clerks
 - 4311 Accounting And Book Keeping Clerks
 - 4312 Statistical, Finance and Insurance Clerks
 - 4313 Payroll Clerks
 - 432 Material Recording and Transport Clerks
 - 4321 Stock Clerks
 - 4322 Production Clerks
 - 4311 Transport Clerks
- 44 Other Clerical Support Workers
 - 441 Other Clerical Support Workers
 - 4411 Library, Mail and Related Clerks
 - 4412 Mail Carriers And Sorting Clerks
 - 4413 Coding, Proof Reading And Related Clerks
 - 4414 Scribes And Related Workers
 - 4415 Filing and Copying Clerks
 - 4416 Personnel Clerks
 - 4417 Other Clerical Workers

5 SERVICE WORKERS, SHOP AND MARKET SALES WORKERS

- 51 Personal Services Workers
 - 511 Travel Attendants, Conductors and Guides
 - 5111 Travel Attendants and Travel Stewards

- 5112 Transport Conductors
 - 5113 Travel Guides
- 512 Cooks
 - 5120 Cooks
- 513 Waiters and Bartenders
 - 5131 Waiters
 - 5132 Bartenders
- 514 Hairdressers, Beauticians And Related Workers
 - 5141 Hairdressers
 - 5142 Beauticians and Related Workers
- 515 Building and Housekeeping Supervisors
 - 5151 Cleaning and Housekeeping-Non Domestic
 - 5152 Domestic Housekeepers
 - 5153 Building Caretakers
- 516 Funeral Home Attendants
 - 5160 Funeral Home Attendants
- 517 Other Personal Service Workers
 - 5171 Astrologers, Fortune-tellers and Related Workers
 - 5172 Pet Groomers and Animal Care Workers
 - 5173 Companions and Valets
 - 5174 Driving Instructors
- 52 Sales Workers
 - 521 Street and Market Salespersons
 - 5211 Stall and Market Salespersons
 - 5212 Street Food Salespersons
 - 522 Shop Salespersons
 - 5221 Shopkeepers
 - 5222 Shop Supervisors
 - 5223 Shop Sales Assistants
 - 523: Cashiers and Ticket Clerks
 - 5230 Cashiers and Ticket Clerks
 - 524: Other Sales Workers
 - 5241 Fashion and Other Models
 - 5242 Sales Demonstrators
 - 5243 Door-to-door Salespersons
 - 5244 Contact Centre Salespersons
 - 5245 Service Station Attendants
 - 5246 Food Service Counter Attendants
 - 5247 Car Sales and Hire Assistants

Personal Care Workers

53

- 531 Child Care Workers And Teachers' Aides
 - 5311 Child Care Workers
 - 5312 Teachers' Aides
- 532 Personal Care Workers In Health Services
 - 5321 Health Care Assistants
 - 5322 Home-Based Personal Care Workers
 - 5323 Other Personal Care Workers in Health Services

54 Protective Services Workers

- 541 Protective Services Workers
- 541 Firefighters
 - 5412 Police Officers
 - 5413 Prison Guards
 - 5414 Security Guards
 - 5415 Other Protective Service Workers

6 SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

61 Market-Oriented Skilled Agricultural Workers

- 611 Market Gardeners and Crop Growers
 - 6111 Field Crop and Vegetable Growers
 - 6112 Tree And Shrub Crop Grower
 - 6113 Gardener, Horticultural and Nursery Grower
 - 6114 Mixed-Crop Growers
- 612 Animal Producers
 - 6121 Livestock and Dairy Producers
 - 6122 Poultry Producers
 - 6123 Apiarists and Sericulturists
 - 6124 Other Animal Producers
 - 6130 Mixed Crop and Animal Producers
 - 6130 Mixed-Crop And Animal Producers

62 Market-Oriented Skilled Forestry, Fishery and Hunting Workers

- 621 Forestry And Related Workers
 - 6210 Forestry and Related Workers
- 622 Fishery Workers, Hunters And Trappers
 - 6221 Aquaculture Workers
 - 6222 Inland and Coastal Waters Fishery Workers
 - 6223 Deep Sea Fishery Workers
 - 6224 Hunters and Trappers

Subsistence Farmers, Fishers, Hunters And Gatherers

- 631 Subsistence Crop Farmers
 - 6310 Subsistence Crop Farmers
- 632 Subsistence Livestock Farmers
 - 6320 Subsistence Livestock Farmers
- 633 Subsistence Mixed Crop and Livestock Farmers
 - 6330 Subsistence Mixed Crop And Livestock Farmers
- 634 Subsistence Fishers, Hunters, Trappers And Gatherers
 - 6340 Subsistence Fishers, Hunters, Trappers And Gatherers

7 CRAFT AND RELATED TRADES WORKERS

- 71 Building and Related Trade Workers (Excluding Electricians)
 - 711 Building Frames and Related Trade Workers
 - 7111 House Builders
 - 7112 Bricklayers and Related Workers
 - 7113 Stonemasons, Stone Cutters, Splitters and Carvers
 - 7114 Concrete Block Makers, Brick, Tile Moulders and Related Workers
 - 7115 Concrete Placers, Concrete Finishers and Related Workers
 - 7116 Carpenters And Joiners
 - 7119 Other Building Frame and Related Trades Workers
 - 712 Building Finishers and Related Trades Workers
 - 7121 Roofers
 - 7122 Floor Layers And Tile Setters
 - 7123 Plasterers
 - 7124 Insulation Workers
 - 7125 Glaziers
 - 7126 Plumbers and Pipe Fitters
 - 7127 Air Conditioning and Refrigeration Mechanics
 - 713 Painters, Building Structure Cleaners and Related Trade Workers
 - 7131 Painters and Related Workers
 - 7132 Spray Painters and Varnishers
 - 7133 Building Structure Cleaners
- 72 Metal, Machinery and Related Trades Workers
 - 721 Sheet and Structural Metal Workers, Moulders and Welders And Related Workers
 - 7211 Metal Moulders and Coremakers
 - 7212 Welders and Flame Cutters
 - 7213 Sheet Metal Workers
 - 7214 Structural Metal Preparers And Erectors
 - 7215 Riggers and Cable Splicers
 - 722 Blacksmiths, Tool-Makers and Related Trades Workers

- 7221 Blacksmiths, Hammersmiths and Forging Press Workers
- 7222 Toolmakers and Related Workers
- 7223 Metal Working Machine Tool Setters and Operators
- 7224 Metal Polishers, Wheel Grinders and Tool Sharpeners
- 723 Machinery Mechanics And Repairers
 - 7231 Motor Vehicle And Motor Cycle Mechanics Repairers
 - 7232 Aircraft Engine Mechanics and Repairers
 - 7233 Agricultural and Industrial Machinery Mechanics and Repairers
 - 7234 Bicycle and Related Repairers
- 73 Handicraft And Printing Workers
 - 731 Handicraft Workers
 - 7311 Precision-Instrument Makers and Repairers
 - 7312 Musical Instrument Makers and Tuners
 - 7313 Jewellery and Precious Metal Workers
 - 7314 Potters, Ceramicists and Related Workers
 - 7315 Glass Makers, Cutters, Grinders And Finishers
 - 7316 Sign Writers, Decorative Painters, Engravers And Etchers
 - 7317 Handicraft Workers In Wood, Basketry And Related Materials
 - 7318 Handicraft Workers In Textile, Leather And Related Materials
 - 7319 Other Handicraft Workers
 - 732 Printing Trades Workers
 - 7321 Pre-Press Technicians
 - 7322 Printers
 - 7323 Print Finishing and Binding Workers
- 74 Electrical And Electronic Trade Workers
 - 741 Electrical Equipment Installers and Repairers
 - 7411 Building and Related Electricians
 - 7412 Electrical Machinery and Equipments Mechanics And Fitters
 - 7413 Electrical Line Installers and Repairers
 - 742 Electronics and Telecommunications Installers And Repairers
 - 7421 Electronics Mechanics And Servicers
 - 7422 Information and Communications Technology Installers And Servicers
- 75 Food Processing, Woodworking, Garment and Other Crafts and Related Trades Workers
 - 751 Food Processing and Related Trades Workers
 - 7511 Butchers, Fishmongers And Related Food Preparers
 - 7512 Bakers, Pastry-Cooks and Confectionery Makers
 - 7513 Dairy Products Makers
 - 7514 Fruit, Nuts, Vegetable And Related Preservers
 - 7515 Food and Beverage Tasters And Graders

- 7516 Tobacco Preparers And Tobacco Products
- 7517 Brewers, Distillers and Related Workers
- 752 Wood Treaters, Cabinet-Makers and Related Trades Workers
 - 7521 Wood Treaters
 - 7522 Cabinet-Makers And Related Workers
 - 7523 Woodworking-Machine Tool Setters And Operators
- 753 Garment and Related Trades Workers
 - 7531 Tailors, Dressmakers, Furriers And Hatters
 - 7532 Garment and Related Patternmakers And Cutters
 - 7533 Sewing Embroidery and Related Workers
 - 7534 Upholsterers and Related Workers
 - 7535 Pelt Dressers, Tanners And Fellmongers
 - 7536 Shoemakers And Related Workers
- 754 Other Craft And Related Workers
 - 7541 Underwater Divers
 - 7542 Shot firers and Blasters
 - 7543 Product Graders And Testers (Excluding Foods and Beverages)
 - 7544 Fumigators and Other Pest And Weed Controllers
 - 7545 Other Craft Workers

8 PLANT AND MACHINE OPERATORS AND ASSEMBLERS

- 81 Stationary Plant And Machine Operators
 - 811 Mining Drilling and Mineral Processing Plant Operators
 - 8111 Miners, Drillers and Quarries
 - 8112 Mineral and Stone Processing Plant Operators
 - 8113 Well Drillers And Borers And Related Workers
 - 8114 Clay, Cement, Stone And Other Mineral Products Machine Operators
 - 812 Metal Processing and Finishing Plant Operators
 - 8121 Metal Processing Plant Operators
 - 8122 Metal Finishing, Plating and Coating Machine Operators
 - 813 Chemical And Photographic Products Plant And Machine Operators
 - 8131 Chemical Products Plant And Machine Operators
 - 8132 Photographic Products Machine Operators
 - 814 Rubber, Plastic And Paper Products Machine Operators
 - 8141 Rubber Products Machine Operators
 - 8142 Plastic Products Machine Operators
 - 8143 Paper Products Machine Operators
 - 815 Textile, Fur and Leather Products Machine Operators
 - 8151 Fibre Preparing, Spinning And Winding Machine Operators
 - 8152 Weaving And Knitting Machine Operators

- 8153 Sewing Machine Operators
- 8154 Bleaching, Dyeing and Fabric Cleaning Machine Operators
- 8155 Fur And Leather Preparing Machine Operators
- 8156 Shoemaking And Related Machine Operators
- 8157 Laundry Machine Operators
- 8159 Other Textile, Fur And Leather Products Machine Operators
- 816 Food and Related Products Machine Operator
 - 8160 Food And Related Products Machine Operators
- 817 Wood Processing and Papermaking Plant Operators
 - 8171 Pulp And Papermaking Plant Operators
 - 8172 Wood Processing Plant Operators
- 818 Other Stationary Plant and Machine Operators
 - 8181 Glass and Ceramics Plant Operators
 - 8182 Steam Engine and Boiler Operators
 - 8183 Packing, Bottling and Labelling Machine Operators
 - 8184 Other Stationary Plant and Machine Operators
- 82 Assemblers
 - 821: Assemblers
 - 8211 Mechanical Machinery Assemblers
 - 8212 Electrical And Electronic Equipment Assemblers
 - 8219 Other Assemblers
- 83 Drivers and Mobile Plant Operators
 - 831 Locomotive Engine Drivers and Related Workers
 - 8311 Locomotive Engine Drivers
 - 8312 Railway Braker, Signal and Switch Operators
 - 832 Car, Van and Motorcycle Drivers
 - 8321 Motorcycle Drivers
 - 8322 Car, Taxi and Van Drivers
 - 833 Heavy Truck and Bus Drivers
 - 8331 Bus and Tram Drivers
 - 8332 Heavy Truck and Lorry Drivers
 - 834 Mobile Plant Operators
 - 8341 Mobile Farm And Forestry Plant Operators
 - 8342 Earthmoving and Related Plant Operators
 - 8343 Crane, Hoist and Related Plant Operators
 - 8344 Lifting Truck Operators
 - 835 Ships' Deck Crews and Related Workers
 - 8350 Ships' Deck Crews and Related Workers

9 ELEMENTARY OCCUPATIONS

- 91 Cleaners and Helpers
 - 911 Domestic, Hotel and Office Cleaners And Helpers
 - 9111 Domestic Cleaners And Helpers
 - 9112 Cleaners and Helpers In Offices, Hotels and Other Establishments
 - 912 Vehicle, Window, Laundry And Other Hand Cleaning Workers
 - 9121 Hand Launderers And Pressers
 - 9122 Vehicle Cleaners
 - 9123 Window Cleaners
 - 9124 Other Cleaning Workers
- 92 Agricultural, Forestry, Fishery and Related Labourers
 - 921 Farm-Hands and Related Labourers
 - 9211 Farm Labourers
 - 9212 Livestock Farm Labourers
 - 9213 Mixed Crop And Livestock Farm Labourers
 - 9214 Garden And Horticultural
 - 9215 Forestry Labourers
 - 9216 Fishery and Aquaculture Labourers
- 93 Labourers In Mining, Construction, Manufacturing and Transport
 - 931 Mining And Quarrying Labourers
 - 9311 Mining and Quarrying Laboures
 - 9312 Civil Engineering Labourers
 - 9313 Building Construction Labourers
 - 932 Manufacturing and Maintenance Labourers
 - 9321 Hand Packers
 - 9322 Other Manufacturing Labourers
 - 933 Transport and Storage Labourers
 - 9331 Hand and Pedal Vehicle Drivers
 - 9332 Drivers of Animal-drawn Vehicles and Machinery
 - 9333 Freight Handlers
 - 9334 Shelf Fillers
- 94 Food Preparation Assistants
 - 941 Food Preparation Assistants
 - 9411 Fast-Food Preparers
 - 9412 Kitchen Helpers
- 95 Street and Related Sales and Service Workers
 - 951 Shoe Cleaning and Other Street Services Elementary Occupations
 - 9510 Street and Related Service Workers

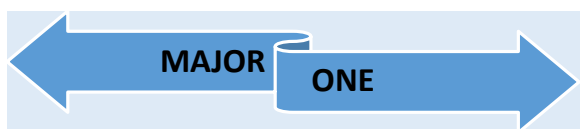
- 952 Street Vendors (Excluding Food)
 - 9520 Street Vendors (Excluding Food)
- 96 Refuse Workers And Other Elementary Workers
 - 961 Refuse workers
 - 9611 Garbage and Recycling Collectors
 - 9612 Refuse Sorters
 - 9613 Sweepers And Related Labourers
 - 962 Other Elementary Workers
 - 9621 Messengers, Package Deliverers and Luggage Porters
 - 9622 Odd Job Persons
 - 9623 Vending-Machine Collectors
 - 9624 Water And Firewood Collectors
 - 9625 Other Elementary Workers

0 Armed Forces

KeSCO 2022

PART 11

BROAD DESCRIPTIONS OF OCCUPATIONS



LEGISLATORS, ADMINISTRATORS AND MANAGERS

Legislators, Administrators and Managers represent constituents, legislate and oversight organizational functions; plan, formulate and interpret policy in the public and private sectors; perform administrative and advisory functions; serve as the Head of State, advise in all matters of policy and administration, organize and direct work of departments, take policy decisions to the extent authorized, supervise execution and implementation of policies and decisions by field or officers under their supervision; plan, direct, coordinate and evaluate the overall activities of enterprises, governments and other organizations or organizational units under them, formulate and review their policies, laws, rules and regulations.

The tasks performed by Legislators, Administrators and Managers include: representing the will of the people in exercising their sovereignty; enacting legislation and participating in the law-making function, determining the allocation of revenue and appropriating funds for expenditure; exercising oversight over revenue expenditure; advising in matters on policy and administration, organizing and directing work in public and private sector; budgeting, planning, organizing, controlling, coordinating, and managing their respective organizations or enterprises to ensure that the established objectives are realized for responsible decision-making. Supervision of other workers may be included.

Competent performance of tasks in most occupations in this major group require skills at the 4th KeSCO skill level, except for Sub-major Group 14: Hospitality, Retail and Other Services Managers, for which skills at the 3rd and 2nd KeSCO skill levels are generally applicable.

Occupations in this major group are classified into four

sub-major groups-

11: Legislators, Chief Executives and Senior Government Officials

12: Administrative and Commercial Managers

13: Production and Specialized Service Managers

14: Hospitality, Retail and other Managers

SUB-MAJOR GROUP 11:

LEGISLATORS, CHIEF EXECUTIVES AND SENIOR GOVERNMENT OFFICIALS.

Legislators, Chief Executives and Senior Government Officials determine, formulate and direct policies of the national or county governments and make, rectify, amend or repeal laws, public rules and regulations; formulate and review the policies and plans, direct, coordinate and evaluate the overall activities of enterprises and other organizations with the support of other managers, perform administrative and advisory functions on all matters of policy within the sphere of responsibility; organize and direct work of ministries, departments and agencies; and supervise execution and implementation of government policies and decisions.

The tasks performed usually include: representing interests of voters in parliament, senate or county assembly; presiding over or participating in the proceedings of parliament and administrative boards of county governments; determining, formulating and directing policies of the national or county governments, making, ratifying, amending or repealing laws, public rules and regulations; formulating and advising on the policy budgets, laws and regulations of enterprises, governments and other organizations; establishing objectives for enterprises, government departments or agencies and other organizations; formulating or approving and evaluating programmes, policies and procedures for their implementation; ensuring appropriate systems and procedures are developed and implemented to provide budgetary control; authorizing material, human and financial resources to implement policies and programmes; monitoring and evaluating

performance of the organization or enterprise; selecting or approving the selection of senior staff; performing ceremonial duties and representing the enterprise, government, organization or community at official occasions and in meetings, negotiations, conventions and public hearings. Competent performance in most occupations in this major group requires skills at the 4th KeSCO skill level.

Occupations in this sub-major group are classified into four minor groups:

- 111: Legislative and Constitutional Officials**
- 112: National and County Government Officials.**
- 113: Senior Officials of Special Interest Organizations**

MINOR GROUP 111: LEGISLATIVE AND CONSTITUTIONAL OFFICIALS

Legislative and Constitutional Officials determine, formulate and direct policies of the National and County government, act as Head of Government, legislate as members of parliament or county assembly as set out in the constitution; advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of national or county, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies. Competent performance in most occupations in this sub-major group requires skills at the 4th KeSCO skill level.

The tasks performed in this minor group usually include: presiding over or participating in the proceedings of parliament or county assembly and administrative boards of county governments; determining, formulating and directing policies of the national or county

governments; making, ratifying, amending or repealing laws, public rules and regulations;

Occupations in this minor group are classified into the following unit group: -

1110: Legislators and Constitutional Officials

UNIT GROUP 1110: LEGISLATORS AND CONSTITUTIONAL OFFICIALS

Legislators and Constitutional Officials determine, formulate and direct policies of the national and county government and make, rectify, amend or repeal laws, public rules and regulations; act as members of parliament or as set out in the constitution of the country, and advise governments on policy matters; oversee the interpretation and implementation of government policies and legislation by government departments and agencies, represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of national or county, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

Tasks performed in this unit group usually include: being the Head of State, Government and Commander-in-Chief of the armed forces; being the principal assistant to the President, presiding over or participating in the proceedings of legislative bodies and administrative councils of national, state or county governments or legislative assemblies; determining, formulating and directing policies of national, state, regional or local governments; making, ratifying, amending or repealing laws, public rules and regulations within a statutory or constitutional framework; serving on government administrative boards or official committees; investigating matters of concern to the public and promoting the interests of the constituencies which they represent; attending community functions and

meetings to provide service to the community; understand public opinion and providing information on government plans; negotiating with other legislators and representatives of interest groups in order to reconcile differing interests, and to create policies and agreements as members of the government; directing senior administrators and officials of government departments and agencies in the interpretation and implementation of government policies.

For effective and efficient performance of tasks in this unit group, one must be a Kenyan Citizen for a period of not less than ten years should at least possess at tertiary level training in the relevant field.

Occupations classified in this unit group include:

1110-11 President
 1110-12 Deputy President
 1110-13 Vice President
 1110-14 Cabinet Secretary
 1110-15 Cabinet Minister
 1110-16 Assistant Minister
 1110-17 Chief Secretary
 1110-18 Secretary to the Cabinet
 1110-21 Principal Secretary
 1110-22 Permanent Secretary
 1110-23 Financial Secretary
 1110-24 Speaker of the National Assembly
 1110-25 Deputy Speaker of the National Assembly
 1110-26 Member National Assembly
 1110-27 Clerk to the National Assembly
 1110-28 Leader of Majority
 1110-31 Leader of Minority
 1110-32 Speaker of Senate
 1110-33 Deputy Speaker Senate
 1110-34 Senator
 1110-35 Clerk to senate
 1110-36 Governor
 1110-37 Deputy Governor
 1110-38 County Executive Committee Member
 1110-41 Speaker County Assembly
 1110-42 Deputy Speaker of the County Assembly
 1110-43 Member of County assembly

1110-44 County Assembly clerk
 1110-45 Chief Justice
 1110-46 Attorney General
 1110-47 Solicitor General
 1110-48 Auditor General
 1110-51 Controller of Budget
 1110-52 Commissioner of Revenue Allocation
 1110-53 Director of Public Prosecution
 1110-54 Mayor
 1110-55 Chief Whip
 1110-56 Councillor

**MINOR GROUP 112:
 NATIONAL AND COUNTY GOVERNMENT
 OFFICIALS**

National and County Government Officials advise governments on policy matters, oversee the interpretation and implementation of government policies and legislation by government departments and agencies; represent their country abroad and act on its behalf, or carry out similar tasks in intergovernmental organizations. They plan, organize, direct, control and evaluate the overall activities of county or local, regional and national government departments, boards, agencies or commissions in accordance with legislation and policies established by government and legislative bodies.

Tasks performed in this minor group usually include; advising national, state, county governments and legislators on policy matters; advising on the preparation of government budgets, laws and regulations, including amendments; establishing objectives for government departments or agencies in accordance with government legislation and policy; formulating or approving and evaluating programmes and procedures for the implementation of government policies in conjunction or consultation with government; recommending, reviewing, evaluating and approving documents, briefs and reports submitted by line managers and senior staff members; ensuring appropriate systems and procedures are developed and implemented to provide budgetary

control; coordinating activities with other senior government managers and officials; making presentations to legislative and other government committees regarding policies, programmes or budgets; and overseeing the interpretation and implementation of government policies and legislation by government departments and agencies. Competent performance in most occupations in this major group requires skills at the 4th KeSCO skill level

Occupations in this minor group are classified into the following unit groups:

1121: Chairperson and Members of Constitutional Offices and Commissions

1122: Secretary/CEO of Constitutional Offices and Commissions

1123: National Government Administrators

1124: County Government Administrators

**UNIT GROUP 1121:
CHAIRPERSON AND MEMBERS OF
CONSTITUTIONAL OFFICES AND COMMISSIONS**

Chairperson and Members of Constitutional Offices and Commissions advise on policy matters; participate in preparation of laws and regulations governing the commission and direct and control the functions of the commission.

Tasks performed in this unit group usually include: advising on policy matters; preparing laws and regulations governing the organization; directing conducting and administering interviews, examinations and occupational tests for employees; Directing and controlling the of functions the commission; compiling, publishing, and amending code of regulations governing the organization; and furthering the mandates of the organization in accordance with enabling policies and statutes

For effective and efficient performance of tasks in this unit group, one requires to have leadership and management skills in public administration, teamwork,

strategic management, policy development and implementation.

Occupations classified in this unit group are:

- 1121-11 Chairperson and Members of the Public Service Commission
- 1121-12 Chairperson and Members of the Teachers Service Commission
- 1121-13 Chairperson and Members of Salaries and Remuneration Commission
- 1121-14 Chairperson and Members of the Kenya National Human Rights and Equality Commission
- 1121-15 Chairperson and Members of the National Land Commission
- 1121-16 Chairperson and Members of the Independent Electoral and Boundaries Commission
- 1121-17 Chairperson and Members of the Commission on Revenue Allocation
- 1121-18 Chairperson and Members of the Judicial Service Commission
- 1121-21 Chairperson and Members of the Parliamentary Service Commission
- 1121-22 Chairperson and Members of Police Service Commission
- 1121-23 Chairperson Ethics and Anti-Corruption Commission
- 1121-24 Chairperson and Members Council of Governors
- 1121-25 Chairperson and members of Commission of Administrative Justice

**UNIT GROUP 1122:
SECRETARY/CEO OF CONSTITUTIONAL
OFFICES AND COMMISSIONS**

Secretary/CEO of Constitutional Offices and Commissions acts as the Chief Executive Officer; Accounting Officer; directs, advises on policy matters and co-ordinates the implementation of policies, decisions and programmes of the of the Commission or constitutional office.

Tasks performed in this unit group usually include: acting as the chief executive of the and/or Accounting Officer of the Commission; advising on policy matters. Directs, and co-ordinates the implementation of policies, decisions and programmes; Managing and coordinating the affairs of the Commission Secretariat; Ensuring effective and efficient service delivery, performance management, staff development and resource mobilization; Ensuring the development and implementation of the Business Continuity Plan; Conveying the decisions of the Commission to the appropriate persons or authorities; in charge of the procurement of goods and services, management and maintenance of all physical facilities and responsible for the efficient management of the day to day operations and administration of Human Resources.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in Management in addition to good leadership skills.

Occupations classified in this unit group are:

- 1122-11 Secretary, Public Service Commission
- 1122-12 Secretary, Teachers Service Commission
- 1122-13 Secretary, Salaries and Remuneration Commission
- 1122-14 Secretary, County Public Service Board
- 1122-15 Chief of Staff and Head of Public Service
- 1122-16 Chief Registrar, Judiciary
- 1122-17 Secretary, Kenya National Human Rights and Equality Commission
- 1122-18 Secretary, National Land Commission
- 1122-21 Secretary, Independent Electoral and Boundaries Commission
- 1122-22 Secretary, Commission on Revenue Allocation
- 1122-23 Secretary, Parliamentary Service Commission
- 1122-24 Secretary, Police Service Commission
- 1122-25 Secretary, Ethics and Anti-Corruption Commission
- 1122-26 Secretary, Council of Governors
- 1122-27 Secretary, Commission on Administrative

Justice

**UNIT GROUP 1123:
NATIONAL GOVERNMENT ADMINISTRATORS**

National Government Administrators advise the national government on policy matters, oversee the interpretation and implementation of government policies and legislation.

Tasks performed in this unit group usually include: being the personal private secretary to the President; overseeing State House affairs; making arrangements of official functions of the President and the official diary; Chief administrative head in a county; Interpreting, implementing policy and programme activities of the national government in a county; taking charge of the administration of a sub-county; Performing administrative duties in a given location; Settling disputes between members of the community; deputizing the Principal Secretary; participating in administration of the policy and programmes of a government ministry/department; Assisting in overseeing the interpretation and implementation of government policies and regulations in a ministry; being the principal paying agent and banker for all government departments by maintaining the paymaster general account; Overseeing the transactions in the paymaster general account to ensure the payment and transfer of monies from the exchequer account to the paymaster general account; ensures the maintenance of accounting records; Principal administrator of a Government department; plans and directs the policy and operations of a department; overseeing the interpretation and implementation of government policies and regulations on immigration matters such as issuing of passports and other travel documents; determining the conditions to be attached to these documents and their length of validity; representing the government as the principal diplomatic representative accredited to one or more foreign governments, managing the operation and staff of embassies, consulates or high commissions, handling official communication between governments including

signing of treaties and agreements; administering the provision of services to Kenyan citizens overseas and offering advice to Kenyan Government on relations with other countries; Being in charge of the overall and independent command of the National Police Service and responsible for all matters relating to the command and discipline of the National Police Service and representing the government in regional or inter-governmental organizations.

For effective and efficient performance of tasks in this unit group, one requires formal training in the relevant field of study in addition to competency in, communication skills, conflict resolution and problem-solving skills.

Occupations classified in this unit group are:

1123-11 Comptroller, State House
 1123-12 Regional Coordinators
 1123-13 Provincial Commissioner
 1123-14 County Commissioner
 1123-15 District Commissioner
 1123-16 Deputy County Commissioner
 1123-17 Assistant County Commissioner
 1123-18 District Officer
 1123-21 Chief
 1123-22 Assistant-Chief
 1123-23 Village Elder
 1123-24 Administrators
 1123-25 Paymaster General
 1123-26 Head of Government Department
 1123-27 Principal Immigration Office
 1123-28 Ambassador
 1123-31 High Commissioner
 1123-32 Inspector General of Police
 1123-33 Other Government Administrators

**UNIT GROUP 1124:
 COUNTY GOVERNMENT ADMINISTRATORS**

County Government Administrators advise the county government on policy matters, oversee the interpretation and implementation of county government policies and

legislation.

Tasks performed in this unit group usually include: arranging the business and keeping the minutes of the county executive committee subject to the directions of the executive committee and conveying the decisions of the county executive committee to the appropriate persons or authorities; being responsible for the respective county executive committee member for the administration of a county department or a particular county department; coordinating, managing, and supervising the general administrative functions in the sub-county unit, including the development of policies and plans, service delivery and developmental activities to empower the community; coordinating the participation of communities and locations in governance at the local level and assisting communities and locations to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level; making the decisions on village matters consisting of budgetary, human resources, allocation of resources, policy and procedures deliberated by Council members necessary for the operation of their community on behalf of the citizens who elected them; being the chief administrative officer of the county assembly responsible for the day-to-day management and functioning of the county assembly; providing expert, non-partisan and impartial advice to the members of the county assembly on the legislative process, and parliamentary procedure and practice; and carrying out such other duties and exercising powers as the law may confer on him or her or by the Standing Orders and practices of the County Assembly; sending tax bills, receiving the funds and collecting overdue payments, disburse money among the various agencies that need it. This includes property taxes as well as gambling and excise taxes; being the Chief executive officer and secretary to the council and financial manager and adviser in a council; Preparing and implementing the council budgets.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in the

relevant field. In addition to knowledge and skills in finance and public administration.

Occupations classified in this unit group are:

1124-11 County Secretary
1124-12 County Chief of Staff
1124-13 County Municipality Manager
1124-14 County Municipality Board Chairperson
1124-15 Chief Officer Administration
1124-16 County Treasurer
1124-17 Sub County Administrator
1124-18 Ward Administrators
1124-21 Village Administrators
1124-22 Village Council Member
1124-23 Town Clerk
1124-24 County Clerk
1124-25 Town Treasurer

**MINOR GROUP 113:
SENIOR OFFICIALS OF SPECIAL INTEREST
ORGANIZATIONS**

Senior officials of Special-interest Organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trade unions, employers' organizations, trade and industry associations, humanitarian or charity organizations, or sports associations, and represent their organizations and act on their behalf.

Tasks performed usually include determining and formulating the policies, rules and regulations of the organization; planning, directing and coordinating the general functioning of the organization; reviewing the operations and results of the organization and reporting to boards of directors and governing bodies, the organization's membership and funding agencies; negotiating on behalf of the organization, its members and relevant special-interest groups; promoting the interests of the organization, its members and relevant special-interest groups before the legislature, government or general public; planning, organizing

and directing sections charged with implementing the organization's policies, programmes, rules and regulations; ensuring appropriate systems and procedures are developed and implemented to provide budgetary control; monitoring and evaluating performance of the organization or enterprise against established objectives and policies; and representing the organization at official occasions and board meetings, in negotiations and at conventions, public hearings and forums. Competent performance in most occupations in this minor group requires skills at the 4th KeSCO skill level

Occupations in this minor group are classified into following unit group:

**1130: Senior Officials of Special Interest
Organizations**

**UNIT GROUP 1130:
SENIOR OFFICIALS OF SPECIAL INTEREST
ORGANIZATIONS**

Senior officials of special-interest organizations determine, formulate and direct the implementation of policies of special-interest organizations, such as political-party organizations, trade unions, employers' organizations, trade and industry associations, humanitarian or charity organizations, or sports associations, and represent their organizations and act on their behalf.

Tasks performed in this unit group usually include: determining and regulating the political party's policies, rules and regulations; promoting the interests of the party and its members; planning and organizing elections and political campaigns for the political party's members; planning, organizing and implementing party's policies, rules and regulations; determining and formulating the organization's policies, rules and regulations; catering for employers' organization in Employment and Labour Relations Courts and tribunals, International bodies and other agencies; represents the employers' organization and its members in the Labour Advisory Board, joint

negotiation councils, investigation and conciliation cases; Planning and organizing campaigns on behalf of employers' organizations for the election of its officials, recruit and educate members; Formulating Micro and Small Enterprises Employers Association's rules and regulations and negotiates on behalf of its members; promoting and protecting the interests of the association; planning, organizing and directing campaigns for elections on behalf of the association or members; formulating and implementing the trade union rules and regulations; negotiating on behalf of the trade union organization and its members; representing trade union organizations in the Labour Advisory Board, Industrial Court, Joint Negotiation Councils, investigations and conciliation cases and Workers Organization; Formulating and overseeing the implementation of sports club's/association's policies, rules and regulations; planning and organizing elections and campaigns of candidates for elective offices; promoting the interests of the association on economic, social and welfare issues; formulating and supervising implementation of religious organization's policies, rules and regulations; formulating and implementing the social welfare organization's policies, rules and regulations; Planning and organizing campaigns on behalf of social and welfare society; recruiting, educating and promoting interests of its members; implementing decisions made.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training and above in the relevant field, in addition to leadership and mobilization skills.

Occupations classified in this unit group are:

1130-11 Senior Official of Political Party Organization
 1130-12 Senior Official of Employers' Organization
 1130-13 Senior Official of Jua Kali Employers Association
 1130-14 Senior Official of Workers'/Trade Union Organization
 1130-15 Senior Official of Sports Club/ Association
 1130-16 Senior Official of Religious Organization
 1130-17 Senior Official of Social and Welfare Society

1130-18 Senior Official of Humanitarian and Other Special Interest Organization
 1130-21 Senior Official of Council of Governors

MINOR GROUP 114: MANAGING DIRECTORS AND CHIEF EXECUTIVES

Managing Directors and Chief executives head enterprises or organizations (except special-interest organizations) and, with the help of other managers, determine and formulate policies; plan, direct and co-ordinate the activities of enterprises or organizations, usually within the guidelines set up by a board of directors or a governing body to whom they are answerable for the operations undertaken and results obtained.

Tasks performed usually include planning, directing and coordinating the general functioning of an enterprise or organization; reviewing the operations and results of the enterprise or organization, and reporting to boards of directors and governing bodies; determining objectives, strategies, policies and programmes for the enterprise or organization; providing overall direction and management to organizations; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; authorizing material, human and financial resources to implement organizational policies and programmes; monitoring and evaluating performance of the organization or enterprise against established objectives and policies; consulting with senior subordinate staff and reviewing recommendations and reports; representing the organization at official occasions, in negotiations and at conventions, seminars, public hearings and forums; selecting or approving the selection of senior staff; ensuring the organization complies with relevant legislation and regulations. Competent performance in occupations in this minor group requires skills at the fourth 4th KeSCO skill level.

Occupations in this minor group are classified into following unit group: -

1140 Managing Directors and Chief Executives

UNIT GROUP 1140: MANAGING DIRECTORS AND CHIEF EXECUTIVES

Managing directors and chief executives head enterprises or organizations with the help of other managers, to determine and formulate policies; plan, direct and co-ordinate the activities of enterprises or organizations, usually within the guidelines set up by a board of directors or a governing body to whom they are answerable for the operations undertaken and results obtained.

Tasks performed in this unit group usually include: Presiding over and/or participating in the determination and formulation of policies of the enterprise or organization; Directing and coordinating the general functioning and management of the enterprise; Formulating the organizations policies reviewing the operations and the results of the enterprise and maintaining reports; and oversee the day-to-day management of the organization.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training and above in the relevant field with appropriate years of work experience. In addition to excellent leadership skills.

Occupations classified in this unit group are: -

1140-11 Managing Director
1140-12 Chief Executive Officer
1140-13 Executive Secretary
1140-14 Company Secretary
1140-15 University Vice Chancellor
1140-16 University Board Chairperson
1140-17 School Principal
1140-18 College Principal
1140-21 Governor, Central Bank
1140-22 Postmaster General
1140-23 Postmaster

1140-24 University Registrar
1140-25 Dean of Students
1140-26 Head Teacher
1140-27 Director-General, Corporation
1140-28 Chairperson, Company
1140-31 University Rector
1140-32 University President
1140-33 Director, Educational Institution
1140-34 Headmaster
1140-35 Headmistress

SUB-MAJOR GROUP 12: ADMINISTRATIVE AND COMMERCIAL MANAGERS

Administrative and commercial managers determine and formulate policies; plan and co-ordinate the activities of enterprises and organizations.

Tasks performed by Administrative and Commercial Managers usually include: formulating and advising on the policy, budgets, laws and regulations of enterprises, governments and other organizational units; establishing objectives and standards; formulating and evaluating programmes, policies and procedures prior to implementation; ensuring appropriate systems and procedures are developed and implemented to provide budgetary control; authorizing material, human and financial resources to implement policies and programmes; monitoring and evaluating performance of the organization or enterprise and of its staff; selecting or approving the selection of staff; ensuring compliance with health and safety requirements; planning and directing daily operations; representing and negotiating on behalf of the government, enterprise or organizational unit managed in meetings and other forums. Competent performance in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this sub-major group are classified into the following minor groups: -

121: Business Services and Administration

Managers

122: Sales, Marketing and Development Managers

123: Other Administrative and Commercial Managers

MINOR GROUP 121:

BUSINESS SERVICES AND ADMINISTRATION MANAGERS

Business Services and Administration Managers plan, organize, direct, control and coordinate the financial, administrative, human resource, policy, planning, research and development, advertising, public relations, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations. Plans, organizes and controls the general administration of an industrial, commercial or other organization and participates in formulating the administrative policy of the organization; assesses the organization's needs for records, information, communication and other common services. Answerable to general manager, consults and co-ordinates with departmental managers; devises procedures for ensuring the adequacy of information and communication services for departments.

Tasks performed usually include: formulating and administering policy advice. And strategic and financial planning; establishing and directing operational and administrative procedures; implementing, monitoring and evaluating strategies and policies; providing advice to senior managers and board members on financial, administrative, strategic, policy, programme and legislative issues; ensuring compliance with relevant legislation, regulations and standards; controlling selection, training and performance of staff; preparing budgets and overseeing financial operations; consulting with the chief executive and with managers of other departments or sections; controlling expenditure and ensuring the efficient use of resources; representing the organization in negotiations, and at conventions, seminars, public hearings and forums. Competent performance in most

occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this minor group are classified into following unit groups: -

1211: Finance Managers

1212: Human Resource Managers

1213: Policy and Planning Managers

UNIT GROUP 1211

FINANCE MANAGERS

Finance Managers plan, direct and coordinate the financial operations of an enterprise or organization, in consultation with senior managers and with managers of other departments or sections, or of enterprises that provide financial services to other enterprises and organizations.

Tasks performed in this unit group usually include: administering and controlling the financial operations, that is, taxation, credit policy, cash flow and investments of an industrial and other enterprise/organization; participating in formulating the financial policies of the organization; assessing the financial situation of the organization; preparing budgets, reports, forecasts and other financial information and interpretations to other managements; controlling expenditure, preparation of tenders and administration of contracts. Directing collection of financial and accounting information; coordinating design, implementation and monitoring of computerized accounting systems; Assessment of proposals involving financial expenditure; preparation the financial status of the organization; and overseeing the selection, training and performance of finance staff.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training on financial management, in addition to high level organizational and leadership skills.

Occupations classified in this unit group are: -

1211-11 Finance Manager
 1211-12 Loans and Credit Manager
 1211-13 Risk Manager
 1211-14 Accounts Controller
 1211-15 Manager, Accounting
 1211-16 Manager, Budget
 1211-17 Manager, Finance and Administration
 1211-18 Purser Ship
 1211-21 Controller, Financial
 1211-22 Finance Officer
 1211-23 Bank Manager
 1211-24 Branch Manager
 1211-25 Manager, Resource Mobilization
 1211-26 Manager, Financial Analysis
 1211-27 Manager, Investments

UNIT GROUP 1212: HUMAN RESOURCE MANAGERS

Human Resource Managers plan, direct and co-ordinate the industrial relations activities of an organization. Participate in formulating, planning and organizing procedures for the recruitment, training, promotion or discharge from employment of staff, determination of wages structure and negotiations about wages and employment benefits. Oversees safety, health and related programmes and activities.

Tasks performed in this unit group usually include: planning, directing and coordinating the personnel and industrial relations activities, policies and practices of an enterprise or organization; planning and organizing procedures for recruitment, training, promotion, transfer and dismissal of staff; planning and organizing negotiations and procedures for determination of wage structures and level and for consultation with workers on conditions of employment; overseeing safety, health and related programmes and activities; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; establishing and directing operational and administrative procedures; overseeing the development and implementation of management information systems; ensuring compliance with standards and legislation relating to employees' rights,

health and safety, equal opportunity and related concerns; overseeing the selection, training and performance of staff for the entire enterprise or organization; consulting with senior management and with managers of other departments; and representing the enterprise or organization in dealings with outside bodies.

For effective and efficient performance of tasks in this unit group, one requires completion of tertiary level training and above in Human Resource Management, In addition to, negotiation and communication skills, decision making and problem solving skill.

Occupations classified in this unit group are: -

1212-11 Manager, Human Resource development and Management
 1212-12 Manager Industrial relations
 1212-13 Manager, Personnel
 1212-14 Manager, Personnel and Industrial relations
 1212-15 Manager, Pensions
 1212-16 Manager, Human Resource

UNIT GROUP 1213: POLICY AND PLANNING MANAGERS

Policy and Planning Managers plan, organize, direct and coordinate policy advice and strategic planning activities for organizations; manage the activities of enterprises that provide policy and strategic planning services.

Tasks performed in this unit group usually include: planning, organizing and controlling the general administration of the organization; Planning, co-ordinating and directing research activities; formulating research programmes to develop new or improved technical processes; Monitoring the cost and effectiveness of research activities to optimize resources and maintain professional standards. Provides advice on the recording and reporting of research activities and results.

For effective and efficient performance of tasks in this unit

group, one requires tertiary level training and above in Social Sciences, good written and oral communication skills, negotiation skills.

Occupations classified in this unit group are: -

- 1213-11 Manager, Administration
- 1213-12 Manager, Organization and Methods
- 1213-13 Manager, Productivity and Quality Control Managers
- 1213-14 Manager, Quality Assurance
- 1213-15 Manager, Planning and Development
- 1213-16 Production and Operations Manager
- 1213-17 Manager, Quality Control
- 1213-18 Manager, Workshop
- 1213-21 Manager, Plant Operations
- 1213-22 Manager, Strategy and Change Management

MINOR GROUP 122:

SALES, MARKETING AND DEVELOPMENT MANAGERS

Sales, Marketing and Development managers plan, organize, direct, control and coordinate the advertising, public relations, research and development, and sales and marketing activities of enterprises and organizations, or of enterprises that provide such services to other enterprises and organizations.

Tasks performed in this minor group usually include: formulating and implementing policies and plans for advertising, public relations, product development, sales and marketing in consultation with other managers; directing the development of initiatives for new products or scientific research, marketing, public relations and advertising campaigns; determining and directing sales activities, product mix, customer service standards and merchandising methods and distribution policy; setting prices and credit arrangements; establishing and managing budgets and controlling expenditure to ensure the efficient use of resources; overseeing the selection, training and performance of staff; representing the enterprise or organization at conventions, trade exhibitions and other forums.

Occupations in this minor group are classified into the following unit groups: -

1221: Sales and Marketing Managers

1222: Public Relations and Advertising Managers

1223: Research Planning and Development Managers

UNIT GROUP 1221:

SALES AND MARKETING MANAGERS

Sales and Marketing Managers plan, direct and coordinate the sales and marketing activities of an organization, or of enterprises that provide sales and marketing services to other enterprises and organizations.

Tasks performed in this unit group usually include: planning and organizing special sales and marketing programmes based on sales records and market assessments; determining price lists, discount and delivery terms, sales promotion budgets, sales methods, special incentives and campaigns; establishing and directing operational and administrative procedures related to sales and marketing activities; leading and managing the activities of sales and marketing staff; planning and directing daily operations; establishing and managing budgets and controlling expenditure to ensure efficient use of resources; representing the enterprise or organization at sales and marketing conventions, trade exhibitions and other forums; planning and coordinating the activities of an export and import trade establishment; identifying local demand for goods produced in foreign countries or for foreign demand of goods produced locally; processing and handing documentation; negotiating with producers, customers and suppliers, for sale of goods and shipping of goods; receiving and checking orders to ensure that goods being exported or imported are legal, meet standard specifications and are properly authorized.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in Business management or related field in addition to having high level oral and written communication and leadership skills.

Occupations classified in this unit group are:

1221-11 Manager, Sales
1221-12 Manager, Marketing
1221-13 Manager, Sales and Marketing
1221-14 Manager, Sales Promotion
1221-15 Manager, Digital sales
1221-16 Manager, Network marketing
1221-17 Manager, Export
1221-18 Manager, Import
1221-21 Manager, Import-export

**UNIT GROUP 1222:
PUBLIC RELATIONS AND ADVERTISING
MANAGERS**

Public Relations and Advertising Managers plan, direct and coordinate the advertising, public relations and public information activities of enterprises and organizations or of enterprises that provide related services to other enterprises and organizations.

Tasks performed in this unit group usually include: planning and coordinating the advertising and public relations activities of the enterprise or organization; participating in the policy formulation of the organization's advertising and public relations; Undertaking negotiations on advertising contracts with officials of newspapers, radio and television media, sports and cultural organizations and advertising agencies; planning and coordinating information programmes to inform legislators, the mass media and the general public about plans, accomplishments and points of views of the enterprise or organization; planning and managing welfare activities for the organization for education, humanitarian and non-profit making organizations. representing the organization in advertising and public relations in its dealings with other

organizations.

For effective and efficient performance of tasks in this unit group one requires tertiary level training in Business Studies and related fields with skills and competencies in advertising, communication and public relations.

Occupations classified in this unit group are: -

1222-11 Manager, Public Relations
1222-12 Manager, Advertising
1222-13 Manager, Communication
1222-14 Media House Manager

**UNIT GROUP 1223:
RESEARCH PLANNING AND DEVELOPMENT
MANAGERS**

Research, Planning and Development Managers plan, co-ordinate and direct the research activities to develop new or improved technical processes, production or utilization of materials; Monitor the cost and effectiveness of research activities to optimize resources and maintain professional standards; Provide advice on the recording and reporting of research activities and results.

Tasks performed in this unit group usually include: planning, directing and coordinating research and development activities to develop new or improved technical processes, products and knowledge; planning the overall research and development programme of an organization, specifying goals and budgetary requirements; leading and managing the activities of research and development staff; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; establishing and directing operational and administrative procedures; and planning and directing daily operations.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training and above in the relevant field, strong analytical skills,

computer literacy, organizational skills, good communication skills.

Occupations classified in this unit group are:

1223-11 Manager, Planning and Development
1223-12 Manager, Research
1223-13 Manager, Research and development

**MINOR GROUP 123:
OTHER ADMINISTRATIVE AND COMMERCIAL
MANAGERS**

Other Administrative and Commercial Managers covers business services and administration managers not classified in Minor Group 121: Business Services and Administration Managers. For instance, the group includes occupations such as facilities managers employed either as the manager of a department of a large enterprise and organization, or of an enterprise that provides such services to other enterprises and organizations to provide planning, administrative and operational support; research and advice to senior management on matters such as the management of building facilities and administrative services

Tasks performed in this minor group usually include: administrative, planning and supervision routines in their jurisdiction/scope and usually supervise staff below them and report to the management. Competent performance in occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level.

Occupations in this minor group are classified into the following unit group: -

**1230: Other Administrative and Commercial
Managers**

**UNIT GROUP 1230:
OTHER ADMINISTRATIVE AND COMMERCIAL
MANAGERS**

Other Administrative and Commercial Managers provide

administrative, strategic planning and operational support to organization.

Tasks performed in this unit group usually include: providing administrative, strategic planning and operational support, research and advice to senior management on matters such as the management of building facilities and administrative services; developing and managing the organization's administrative and physical resources; developing and implementing administrative and procedural statements and guidelines for use by staff in the organization; analysing complex resource management issues and initiatives that affect the organization, and preparing associated reports, correspondence and submissions; providing information and support for the preparation of financial reports and budgets; leading, managing and developing administrative staff to ensure smooth business operations and the provision of accurate and timely information; representing the enterprise or organization in negotiations, and at conventions, seminars, public hearings and forums; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; planning and directing daily operations; overseeing the selection, training and performance of staff.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training and above in the relevant field, and strong analytical skills, computer literacy, and communication skills.

Occupations classified in this unit group are:-

1230-11 Manager, Archives
1230-12 Manager, Art -gallery
1230-13 Manager, Library
1230-14 Manager, Museum

**SUB MAJOR GROUP 13:
PRODUCTION AND SPECIALIZED SERVICES
MANAGERS**

MANAGERS
Production and Specialized Managers plan, direct, co-ordinate and control the production of goods and provision of specialized professional and technical services provided by an organization. They are responsible for manufacturing, mining, construction, transport, information and communications technology operations for large scale agricultural, forestry and fisheries operations.

Tasks performed by workers in this sub- major group usually include: planning details of activities in terms of output, services provided, quality, quantity, cost, timeliness and labour requirements; setting standards and objectives; controlling the operation of plant and of procedures; assuring quality of the goods produced and services provided; preparing tenders and contract bids; establishing and managing budgets, monitoring costs, and adjusting activities, procedures and resources to minimize costs; overseeing the acquisition and installation of new plant and equipment; coordinating the implementation of health and safety requirements; planning and directing daily operations; overseeing the selection, training and performance of staff; preparing, or arranging for the preparation of reports, budgets and forecasts; representing the enterprise or organization in negotiations with other agencies, and at conventions, seminars, public hearings and forums. Occupations in this sub-major group require skills at the **2nd, 3rd and 4th KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

131: Agriculture, Forestry, Fisheries and Production Managers

132: Manufacturing, Mining, Construction and Distribution Managers

133: Information and Communications Technology Services Manager

134: Professional Services Manager

MINOR GROUP 131:

AGRICULTURE, FORESTRY, FISHERIES AND PRODUCTION

Agriculture, Forestry, Fisheries and Production managers plan, organize and control the operations of production activities of an establishment to ensure the achievement of planned production targets, methods and products, efficient use of equipment, materials and human resource. Occupations in this minor group require skills at the **3rd and 4th KeSCO** skill level.

Tasks performed usually include: formulating the production policies of the organization; assessing production requirements, plans, capacity and performance; consulting departmental managers on matters concerning production planning, quality control and safety standards, financial limits, human resource requirements, material supply, marketing and distribution; controlling the preparation of production records and reports;; making decisions and recommendations regarding plant maintenance, replacement techniques of production and changes in staff levels; giving advice and information on production to other managers and customers/clients; directing and coordinating production in large scale agricultural, horticultural, forestry aquaculture and fishery operations; monitoring market activity and planning production to meet contract requirements and market demand; establishing and managing budgets; monitoring production output and costs, recording information such as farm and fisheries management practices, and preparing financial and operational reports; conferring with buyers to arrange for the sale of crops, catch and stock; contracting with farmers; planning the type, intensity and sequence of operations; purchasing machinery, equipment and supplies; identifying and controlling environmental toxins, weeds, pests and diseases; organizing operations; overseeing the selection, training and performance of workers and contractors.

Occupations in this minor group are classified into the following unit groups:

1311: Agricultural Managers

1312: Forestry and Environmental Managers

1313: Aquaculture and Fisheries Production Managers

UNIT GROUP 1311: AGRICULTURAL MANAGERS

Agricultural Managers plan, direct, and co-ordinate production in large scale agricultural and horticultural operations.

Tasks performed in this unit group include: monitoring agricultural market activity and planning production to meet contract requirements and market demand; establishing and managing budgets; monitoring production output and costs, recording information; conferring with buyers to arrange for the sale of crops and livestock; contracting farmers or independent owners for production of crops and livestock; planning the type, intensity and sequence of farm operations; purchasing machinery, equipment and supplies such as tractors, seed fertilizer and chemicals; identifying and controlling agricultural toxins, weeds, pests and diseases; directing and coordinating activities such as planting, irrigation, chemical application, harvesting and grading; inspecting plantations and fields to determine maturity dates of crops, or to estimate potential crop damage from weather; overseeing selection, training and performance of agricultural workers and contractors.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in the relevant field; practical experience and knowledge in Crop and Animal production and management.

Occupational titles classified here are:

1311-11 Manager, Agricultural Farm
1311-12 Manager, Plantation
1311-13 Manager, Livestock Farm
1311-14 Manager, Agricultural Production
1311-15 Manager, Dairy Farm
1311-16 Manager, Poultry Farm

1311-17 Manager, Horticultural Farm
1311-18 Manager, Ranch

UNIT GROUP 1312: FORESTRY AND ENVIRONMENTAL MANAGERS

Forestry and Environmental Managers plan, organize, direct, control and co-ordinate operations of forestry, environment, wildlife, park and culling on their own behalf or on behalf of the management

Tasks performed this unit group include: planning the scope and objectives of programmes and activities; monitoring forestry and environmental market activity and planning production to meet contract requirements and market demand; establishing and managing budgets and making reports; monitoring production output and costs, maintaining information on forest management practices; planning the type, intensity and sequence of operations; purchasing machinery and equipment; identifying and controlling environmental toxins, weeds, pests and diseases.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in forestry and environmental studies in addition to sound managerial skills.

Occupational titles classified here are:

1312-11 Manager, Forestry
1312-12 Manager, Environment
1312-13 Manager, Park
1312-14 Manager, Wildlife Services
1312-15 Manager, Hunting

UNIT GROUP 1313: AQUACULTURE AND FISHERIES PRODUCTION MANAGERS

Aquaculture and Fisheries Production Managers plan, organize, direct, and co-ordinate the operations of aquaculture and fishing production in large scale.

Tasks performed in this unit group include: planning production and monitoring aquaculture and fishery activities; planning production and monitoring of fishing activities to meet contract requirements and market demand; establishing and managing budgets; preparing financial and operational reports; maintaining records on fisheries management practices, conferring with buyers to arrange for the sale of produce and catches; contracting with fishing skippers or owners of vessels and aquaculture farms for fishing and aquaculture operations, or for management of production; conducting and organizing aquaculture or fishery stock examinations in order to identify diseases or parasites; devising and coordinating activities to improve fish hatching and growth rates, and to prevent disease in hatcheries; monitoring environments to maintain or improve conditions for aquatic life; directing and monitoring trapping and spawning of fish, egg incubation and fry rearing, applying knowledge of management and fish culturing techniques; coordinating the selection and maintenance of brood stock; directing and monitoring the transfer of mature fish to lakes, ponds, streams or commercial tanks; purchasing machinery, equipment and supplies such as vessels and nets; organizing operations such as maintenance of ships, boats and equipment; overseeing selection, training and performance of aquaculture or fishery workers and contractors.

For effective and efficient performance of tasks in this unit group one requires tertiary level training in field of agriculture and related sciences.

Occupational titles classified here are:

1313-11 Manager, Fisheries
1313-12 Manager, Aquaculture Production
1313-13 Manager, Fishing Operations

**MINOR GROUP 132:
MANUFACTURING, MINING, CONSTRUCTION AND
DISTRIBUTION**

Manufacturing, Mining, Construction, and Distribution Managers plan, organize, co-ordinate and control the manufacturing, mineral extraction, construction, supply, storage and transportation operations. Occupations in this minor group require skills at the **2nd, 3rd and 4th KeSCO** skill level.

Tasks performed usually include: Determining, Planning, Implementing and Monitoring manufacturing, mining, construction, and distribution activities to ensure appropriate quality and quantity of outputs produced; monitoring productions costs, timeliness and labour requirements; controlling operations; preparing tenders and contract bids; establishing and managing budgets,

Occupations in this minor group are classified into the following unit groups:

- 1321: Manufacturing Managers**
- 1322: Mining and Drilling Managers**
- 1323: Construction and Utilities Managers**
- 1324: Transport, Storage and Distribution Managers**

**UNIT GROUP 1321:
MANUFACTURING MANAGERS**

Manufacturing Managers plan, direct, co-ordinate and control the activities of a manufacturing segment of the enterprise or organization.

Tasks performed in this unit group usually include: formulating, determining, implementing and monitoring production strategies, policies and plans; determining method by which the strategy should be carried out; controlling and coordinating the activities of the different functional sections; planning and monitoring details of production activities in terms of output quality and quantity, cost, time available and labour requirements; controlling the operation of production plant and quality procedures through planning of maintenance; establishing and managing budgets; consulting with and informing other managers about

production matters; overseeing the acquisition and installation of new plant and equipment; controlling the preparation of production records and reports; coordinating the implementation of occupational health and safety requirements; identifying business opportunities and determining products to be manufactured; researching and implementing regulatory and statutory requirements affecting manufacturing operations and the environment;

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above and practical experience in manufacturing operations

Occupational titles classified here are:

1321-11 Manager, Manufacturing
1321-12 Manager, Steel Rolling
1321-13 Manager, Food Production

**UNIT GROUP 1322:
MINING AND DRILLING MANAGERS**

Mining managers plan, direct, coordinate and control the production activities of mining, drilling, quarrying and oil and gas extraction operations.

Tasks performed in this Unit group include: conferring with functional managers to set production quotas, plan extraction sites and develop policies for the exploitation of raw materials; evaluating efficiency of production sites to determine adequacy of personnel, equipment and technologies used, and make changes to work schedules or equipment when necessary; planning details of production activities in terms of output quality and quantity, cost, time available and labour requirements; designing of operating hours and supply of equipment; establishing and managing budgets, monitoring production output and costs; adjusting processes and resources to minimize costs; overseeing the acquisition and installation of new plant and equipment; controlling the preparation of production records and reports; coordinating the

implementation of health and safety requirements; researching and implementing regulatory and statutory requirements affecting mineral, oil and gas extraction operations and the environment; overseeing the selection, training and performance of staff.

For effective and efficient performance of tasks in this unit group tertiary level training and above is required and practical experience and knowledge in mineral processing, mine monitoring and management, quarrying environments and extraction systems.

Occupational titles classified here are:

1322-11 Manager, Mining and Drilling
1322-12 Manager, Quarrying
1322-13 Manager, Mining and Processing

**UNIT GROUP 1323:
CONSTRUCTION AND UTILITIES MANAGERS**

Construction and Utilities Managers plan, direct, co-ordinate and control activities and operations of construction work, provide for the distribution of electricity, gas and water, either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers.

Tasks performed in this unit group usually include: interpreting architectural drawings and specifications; negotiating with building owners, property developers and subcontractors involved in the construction process to ensure projects are completed on time and within budget; preparing tenders and contract bids; operating and implementing coordinated work programmes for sites; ensuring adherence to building legislation and standards of performance, quality, cost and safety; arranging submission of plans to local authorities; building under contract, or subcontracting specialized building services; arranging building inspections by relevant authorities; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; overseeing the

selection, training and performance of staff and subcontractors.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in architectural, building construction and related studies is required. In addition to practical experience and knowledge in project management, risk management, safety standards and financial management.

Occupational titles classified here are:

1323-11 Manager, Construction Projects
1323-12 Manager, Water Works
1323-13 Manager, Power Generation
1323-14 Manager, Sanitation and Sewer Systems

**UNIT GROUP 1324:
TRANSPORT, STORAGE AND DISTRIBUTION
MANAGERS**

Transport, Storage and Distribution managers plan, direct and coordinate the activities of the enterprise in relation transport, storage, or distribution services

Tasks performed in this unit group usually include: planning, determining, implementing and monitoring transport, storage and distribution strategies, policies and plans; preparing and implementing plans to maintain required stock levels at minimum cost; negotiating contracts with suppliers to meet quality, cost and delivery requirements; monitoring and reviewing storage and inventory systems to meet supply requirements, and control stock levels; overseeing the dispatch of road vehicles, trains, vessels or aircraft; operating recording systems to track all movements of goods, and ensuring reordering and restocking at optimal times; liaising with other departments and customers concerning requirements for outward goods and associated forwarding transportation; overseeing the recording of storage and distribution transactions; establishing and managing budgets, controlling expenditure and ensuring the

efficient use of resources; establishing and directing operational and administrative procedures; planning and directing daily operations; overseeing the selection, training and performance of staff.

For effective and efficient performance of tasks in this unit group; one requires tertiary level training and above in logistics and related fields, cost management, in addition to basic competencies in negotiation, decision making, communication, time management.

Occupational titles classified here are:

1324-11 Master, Railway Station
1324-12 Manager, Bus Station
1324-13 Manager, Passenger Traffic
1324-14 Manager, Transport Company
1324-15 Manager, Road Transport
1324-16 Manager, Air Transport
1324-17 Manager, Ferry Services
1324-18 Manager, Shipping Line
1324-21 Manager, Waterways
1324-22 Manager, Storage and Warehousing
1324-23 Manager, Purchasing
1324-24 Manager, Supply and Distribution
1324-25 Manager, Logistics
1324-26 Manager, Home Delivery
1324-27 Manager, Distribution
1324-28 Manager, Procurement
1324-31 Transport Operations Manager (Roads)
1324-32 Manager, Communications
1324-33 Manager, Transport
1324-34 Manager Pipeline

**MINOR GROUP 133:
INFORMATION AND COMMUNICATIONS
TECHNOLOGY SERVICES**

Information and Communications Technology services managers, consulting with users, management, vendors and technicians in planning computing needs and system requirements, and technology to meet their needs.

Tasks performed usually include: formulating and directing information and communication technology (ICT) strategies, policies and plans; directing the selection and installation of ICT resources and the provision of user training; directing ICT operations, analysing workflow, establishing priorities, developing standards and setting deadlines; overseeing the security of ICT systems; assigning, reviewing, managing and leading the work of systems analysts, programmers and other computer-related workers; evaluating the organization's technology use and needs and recommending improvements such as hardware and software upgrades; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; establishing and directing operational and administrative procedures; overseeing the selection, training and performance of staff; representing the enterprise or organization at ICT-related conventions, seminars and conferences.

Occupations in this minor group are classified into the following unit group:

1330: Information and Communications Technology Service Managers

UNIT GROUP 1330: INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES MANAGERS

Information and Communications Technology services managers plans and directs data processing policy and operations in consultation with other managers and users and produces information either as the manager of a department or as the general manager of an enterprise or organization that does not have a hierarchy of managers

Tasks performed in this unit group usually include: consulting with users, management, vendors and technicians to assess computing needs and system requirements, and specifying technology to meet those needs; formulating and directing information and

communication technology (ICT) strategies, policies and plans; directing the selection and installation and use of computing equipment and software; provision of user training; directing ICT operations, analysing workflow, establishing priorities; maintaining work and quality control; controlling security of data processing systems; planning, directing and coordinating the acquisition, development, maintenance and use of computer and telecommunication systems. developing standards and setting deadlines; overseeing the security of ICT systems; assigning, reviewing, managing and leading the work of systems analysts, programmers and other computer-related workers; evaluating the organization's technology use and needs and recommending improvements such as hardware and software upgrades; establishing and managing budgets, controlling expenditure and ensuring the efficient use of resources; establishing and directing operational and administrative procedures; overseeing the selection, training and performance of staff; representing the enterprise or organization at ICT-related conventions, seminars and conferences.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in Information Communication Technology or related field. In addition to practical experience and knowledge in understanding and applying a range of computer programmes, software is required.

Occupational titles classified here are:

- 1330-11 Manager, Information Communication Technology
- 1330-12 Manager, Computing Services
- 1330-13 Manager, Data Processing Operations
- 1330-14 Manager, Data Processing Systems
- 1330-15 Manager, Information Systems
- 1330-16 Manager, Call Centre

MINOR GROUP 134: PROFESSIONAL SERVICES MANAGERS

Professional Services Managers plan, direct and coordinate the provision of childcare, health, welfare, and other professional services, and manage the branches of institutions providing financial and insurance services.

Tasks performed usually include: formulating policies and plans for the provision of services and operation of establishments; setting standards and objectives; developing and implementing programmes and services to meet the needs of clients; directing and coordinating the allocation of resources; liaising with parents, boards, funding bodies, the community representatives and related agencies to discuss areas of cooperation and coordination; monitoring and controlling expenditure; overseeing the selection, development and performance of staff; preparing, or arranging for the preparation of, reports, budgets and forecasts; representing the organization in negotiations with other agencies, and at conventions, seminars, public hearings and forums. Occupations in this sub-major group require skills at the 3rd and 4th KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

- 1341: Manager, Personal Care Cleaning Services**
- 1342: Manager, Health Care Services**
- 1343: Manager, Child Care -Services**
- 1344: Manager, Aged Care Services**

UNIT GROUP 1341: MANAGER PERSONAL CARE CLEANING SERVICES

Personal Care Cleaning managers plan and co-ordinate the activities which are concerned with providing personal care, cleaning and related services.

Tasks performed in this unit group usually include: providing overall direction and management for the service; directing, supervising and evaluating the work activities; establishing objectives and evaluative or

operational criteria; directing or conducting recruitment; implementing the general policy and programme of the enterprise; making budgetary estimates; hiring and training of personnel; implementing and monitoring procedures; controlling administrative operations such as budget planning, report preparations and expenditure on supplies, equipment and services; liaising with other service providers, boards and funding bodies to coordinate the provision of services and representing the organization in negotiations

For effective and efficient performance of tasks in this unit group one requires Managerial and communications skills.

Occupational titles Classified here are:

- 1341-11 Manager, Cleaning
- 1341-12 Manager, Laundry
- 1341-13 Manager, Personal Care

UNIT GROUP 1342: MANAGER HEALTH CARE SERVICES

Healthcare Services Managers plan direct, coordinate and evaluate provision of clinical and community health care services in hospitals, clinics, public health agencies or organizations concerned with the provision of health care services.

Tasks performed in this unit group usually include: Overall direction and management for the service, facility organization; ensuring compliance with legal practices and requirements including health and safety standards; coordinating the optimal utilization of resources; negotiating with suppliers and other organizations; evaluating the provision of clinical and community health care services; directing, supervising and evaluating the work health care personnel; liaising with other health and welfare service providers, boards and funding bodies to coordinate the provision of services; advising government bodies about measures to improve health and welfare services and

facilities; representing the organization at conventions, seminars, public hearings and forums.

For effective and efficient performance of tasks in this unit group one requires tertiary level training level and above in the relevant field.

Occupational titles classified here are:

1342-11 Administrator Hospital
1342-12 Administrator Health Facility
1342-13 Manager, Health Services
1342-14 Medical Officer of Health
1342-15 Medical Superintendent
1342-16 Nursing Officer in Charge
1342-17 Nursing Services Manager
1342-18 Hospital Matron

**UNIT GROUP 1343:
MANAGER CHILD CARE SERVICES**

Child Care Services managers plan, direct, coordinate and evaluate the provision of care for children in before-school, after-school, during vacation and in day care centres.

Tasks performed usually include: developing and implementing programmes to enhance the physical, social, emotional and intellectual development of the young child; establishing, monitoring and maintaining budgets and determining allocation of funds; overseeing and coordinating the provision of care for children in before-school, after-school, day and vacation care centres; directing and supervising child carers in providing care and supervision for young children; managing physical facilities and making sure all buildings and equipment are maintained to ensure the centre is a safe area for children, staff and visitors; reviewing and interpreting government regulations, and developing procedures to meet safety and security regulation; monitoring children's progress and conferring with parents or guardians; preparing and maintaining records and accounts for a child care

centre; recruiting and evaluating staff and coordinating their professional development.

For effective and efficient performance of tasks in this unit group; tertiary level training in Social sciences is required. In addition, to practical skills and competencies in child care, child rights and protection.

Occupational title classified here is:

1343-11 Manager Child Care Facility
1343-12 Manager Day Care Facility
1343-13 Manager Child Rescue Centre

**UNIT GROUP 1344:
MANAGER AGED CARE SERVICES**

Aged Care Services Managers plan, direct, coordinate and evaluate the provision of residential and personal care services for individuals and families who are in need of such services due to the effects of ageing.

Tasks performed usually include: providing overall direction and management for a service, facility, organization; directing, supervising and evaluating the work activities of health care and other personnel; establishing objectives and evaluative or operational criteria for units they manage; directing or conducting recruitment, hiring and training of personnel; developing, implementing and monitoring procedures, policies and performance standards for personnel; coordinating and administering welfare programmes and care services for the elderly; controlling administrative operations; liaising with other health and welfare providers, boards and funding bodies to coordinate the provision of services; representing the organization in negotiations, and at conventions, seminars, public hearings and forums.

For effective and efficient performance of tasks in this unit group; one requires tertiary level training in social sciences, in addition to practical skills and competencies in people management.

Occupational titles classified here are:

1344-11 Manager, Aged Care Facility

1344-12 Manager, Nursing Home

SUB MAJOR GROUP 14: HOSPITALITY, RETAIL AND OTHER SERVICES MANAGERS

Hospitality, Retail and Other Services managers plan, organize, direct and coordinate the operations of a hotel, retail and other services on own account, partnership or on behalf of the proprietor to provide accommodation and related services.

Tasks performed by workers in this sub-major group usually include: planning and coordinating operations; directing and controlling staff to ensure efficiency; planning, directing, controlling and maintaining the administration and operations of reception, accounting, housekeeping, catering and purchasing; organizing special functions, sporting, gaming and entertainment activities and the range and mix of products, stock levels and service standards; promoting and selling goods and services; observing industry laws and regulations; developing and reviewing policies, programmes and procedures concerning customer relations and goods and services provided; promoting facilities for conferences, conventions and trade shows to potential customers; organizing the purchase and maintenance of transport vehicles, equipment and fuel, and transporting goods; controlling the selection, training and supervision of staff; ensuring compliance with occupational health and safety regulations. Occupations in this sub-major group require skills at the 3rd and 4th KeSCO skill level.

Occupations in this sub major group are classified into the following minor groups:

141: Hotel and Hospitality Managers

142: Micro and Small Enterprise Managers

143: Other Services Managers

MINOR GROUP 141: HOTEL AND HOSPITALITY MANAGERS

Hotel and Hospitality Managers plan, organize and direct the operations of establishments that provide accommodation, meals, beverages and other hospitality services.

Tasks performed usually include: planning and coordinating operations; directing and controlling staff to ensure efficiency; planning, directing, controlling and maintaining the administration and operations of reception, accounting, housekeeping, catering and purchasing; planning and organizing special functions. Occupations in this sub-major group require skills at the 2nd, 3rd and 4th KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

1411: Hotel Managers

1412: Restaurant Managers

UNIT GROUP 1411: HOTEL MANAGERS

Hotel Managers plan, organize and direct the operations of hotels, motels and similar establishments which provide guest accommodation and other services.

Tasks performed usually include: directing, controlling and maintaining the administration and operations of reception, accounting, housekeeping, catering and purchasing; planning and organizing special functions and sporting, gaming and entertainment activities; directing and overseeing reservation, reception, room service and housekeeping activities; observing industry laws; ensuring customer satisfaction; ensuring compliance with occupational health and safety regulations.

For effective and efficient performance of tasks in this unit group one requires tertiary level and above training in hotel and restaurant management or related fields of study.

Occupational titles classified here are;

1411-11 Manager, Hotel
1411-12 Manager, Lodging and Catering Services
1411-13 Manager, Inn Keeper
1411-14 Manager, Catering Service
1411-15 Manager, Motel
1411-16 Travel Agent

**UNIT GROUP 1412:
RESTAURANT MANAGERS**

Restaurant Managers plan, organize and direct the operations of cafés, restaurants, bar, canteens and related establishments to provide dining and catering services.

Tasks performed usually include: planning menus in consultation with chefs and cooks; planning and organizing special functions; arranging the purchasing and pricing of goods according to budget; maintaining stock levels records and financial transactions; ensuring that dining, kitchen and food storage facilities comply with health regulations and are clean, functional and of suitable appearance; conferring with customers to assess their satisfaction with meals and service; selecting staff, setting staff work schedules, and training and supervising; taking reservations, welcoming guests and assisting in taking orders; negotiating arrangements with clients and suppliers; ensuring compliance with occupational health and safety regulations.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in hospitality management.

Occupational titles classified here are:

1412-11 Manager, Cafeteria
1412-12 Manager, Restaurant
1412-13 Manager, Bar
1412-14 Manager, Canteen

**MINOR GROUP 142:
MICRO AND SMALL ENTERPRISE MANAGERS**

Micro and Small Enterprise Managers plan, organize, co-ordinate and control the operations of establishments that sell goods on a retail or wholesale basis. They are responsible for the budgets, staffing and strategic and operational direction of shops, or of organizational units within shops that sell particular types of product

Tasks performed usually include: planning and controlling the operations of the micro and small enterprises; ensuring the display and sale of merchandise; making budgetary estimates; negotiating with suppliers and customers credit, quality and discount terms; authorizing the purchase of goods; providing information about merchandise; planning and controlling the use of resources. Occupations in this minor group require skills at the 2nd, 3rd and 4th KeSCO skill level.

Occupation in this minor group is classified into the following unit group:

1420: Micro and Small Enterprise Managers

**UNIT GROUP 1420:
MICRO AND SMALL ENTERPRISE MANAGERS**

Micro and Small Enterprise Managers plan, organize, co-ordinate and control the operations of establishments that sell goods on a retail or wholesale basis.

Tasks performed usually include: planning, organizing, coordinating and controlling the operations of the micro and small enterprises; ensuring the display and sale of merchandise; making budgetary estimates; negotiates with suppliers and customers including credit, quality and discount terms; authorizing the purchase of goods; providing information about merchandise; planning and controlling the use of resources; maintaining strategic and operational direction of shops or units within shops.

For effective and efficient performance of tasks in this unit group one requires tertiary training level and above in relevant field, coupled with managerial skills.

MANAGERS

Occupational titles classified here are:

1420-11 Manager Wholesale Trade
1420-12 Manager Retail Trade
1420-13 Manager Super/Mini Market
1420-14 Manager, Shop
1420-15 Manager, Green Grocery
1420-16 Merchant, Wholesale Trade
1420-17 Wholesaler
1420-18 Manager, Chain Store
1420-21 Merchant, Retail Trade
1420-22 Manager, Stationer

MINOR GROUP 143:

OTHER SERVICES MANAGERS

Other Services Managers plan, organize, and control the operations of establishments that provide recreational/cultural, sporting, theatre and media, real estate and travel services. Occupations in this sub-major group require skills at the 2nd, 3rd and 4th KeSCO skill level.

Tasks performed usually include: planning, organizing and controlling the operations of establishments; undertaking budgeting for the establishment; controlling selection, training and supervision of staff; ensuring compliance with occupational health and safety regulations

Occupations in this minor group are classified into the following unit groups:

1431: Recreational/Cultural and Sporting

Establishment Managers

1432: Theatre and Media Production Managers

1433: Real Estate and Travel Agency

1434: Other Business Service Managers

Elsewhere Classified

UNIT GROUP 1431:

RECREATIONAL/CULTURAL AND SPORTING ESTABLISHMENT

Recreational, Cultural and Sporting Establishment Managers plan, direct, and coordinate activities in sports centres, stadia, sports club, campsite, leisure centre, casino, health spa, stadium and similar organizations.

Tasks performed usually include: planning, directing, organizing, controlling and coordinating the operations of recreational, cultural and sporting activities; formulating and determining the general policy direction and programme; making budgetary estimates to meet the operating costs; directing and coordinating operations to ensure that legal practices and requirements are observed; controlling selection, training and supervision of staff; ensuring compliance with occupational health and safety regulations and maintenance of facilities and equipment including service.

For effective and efficient performance of tasks in this unit group one requires tertiary level training and above in the relevant field.

Occupational titles classified here are:

1431-11 Manager, Sports Centre
1431-12 Manager, Stadia
1431-13 Manager, Recreational Organization
1431-14 Manager, Sports Club
1431-15 Manager, Campsite
1431-16 Manager, Cultural Centre
1431-17 Manager, Leisure Centre
1431-18 Manager, Casino
1431-21 Manager, Health Spa
1431-22 Manager, Stadium
1431-23 Manager, Service

UNIT GROUP 1432: THEATRE AND MEDIA PRODUCTION MANAGERS

Theatre and media production managers plan, organize and co-ordinate the production of plays and other theatrical presentations, motion pictures, radio and TV programmes in consultation with technical experts. details of production activities in terms of output, quality and quantity, cost, time and other resources available and material requirement.

Tasks performed usually include: Reading Manuscripts of new works and selects those for presentation; arranges financing of production; selects stage directors and technical personnel, conducting audition and selecting cast in consultation with stage directors; planning details of production activities in terms of output, quality and quantity, cost, time and other resources available and material requirement. preparing work programmes to achieve planned production and directing production control activities; controlling the use of facilities such as studios and editing equipment, stage equipment and rehearsal time; controlling and directing production staff; organizing staff selection, training, development and utilization; controlling the quality of production and implementing initiatives such as changes in personnel, facilities and objectives.

For effective and efficient performance of tasks in this unit group one requires knowledge and skills in theatre arts, media production or related field at tertiary level and above.

Occupational titles classified in this unit group are:

1432-11 Manager, Theatre
1432-12 Manager, Cinema
1432-13 Manager, Studio
1432-14 Manager, Media House
1432-15 Media Producer
1432-16 Producer, Executive/Media
1432-17 Producer, Radio
1432-18 Producer, Television

1432-21 Producer, Motion Picture
1432-22 Theatre, Producer
1432-23 Director, Music
1432-24 Impresario
1432-25 Manager, Floor
1432-26 Manager, Stage

UNIT GROUP 1433: REAL ESTATE AND TRAVEL AGENCY MANAGERS

Real Estate and Travel Agency Managers plan and co-ordinate on the activities of the real estate and travel agencies.

The tasks usually include: formulating general policy direction and programme of the enterprise; making budgetary estimates; coordinating and directing operations to ensure that legal practices and requirements are observed; establishing standards and targets to ensure market controls; authorizing listing of properties for sale; ensuring maintenance of facilities, equipment and service standards, negotiating with suppliers and customers and other organizations.

For effective and efficient performance of tasks in this unit group one requires knowledge and skills in management at tertiary level and above, in addition to prowess sales and marketing.

Occupational titles classified in this unit group are:

1433-11 Manager, Real Estate Agency
1433-12 Manager, Travel Agency
1433-13 Manager, Business Services

UNIT GROUP 1434: OTHER BUSINESS SERVICE MANAGERS

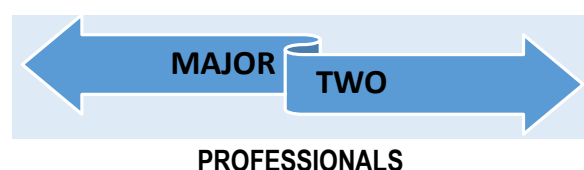
This unit group covers managers who plan, direct and co-ordinate the provision of services in conference centres, contact centres and shopping centres.

The tasks usually include: formulating general policy direction and management of the centre; preparation and management budget for operations; maintenance of facilities, equipment and service standards, negotiating with suppliers and customers. Staff welfare and management.

For effective and efficient performance of tasks in this unit group one requires knowledge and skills in management at tertiary level and above.

Occupational titles classified here are:

1434 -11 Manager, Conference Centre
1434-12 Manager, Contact Centre
1434-13 Manager, Shopping Centre



Professionals comprise highly educated and trained personnel who advise on, or apply existing knowledge related to physical sciences, life sciences, social sciences and humanities. They increase the existing stock of knowledge, apply scientific or artistic concepts and theories, teach the aforementioned in a systematic manner or engage in any combination of these activities. Most occupations in this major group require skills at the 3rd and 4th KeSCO skill level.

Tasks performed by professionals usually include: conducting research, developing concepts, theories and operational methods; advising and applying existing knowledge related to physical sciences including mathematics, engineering and technology, or life sciences including the medical and health sciences, as well as social sciences and humanities; teaching the theory and practice of one or more disciplines at different educational levels; providing various business, legal and social services; creating and performing works of art; providing spiritual guidance and; preparing scientific

papers and reports. Supervision of other workers may be included.

This major group is sub-divided into six sub-major groups: -

21: Science and Engineering Professionals

22: Health Professionals

23: Teaching Professionals

24: Business and Administration Professionals

25: Information and Communication Technology Professionals

26: Legal, Social and Cultural Professionals

SUB-MAJOR GROUP 21:

SCIENCE AND ENGINEERING PROFESSIONALS

Physical, Mathematical and Engineering Science Professionals conduct research, improve or develop concepts, theories and operational methods, and apply scientific knowledge and skills relating to their fields of specialization such as physics, astronomy, meteorology, chemistry, geophysics, geology, mathematics, statistics, computing, architecture, engineering, and technology.

Tasks performed usually include: Conducting research; advising or applying scientific knowledge and skills to production of specialized products and services. Supervision of other workers may be included. Competent performance of tasks in most occupations in this sub-major group requires skills at the 3rd and 4th KeSCO skill level.

Occupations in this sub-major group are classified into the following minor groups: -

211: Physical and Earth science professionals

212: Mathematicians, Actuaries and Statisticians

213: Life Science Professionals

214: Agriculturalists, Environmentalists and Related Professionals

215: Engineering Professionals (excluding Electro technology)

216: Electro-technology Engineers**217: Architects, Surveyors, Planners and Cartographers****MINOR GROUP 211:****PHYSICAL AND EARTH SCIENCE PROFESSIONALS**

Physical and earth science professionals conduct research, improve or develop concepts, theories and operational methods or apply scientific knowledge relating to their fields of specialization.

Tasks performed usually include: conducting research, improving or developing concepts, theories and operational methods or applying scientific knowledge relating to physics and astronomy; geology and geophysics; hydrology, composition structure and dynamics of the atmosphere and chemistry. Competent performance of tasks in most occupations in this minor group require skills at the 3rd and 4th KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

2111: Physicists and Astronomers**2112: Geologists and Geophysicists****2113: Hydrologists****2114: Meteorologists****2115: Chemists****UNIT GROUP 2111:****PHYSICISTS AND ASTRONOMERS**

Physicists and astronomers conduct research and improve or develop concepts, theories and operational methods concerning matter, space, time, energy, forces and fields and the interrelationship between these physical phenomena. They apply scientific knowledge relating to physics and astronomy in industrial, medical, military or other fields.

Tasks performed in this unit group include:- conducting research and improving or developing concepts, theories, instrumentation, software and

operational methods; conducting experiments, tests and analysis on the structure and properties of matter in fields such as mechanics, thermodynamics, electronics, communications, power generation and distribution, aerodynamics, optics and lasers, remote sensing, medicine, sonics, magnetism, and nuclear physics; evaluating results of investigations and experiments and expressing conclusions, mainly using mathematical techniques and models; applying principles, techniques and processes to develop or improve industrial, medical, military and other practical applications of the principles and techniques of physics or astronomy; ensuring the safe and effective delivery of radiation (ionising and non-ionising) to patients to achieve a diagnostic or therapeutic result as prescribed by a medical practitioner; ensuring the accurate measurement characterization of physical quantities used in medical applications; testing, commissioning and evaluating equipment used in applications such as imaging, medical treatment and dosimetry; advising and consulting with medical practitioners and other health care professionals in optimizing the balance between the beneficial and deleterious effects of radiation; observing, analyzing and interpreting celestial phenomena and developing methods, numerical models and techniques to extend knowledge of fields such as navigation, satellite communication, space exploration, celestial bodies and cosmic radiation; developing, implementing and maintaining standards and protocols for the measurement of physical phenomena and for the use of nuclear technology in industrial and medical applications; preparing scientific papers and reports.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above, in one or more fields under physical sciences and possession of in-depth advanced knowledge of physics and astronomy is required. In addition, possession of technical skills in application of scientific knowledge to matter, space, time, energy, forces and fields, industrial, medical, military or other fields together with; complex problem-solving, analytical thinking and excellent verbal communication skills is

also required. This is acquired through formal training in specialized field and contexts.

Occupational titles classified in this unit group are:

2111-11 Astronomer
2111-12 Physicists
2111-13 Physicist Electronics
2111-14 Physicist Medical
2111-15 Physicists Nuclear
2111-16 Physicist Mechanics

**UNIT GROUP 2112:
GEOLOGISTS AND GEOPHYSICISTS**

Geologist and Geophysicists conduct research and improve or develop concepts, theories and operational methods or apply scientific knowledge relating to geology and geophysics in such fields as oil, gas and mineral exploration and extraction, water conservation, civil engineering, telecommunications and navigation, and assessment and mitigation of the effects of development and waste disposal projects on the environment.

Tasks performed in this unit group include:- conducting research and improving or developing concepts, theories, and operational methods related to geology and geophysics; studying composition and structure of the Earth's crust, examining rocks, minerals, fossils and other materials, to determine processes affecting the development of the Earth, trace evolution of past life, establish nature and chronology of geological formations and assess their commercial applications; interpreting research data and preparing geological reports, maps, charts and diagrams, reports and papers; applying geological knowledge to problems encountered in civil engineering projects such as the construction of dams, bridges, tunnels, and large buildings; and land reclamation projects; using various remote sensing programs to investigate and measure seismic, gravitational, electrical, thermal, and magnetic forces affecting the Earth; estimating weight, size and mass

of the Earth and composition and structure of its interior, and studying the nature, activity and predictability of volcanoes, glaciers and earthquakes; charting the Earth's magnetic field and applying this and other collected data for broadcasting, navigation and other purposes; studying and measuring physical properties of seas and the atmosphere and their inter-relationship, such as the exchange of thermal energy; locating and determining the nature and extent of oil, gas and mineral deposits using seismological, gravimetric, magnetic, electrical or radiometric methods; identifying deposits of construction materials and determining their characteristics and suitability for use as concrete aggregates, road fill or for other applications; researching the movement, distribution and physical properties of ground and surface waters; advising in areas such as waste management, route and site selection and the restoration of contaminated sites.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in geology and geophysics and possession of in-depth advanced theoretical knowledge and application of specialized knowledge in such fields as oil, gas and mineral exploration and extraction, water conservation, civil engineering, telecommunications and navigation, and assessment and mitigation of the effects of development and waste disposal projects on the environment is required. In addition, possession of complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2112-11 Geochemist
2112-12 Geologist
2112-13 Geophysicists
2112-14 Petrologist
2112-15 Mineralogist
2112-16 Seismologist
2112-17 Oceanographer
2112-18 Palaeontologist

UNIT GROUP 2113: HYDROLOGISTS

Hydrologists conduct research and improve or develop concepts, theories and operational Methods or apply scientific knowledge and mathematical principles relating to hydrology by studying the nature of earth including its atmosphere and hydrosphere, to increase scientific knowledge and to develop practical applications in such fields as radio communications, water cycles including surface and sub-surface water systems.

Tasks performed in this in this unit group include:- conducting research into nature of earth including its atmosphere and hydrosphere, to increase scientific knowledge and to develop practical applications in such fields as radio communications, water cycles including surface and sub-surface water systems; investigating and measuring seismic, gravitational, electrical, thermal and magnetic forces affecting earth; Conducting research into nature and history of earth's crust to increase scientific knowledge and develop practical applications in such fields like mineral exploitation and civil engineering; studying composition and structure of earth's crust; conducting research into the nature of soil mechanics and hydraulics, ground water research and prospects.

For effective and efficient performance of tasks in this unit group, one requires formal training at tertiary level and above in hydrology and possession of in-depth advanced theoretical knowledge and application of mathematical principles relating to hydrology. In addition, high level cognitive and technical skills in nature of earth including atmosphere and hydrosphere are required to increase scientific knowledge and to develop practical applications in such fields as radio communications, water cycles, surface and sub-surface water systems. This is acquired through formal training in hydrology and other related courses of study.

Occupational titles classified in this unit group are:

2113-11 Hydrologist
2113-12 Hydrologist Spatial

UNIT GROUP 2114: METEOROLOGISTS

Meteorologists conduct research and improve or develop concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere and prepare short-term or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public.

Tasks performed in this unit group include:- Investigating direction and speed of air movements, pressures, temperatures, humidity, physical and chemical transformation of pollutants and other phenomena such as cloud formation and precipitation, electrical disturbances or solar radiation; studying data collected from meteorological stations, radar and satellite imagery and computer model output to plot and forecast weather conditions; preparing and reporting short-term or long-term weather patterns, forecasts and warnings relating to atmospheric phenomena such as cyclones, storms and other hazards to life and property and disseminating information about atmospheric conditions through a variety of media including radio, television, print and the Internet; conducting experiments in fog dispersal, cloud seeding, rain enhancement and other types of weather modification programs; developing and testing mathematical computer models of weather and climate for experimental or operational use; participating in studies of the effect of weather on the environment; analysing the impact of industrial projects and human activity on the climate and quality of the air and work with the social science, engineering and economic communities to develop appropriate mitigation strategies; engaging in the design and development of new equipment and procedures for meteorological data collection, remote sensing, or for related applications; conducting research on and improving or

developing concepts, theories and operational methods related to the composition, structure and dynamics of the atmosphere and preparing scientific papers and reports on the outcome of this research.

For effective and efficient performance of tasks in this unit group, one requires formal training at tertiary level and above in meteorology and possession of high level technical skills and knowledge about composition, structure and dynamics of the atmosphere are required to aid in preparation of short-term or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public. In addition, possession of complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2114-11 Meteorologist
2114-12 Climatologist
2114-13 Forecaster, weather
2114-14 Hydro-meteorologist

**UNIT GROUP 2115:
CHEMISTS**

Chemists conduct research, improve and develop concepts, theories and operational methods, or apply scientific knowledge relating to chemistry, mainly to test, develop and improve materials, and industrial products and processes and add new knowledge or products and for quality and process control.

Tasks performed in this unit group include:-
Conducting research and improving or developing concepts, instruments, theories and operational methods related to chemistry; conducting experiments, tests and analyses to investigate chemical composition and energy and chemical changes in various natural or synthetic substances, materials and products; developing procedures for environmental control, quality control and various other procedures for manufacturers or users; conducting programs of

sample and data collection and analysis to identify and quantify environmental toxicants; participating in interdisciplinary research and development projects with chemical engineers, biologists, microbiologists, agronomists, geologists or other professionals; using micro-organisms to convert substances into new compounds; determining ways to strengthen or combine materials or develop new materials; reproducing and synthesizing naturally occurring substances and creating new artificial substances; preparing scientific papers and reports.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in one or more fields related to physical sciences and possession of in-depth advanced knowledge and skills in organic, inorganic and industrial chemistry is required. In addition, high level cognitive and technical skills in application of chemistry to testing, developing and improving materials, industrial products, quality control and environmental control is required. Complex problem-solving, analytical thinking and excellent verbal communication skills are required competencies.

Occupational titles classified in this unit group are:

2115-11 Chemist
2115-12 Chemist Analytical
2115-13 Chemist, Food
2115-14 Chemist, Pharmaceutical
2115-15 Chemist, Physical
2115-16 Chemist, Textile
2115-17 Chemist, Industrial
2115-18 Chemist, Forensic Science
2115-21 Chemist, Organic
2115-22 Chemist, Quality Assurance
2115-23 Chemist, Pulp and Paper
2115-24 Chemist, Inorganic

**MINOR GROUP 212:
MATHEMATICIANS, ACTUARIES AND
STATISTICIANS**

Mathematicians, Actuaries and Statisticians conduct research, improve and develop mathematical, actuarial and statistical concepts, principles, theories and operational models and techniques and apply this knowledge to a wide range of tasks in such fields as engineering, business and social sciences.

Tasks performed usually include: Studying, improving and developing mathematical, actuarial and statistical theories and techniques; advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences; conducting logical analyses of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer; designing and putting into operation pension schemes and life, health, social and other types of insurance systems; applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events; planning and organizing surveys and other statistical collections, and designing questionnaires; evaluating, processing, analysing, and interpreting statistical data and preparing them for publication; advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences; preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this minor group are classified into the following unit group:

2120: Mathematicians, Actuaries and Statisticians

UNIT GROUP 2120: MATHEMATICIANS, ACTUARIES AND STATISTICIANS

Mathematicians, Actuaries and Statisticians conduct research, improve and/or develop mathematical, actuarial and statistical concepts, principles, theories and operational models and techniques and apply this knowledge to a wide range of tasks in such fields as engineering, business and social sciences.

Tasks performed in this unit group include:- Studying, improving and developing mathematical, actuarial and statistical theories and techniques; advising on or applying mathematical principles, models and techniques to a wide range of tasks in the fields of engineering, natural, social or life sciences; conducting logical analyses of management problems, especially in terms of input-output effectiveness, and formulating mathematical models of each problem usually for programming and solution by computer; designing and putting into operation pension schemes and life, health, social and other types of insurance systems; applying mathematics, statistics, probability and risk theory to assess potential financial impacts of future events; planning and organizing surveys and other statistical collections, and designing questionnaires; evaluating, processing, analyzing, and interpreting statistical data and preparing them for publication; advising on or applying various data collection methods and statistical methods and techniques, and determining reliability of findings, especially in such fields as business or medicine as well as in other areas of natural, social or life sciences; preparing scientific papers and reports; supervising the work of mathematical, actuarial and statistical assistants and statistical clerks.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in mathematics or actuarial science and statistics and possession of advanced knowledge and technical skills in application of specific concepts, principles, theories and operational models to a wide range of tasks in such fields as engineering, business and social and other sciences is required.

Occupational titles classified in this unit group are:

2120-11 Mathematician
 2120-12 Mathematician (Applied Mathematics)
 2120-13 Mathematician (Pure Mathematics)
 2120-14 Actuary
 2120-15 Operations Research Analyst
 2120-16 Mathematical Statistician
 2120-17 Statistician
 2120-18 Biometrician
 2120-21 Biostatistician
 2120-22 Statistician, Applied
 2120-23 Statistician, Economic
 2120-24 Demographer

MINOR GROUP 213: LIFE SCIENCE PROFESSIONALS

Life Science Professionals conduct research, improve and develop concepts, theories and operational methods; apply scientific knowledge gained from research into human, animal and plant life and their interactions with each other and other and the environment to develop new knowledge, improving agricultural and forestry production, and solve human health and environmental problems.

Tasks performed usually include: Collecting, analysing and evaluating experimental and field data to identify and develop new processes and techniques; providing advice and support to governments, organizations and businesses about ecological sustainable development of natural resources. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this minor group are classified into the following unit groups:

2130: Biologists, Botanists, Zoologists and Related Professionals

UNIT GROUP 2131: BIOLOGISTS, BOTANISTS, ZOOLOGISTS AND RELATED PROFESSIONALS

Biologist, Botanist, Zoologists and Related Professionals conduct research, improve and develop concepts, theories and operational methods; apply scientific knowledge gained from research into human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improving agricultural and forestry production, and solve human health and environmental problems. They work in diverse fields such as botany, zoology, ecology, marine biology, genetics, immunology, entomology, pharmacology, toxicology, physiology, bacteriology and virology.

Tasks performed in this unit group include:-undertaking research in laboratories and in the field to increase scientific knowledge of living organisms; to discover new information; to test hypotheses; to solve problems in areas such as the environment, agriculture and health; and to develop new products, processes and techniques for pharmaceutical, agricultural and environmental use; designing and conducting experiments and tests; gathering human, animal, insect and plant specimens and data, and studying their origin, development, chemical and physical form, structure, composition, and life and reproductive processes; examining living organisms using a variety of specialized equipment, instruments, technologies and techniques such as electron microscopes, telemetry, global positioning systems, biotechnology, satellite imaging, genetic engineering, digital imaging analysis, polymerase chain reaction and computer modelling; identifying, classifying, recording and monitoring living organisms and maintaining databases; writing scientific papers and reports detailing research and any new findings which are then made available to the scientific community in scientific journals or at conferences for scrutiny and further debate; designing and carrying out environmental impact assessments to identify changes caused by natural or human factors; providing advice to governments, organizations and businesses in areas such as conservation, management of natural resources, the effects of climate change and pollution.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level or above in one or more fields such as biology, botany and zoology, ecology, marine biology, genetics, immunology, entomology, pharmacology, toxicology, physiology, bacteriology and virology. In addition, possession of high level technical skills in application of scientific knowledge gained from research in human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improving agricultural and forestry production, and solve human health and environmental problems is also required.

Occupational titles classified in this unit group are:

2130-11 Biologist
 2130-12 Naturalist
 2130-13 Taxonomist
 2130-14 Marine Biologist
 2130-15 Botanist
 2130-16 Economic Botanist
 2130-17 Zoologist
 2130-18 Entomologist
 2130-21 Research Officer (Biology)
 2130-22 Micro-Bacteriologist
 2130-23 Bacteriologist
 2130-24 Micro-biologist
 2130-25 Virologist
 2130-26 Cytologist
 2130-27 Mycologist
 2130-28 Parasitologist
 2130-31 Pharmacologist
 2130-32 Anatomist
 2130-33 Biochemist
 2130-34 Physiologist
 2130-35 Medical Pathologist
 2130-36 Veterinary Pathologist
 2130-37 Animal Scientist
 2130-38 Plant Pathologist
 2130-41 Plant physiologist

**MINOR GROUP 214:
 AGRICULTURALISTS, ENVIRONMENTALISTS AND
 RELATED PROFESSIONALS**

Agriculturalists, Environmentalists and Related Professionals conduct research and improve or develop concepts, theories and operational methods related to agriculture, environment, ecology and related areas; apply scientific knowledge gained from research on human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improving agricultural and forestry production, and solve human health and environmental problems.

Tasks performed usually include: Collecting, analysing and evaluating experimental and field data to identify and develop new processes and techniques; providing advice and support to governments, organizations and businesses about ecological sustainable development of natural resources. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this minor group are classified into the following unit groups:

**2141: Agriculturalists and Related Professionals
 2142: Environmentalists and related professionals**

**UNIT GROUP 2141:
 AGRICULTURALISTS AND RELATED
 PROFESSIONALS**

Agriculturalists and Related Professionals conduct research and/or improve or develop concepts, theories and operational methods related to agriculture, environment, ecology and related areas; apply scientific knowledge gained from research on human, animal and plant life and their interactions with each other and the environment to develop new knowledge, improving agricultural and forestry production, and solve human health and environmental problems.

Tasks performed in this unit group include: - Collecting, analysing and evaluating experimental and field data to identify and develop new processes and techniques;

providing advice and support to governments, organizations and businesses on ecological sustainable development of natural resources.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in one or more fields such as agriculture, horticulture, soil science, biology, botany and zoology, ecology, marine biology, genetics, immunology, entomology, pharmacology, toxicology, physiology, bacteriology virology and related programmes is required. In addition to, possession of high level technical skills in application of scientific knowledge gained from research into human, animal and plant life and their interactions with each other and the environment.

Occupational titles classified here are:

2141-11 Agriculturalist
2141-12 Horticulturist
2141-13 Agronomist
2141-14 Silviculturist
2141-15 Soil Scientist
2141-16 Forestry Scientist
2141-17 Conservator, forest
2141-18 Forester
2141-21 Forestry advisor
2141-22 Wood Anatomist
2141-23 Dairy Scientist
2141-24 Poultry Scientist
2141-25 Pisces-culturist
2141-26 Farm overseer crop production
2141-27 Fisheries advisor

**UNIT GROUP 2142:
ENVIRONMENTALISTS AND RELATED
PROFESSIONALS**

Environmentalists and related professionals conduct research and/or improve or develop concepts, theories and operational methods related to environment, ecology and related areas; apply scientific knowledge gained from research into human, animal and plant life and their interactions with each other and the

environment to develop new knowledge, improving environmental conservation, ecological balance and solve human health and environmental problems.

Tasks performed in this unit group include: Collecting, analysing and evaluating experimental and field data to identify and develop new processes and techniques; providing advice and support to governments, organizations and businesses about ecological sustainable development of natural resources.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in one or more fields such as environmental science, environmental conservation is required. In addition, possession of high level technical skills in application of scientific knowledge gained from research into human, animal and plant life and their interactions with each other and other and the environment.

Occupational titles classified in this unit group are:

2142-11 Environment Scientist
2142-12 Ecologist
2142-13 Air Pollution Analyst
2142-14 Conservation Officer
2142-15 Conservation Scientist
2142-16 Environmental Adviser
2142-17 Environmental Auditor
2142-18 Environmental Consultant
2142-21 Environmental Research Scientist
2142-22 Park Ranger
2142-23 Water Quality Analyst
2142-24 Taxonomist
2142-25 Paleo-Botanist
2142-26 Environmental Health Officer
2142-27 Radiation Protection Expert
2142-28 Environmental Engineer

**MINOR GROUP 215:
ENGINEERING PROFESSIONALS (EXCLUDING
ELECTROTECHNOLOGY)**

Engineering Professionals (excluding electro-

technology) conduct research, improve and/or develop concepts, theories and operational methods; apply practical specialised scientific and technical expertise to the knowledge relating to operation and development of production systems design, construction, installation, production and maintenance of civil and industrial structures, plant and mechanical or electrical equipment and to ensure engineering projects are undertaken safely, efficiently and in a cost effective manner.

Tasks performed usually include: Planning and designing chemical processing systems, civil engineering projects, mechanical equipment and systems, mining and drilling operations, and other engineering projects; specifying and interpreting drawings and plans, and determining construction methods; supervising the construction of structures, water and gas supply and transportation systems, and the manufacture, installation, operation and maintenance of equipment, machines and plant; organizing and managing project labour and the delivery of materials, plant and equipment; estimating total costs and preparing detailed cost plans and estimates as tools for budgetary control; resolving design and operational problems in the various fields of engineering through the application of engineering technology. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2151: Civil Engineers and Technologists

2152: Mechanical Engineers and Technologists

2153: Chemical Engineers and Technologists

2154: Mining Engineers Metallurgists and Related Technologists

2155: Industrial and Production Engineers and Related Technologist

2156: Other Engineering Professionals

UNIT GROUP 2151: CIVIL ENGINEERS

Civil Engineers and Technologists conduct research, advice on design, direct construction, manage the operation and maintenance of civil engineering structures, or study and advise on technological aspects of particular materials.

Tasks performed in this unit group include:- conducting research and developing new or improved theories and methods related to civil engineering; advising on and designing structures and buildings, bridges, dams, docks, roads, airports, railways, canals, pipelines, waste-disposal and flood-control systems; determining and specifying construction methods, materials and quality standards, and directing construction work; establishing control systems to ensure efficient functioning of structures as well as safety and environmental protection; organizing and directing maintenance and repair of existing civil engineering structures; analysing the behaviours of soil and rock proposed structures and designing structural foundations are placed; analysing the stability of structures and testing the behaviour and durability of materials used in their construction.

For effective and efficient performance of tasks in this unit group, formal training in civil engineering is required. In addition, possession of high level technical skills in application of scientific knowledge to design, direct construction, manage the operation and maintenance of civil engineering structures together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2151-11 Civil Engineer

2151-12 Structural Engineer

2151-13 Engineer, Construction

2151-14 Highway, Road and Street Construction Engineer

2151-15 Engineer, Highways

2151-16 Engineer, Pavement

2151-17 Engineer, Roads

2151-21 Railway Construction Engineer
 2151-22 Bridge Construction Engineer
 2151-23 Sanitary Engineer
 2151-24 Engineer, Waste Water Treatment
 2151-25 Engineer, Dams
 2151-26 Engineer, Hydraulic
 2151-27 Engineer, Pipeline
 2151-28 Engineer, Waterways
 2151-31 Soil Mechanics Engineer
 2151-32 Geo Technical Engineer
 2151-32 Building and Quality Engineer

UNIT GROUP 2152: MECHANICAL ENGINEERS AND TECHNOLOGISTS

Mechanical Engineers and Technologists conduct research, design, and supervise production and installation of machines, machinery and industrial plants, equipment and systems; develop guidelines on their functioning, maintenance and repairs, as well as study and advice on technological aspects of particular materials, products or processes.

Tasks performed in this unit group include:-advising on and designing machinery and tools for manufacturing, mining, construction, agricultural, and other industrial purposes; advising on and designing steam, internal combustion and other non-electric motors and engines used for propulsion of railway locomotives, road vehicles or aircraft, or for driving industrial or other machinery; advising on and designing: hulls, superstructures and propulsion systems of ships; mechanical plant and equipment for the release, control and utilization of energy; heating, ventilation and refrigeration systems, steering gear, pumps, and other mechanical equipment; advising on and designing airframes, undercarriages and other equipment for aircraft as well as suspension systems, brakes, vehicle bodies and other components of road vehicles; advising on and designing non-electrical parts of apparatus or products such as word processors, computers, precision instruments, cameras and projectors; establishing control standards and procedures to ensure efficient functioning and safety of

machines, machinery, tools, motors, engines, industrial plant, equipment, or systems; ensuring that equipment, operation and maintenance comply with design specifications and safety standards and implement standard operating procedures.

For effective and efficient performance of tasks in this unit group, formal training at Tertiary level in mechanical engineering and technology is required. In addition, possession of high level technical skills in application of scientific knowledge to design, production and installation of machines, machinery and industrial plants, equipment and systems together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2152-11 Engineer
 2152-12 Engineer, drainage and irrigation
 2152-13 Engineer, refrigeration
 2152-14 Engineer Machinery/Industrial
 2152-15 Engineer Process design
 2152-16 Engineer Prototyping
 2152-17 Mechanical Engineer
 2152-18 Mechanical Engineer (Motors & Engines)
 2152-21 Mechanical Engineer, Mechatronics
 2152-22 Mechanical Engineer, Plant
 2152-23 Mechanical Engineer, Production
 2152-24 Mechanical Engineer, Aeronautical
 2152-25 Mechanical Engineer maintenance
 2152-26 Agricultural Engineer
 2152-27 Heating, Ventilation and Refrigeration Engineer.
 2152-28 Marine Engineer
 2152-31 Ship Construction Engineer
 2152-32 Automotive Engineer
 2152-33 Industrial Machinery & Tools Engineer
 2152-34 Architect Naval
 2152-35 Engine designer

UNIT GROUP 2153: CHEMICAL ENGINEERS AND TECHNOLOGISTS

Chemical Engineers and Technologists conduct research and develop, advise on and direct commercial-scale chemical processes and production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicaments, or synthetic materials, and undertake maintenance and repair of industrial plants; study and advise on technological aspects of particular materials, products and processes; implement schedules of work and develop quality assurance standards as well as safety regulations in the production process.

Tasks performed in this unit group include:- Conducting research and advising on, and developing commercial-scale chemical processes to refine crude oil and other liquids or gases, and to produce substances and items such as petroleum derivatives, explosives, food and drink products, medicines, or synthetic materials; specifying chemical production methods, materials and quality standards and ensuring that they conform to specifications; establishing control standards and procedures to ensure safety and efficiency of chemical production operations and safety of workers operating equipment or working in close proximity to on-going chemical reactions; designing chemical plant equipment and devising processes for manufacturing chemicals and products; performing tests throughout stages of production to determine degree of control over variables, including temperature, density, specific gravity, and pressure; developing safety procedures to be employed; preparing estimates of production costs and production progress reports for management; performing laboratory studies of steps in manufacture of new products and testing proposed process in small scale operation such as a pilot plant.

For effective and efficient performance of tasks in this unit group, formal training in chemical engineering and technology is required. In addition, possession of high level technical skills in application of scientific knowledge to production of various substances and items such as crude oil, petroleum derivatives, food and drink products, medicaments, or synthetic materials, and undertake maintenance and repair of industrial

plants together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2153-11 Chemical Engineer (General)
 2153-12 Chemical Engineer (Petroleum)
 2153-13 Chemical Engineer Paints and Varnish
 2153-14 Chemical Engineer Drugs and Poisons
 2153-15 Chemical Engineer, Acids and Bases
 2153-16 Chemical Engineer Fertilizer
 2153-17 Chemical Engineer, Cement Production
 2153-18 Chemical Technologist, Beverages
 2153-21 Chemical Technologist, Food
 2153-22 Chemical Laboratory Technologist
 2153-23 Chemical Analyst, Industrial Production
 2153-24 Chemical Technologist, Plastics
 2153-25 Chemical Technologists, Fuel
 2153-26 Chemical Technologist, Paper
 2153-27 Chemical Technologist, Alcohol
 2153-28 Chemical Technologist, Rubber
 2153-31 Oil and Gas Technologist

UNIT GROUP 2154: MINING ENGINEERS, METALLURGISTS AND RELATED TECHNOLOGISTS

Mining Engineers, Metallurgists and Related Technologists design, research, develop and maintain commercial-scale methods of extracting metals from their ores, or minerals, water, oil or gas from the earth; advises on development of new alloys, ceramic and other metallurgical aspects of materials, products or processes.

Tasks performed in this unit group include: Determining the location and planning the extraction of coal, metallic ores, non-metallic minerals, and building materials, such as stone and gravel; determining most suitable methods of efficient mining and extraction, types of machinery to be used, planning layout and directing construction of shafts and tunnels; determining drilling site and devising methods of controlling the flow of water, oil or gas from

wells; planning and directing storage, initial treatment and transportation of water, oil or gas; establishing safety standards and procedures and first-aid facilities, especially underground; conducting research, developing methods of extracting metals from their ores and advising on their application; investigating properties of metals and alloys, developing new alloys and advising on and supervising technical aspects of metal and alloy manufacture and processing; maintaining technical liaison and consultancy with other relevant specialists such as geologists and geophysicists; examining deposits or mines to evaluate profitability.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in engineering and technology is required. In addition, possession of high level technical skills in application of scientific knowledge to extracting metals from their ores, or minerals, water, oil or gas from the earth; development of new alloys, ceramic and other metallurgical aspects of materials, products or processes together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2154-11 Mining Engineer
 2154-12 Mining Engineer Non Metals
 2154-13 Mining Engineer Metals
 2154-14 Mining Engineer Petroleum and Gas
 2154-15 Ceramics Technologist
 2154-16 Technologist Glass and Glazing
 2154-17 Metallurgist
 2154-18 Metallurgist Extractive
 2154-21 Drilling Engineer
 2154-22 Engineer, bore-hole

**UNIT GROUP 2155:
 INDUSTRIAL AND PRODUCTION ENGINEERS AND
 RELATED TECHNOLOGIST**

Industrial and Production Engineers and Related

Technologist conduct research and design construction of production systems and processes; and advise on their functioning, maintenance and repairs; study, supervise and guide on technological aspects of particular materials, products or processes; and assess cost effectiveness and safety.

Tasks performed in this unit group include: Studying functional statements, organizational charts and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication; establishing work measurement programs and analysing work samples to develop standards for labour utilization; analysing workforce utilization, facility layout, operational data and production schedules and costs to determine optimum worker and equipment efficiencies; developing specifications for manufacture, and determining materials, equipment, piping, material flows, capacities and layout of plant and systems; organising and managing project labour and the delivery of materials, plant and equipment establishing standards and policies for installation, modification, quality control, testing, inspection and maintenance according to engineering principles and safety regulations; inspecting plant to improve and maintain performance; directing the maintenance of plant buildings and equipment, and coordinating the requirements for new designs, surveys and maintenance schedules; advising management on new production methods, techniques and equipment; liaising with materials buying, storing and controlling departments to ensure a steady flow of supplies.

For effective and efficient performance of tasks in this unit group, training at tertiary level in engineering technology is required. In addition to, knowledge and skills in production and industrial engineering technology; application of scientific knowledge to designing construction of production systems and processes guide on technological aspects of particular material together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2155-11 Production Engineer
2155-12 Industrial Engineer
2155-13 Maintenance Engineer
2155-14 Engineer, Service
2155-15 Materials Engineer
2155-16 Textile/Leather Technologist
2155-17 Technologist, Leather
2155-18 Technologist, Textile

UNIT GROUP 2156:

BIO-MEDICAL ENGINEERING PROFESSIONALS

Bio-medical Engineering Professionals includes those who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation and explosives.

Tasks performed in this unit group include:-Applying knowledge of engineering to the design, development, evaluation and maintenance of biological, health systems and products, such as artificial organs, prostheses, and instrumentation; designing devices used in various medical procedures, imaging systems such as magnetic resonance imaging, and devices for automating insulin injections or controlling body functions; designing components of optical instruments such as lenses, microscopes, telescopes, lasers, optical disc systems and other equipment that utilize the properties of light

For effective and efficient performance of tasks in this unit group, one requires training at tertiary level in bio-medical engineering or related field.

Occupational titles classified in this unit group are:

2156-11 Engineer Biomedical
2156-12 Bio-Informatics Expert
2156-13 Bio Computation Biologists
2156-14 Engineer Optical

UNIT GROUP 2157:

OTHER ENGINEERING PROFESSIONALS

Other Engineering Professionals includes those who conduct research, advise on or develop engineering procedures and solutions concerning workplace safety, biomedical engineering, optics, materials, nuclear power generation and explosives.

Tasks performed in this unit group include:-; designing, testing, and coordinating the development of explosive ordnance material to meet military procurement specifications; designing and overseeing construction and operation of nuclear reactors and power plants and nuclear fuels reprocessing and reclamation systems; designing and developing nuclear equipment such as reactor cores, radiation shielding, and associated instrumentation and control mechanisms; assessing damage and providing calculations for marine salvage operations; studying and advising on engineering aspects of particular manufacturing processes, such as those related to glass, ceramics, textiles, leather products, wood, and printing; identifying potential hazards and introducing safety procedures and devices.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in one or more other fields in engineering such as biomedical, explosive ordnance, marine Salvage, optical and Safety engineering. Applying knowledge of engineering to one or more fields such as: the design, and development of biological and health products, such as artificial organs, prostheses, and instrumentation; designing devices used in various medical procedures, imaging systems such as magnetic resonance imaging, and devices for automating insulin injections or controlling body functions; designing components of optical instruments such as lenses, microscopes, telescopes, lasers, optical disc systems and other equipment that utilize the properties of light; designing, testing, and coordinating the development of explosive ordnance material to meet military procurement specifications;

designing and overseeing construction and operation of nuclear reactors and power plants and nuclear fuels reprocessing is also required.

Occupational titles classified in this unit group are:

2157-11 Engineer explosive ordinance

2157-12 Engineer Marine Salvage

2157-13 Engineer Safety

**MINOR GROUP 216:
ELECTRO-TECHNOLOGY ENGINEERS**

Electro-technology Engineers conduct research, improve and develop concepts, theories and operational methods; apply practical specialised scientific and technical expertise to the knowledge relating to electrical, and telecommunications systems. Advice on and direct functioning, maintenance and technological aspects of relevant materials, products and processes.

Tasks performed usually include: Conducting research, advising on and directing the maintenance and repair of electrical, electronic and telecommunications products and systems; advising on and designing power stations and systems that generate, transmit and distribute electrical power; establishing control standards to monitor performance and safety of electrical, electronic and telecommunication systems and equipment. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2161: Electrical Engineers

2162: Electronics Engineers

2163: Telecommunications Engineers

**UNIT GROUP 2161:
ELECTRICAL ENGINEERS**

Electrical Engineers conduct research and advice on design, functioning, maintenance and technological aspects of electrical engineering materials, products and processes. Supervises development, construction, installation and operations of electrical engineering systems.

Tasks performed in this unit group include:- Advising on and designing power stations and systems which generate, transmit and distribute electrical power; supervising, controlling and monitoring the operation of electrical generation, transmission and distribution systems; advising on and designing systems for electrical motors, electrical traction and other equipment, or electrical domestic appliances; specifying electrical installation and application in industrial and other buildings and objects; establishing control standards and procedures to monitor performance and safety of electrical generating and distribution systems, motors and equipment; determining manufacturing methods for electrical systems, as well as maintenance and repair of existing electrical systems, motors and equipment.

For effective and efficient performance of tasks in this unit group, formal training in electrical engineering and technology is required. In addition, possession of high level technical skills in application of scientific knowledge to design, functioning, maintenance and technological aspects of electrical engineering materials, products and processes together with; complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2161-11 Electrical Engineer

2161-12 Engineer Power Generating And Control

2161-13 Engineer, Power Control

2161-14 Engineer, Power Generating

2161-15 Engineer Power Distribution and
Transmission

2161-16 Engineer, Power Distribution

2161-17 Engineer, Power Transmission

2161-18 Nuclear Engineer
2161-21 Engineer, Service Lines
2161-22 Engineer Electromechanical
2161-23 Engineer, Electric Power Generation

UNIT GROUP 2162: ELECTRONICS ENGINEERS

Electronics Engineers conduct research and advice on design, functioning, maintenance and technological aspects of electronic devices and equipment. Supervise production, development and repairs of electronic devices, plants, installations and operations of electronic systems.

Tasks performed in this unit group include: Advising on and designing electronic devices or components, circuits, semi-conductors and systems; specifying production or installation methods, materials and quality standards and directing production or installation work of electronic products and systems; establishing control standards and procedures to ensure efficient functioning and safety of electronic systems, motors and equipment; organising and directing maintenance and repair of existing electronic systems and equipment; designing electronic circuits and components for use in fields such as aerospace guidance and propulsion control, acoustics, or instruments and controls; researching and advising on radar, telemetry and remote control systems, microwaves and other electronic equipment; designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software; developing apparatus and procedures to test electronic components, circuits and systems.

For effective and efficient performance of tasks in this unit group, training in electronics engineering and technology is required. In addition to, possession of high level technical skills in application of scientific knowledge to design, functioning, maintenance and technological aspects of electronics, Instruments, computers and other related products together with;

complex problem-solving, analytical thinking and excellent verbal communication skills is also required.

Occupational titles classified in this unit group are:

2162-11 Engineer Electronics
2162-12 Instrumentation Engineer
2162-13 Computer Systems Engineer (Software Engineer)
2162-14 Computer Systems Engineer (Hardware Engineer)
2162-15 Engineer, Computer Systems
2162-16 Designer, Computer Systems/Hardware
2162-17 Electronic Hardware Design Engineer
2162-18 Electro-Optical Engineer
2162-21 Quality Engineer

UNIT GROUP 2163: TELECOMMUNICATIONS ENGINEERS

Telecommunications Engineers conduct research, advice and design telecommunications equipment and technological aspects of telecommunication engineering materials, products or processes; supervise production and installation methods, materials, quality standards; direct installation work of telecommunications equipment and systems.

Tasks performed in this unit group include: Advising on and designing telecommunications devices or components, systems, equipment and distribution centers; specifying production or installation methods, materials, quality and safety standards and directing production or installation work of telecommunications products and systems; organizing and directing maintenance and repair of existing telecommunication systems, motors and equipment; researching and advising on telecommunications equipment; planning and designing communications networks based on wired, fiber optical and wireless communication media; designing and developing signal processing algorithms and implementing these through appropriate choice of hardware and software; designing telecommunications networks and radio and television distribution systems,

including both cable and over the air.

For effective and efficient performance of tasks in this unit group, training at tertiary level or above in telecommunications is required. In addition, possession of high level technical skills in telecommunication Engineering and technology. Skills and competencies in application of scientific knowledge to design, functioning, maintenance and technological aspects of telecommunications equipment together with; complex problem-solving, analytical thinking and excellent verbal communication is also required.

Occupational titles classified here are:

2163-11 Engineer Telecommunications
2163-12 Broadcast Engineer
2163-13 Telecommunications Engineering Technologist,
2163-14 Telecom Terminal Equipment Application Development
2163-15 Sound Engineer
2163-16 Radio, Engineer Telecommunications
2163-17 Core Network Engineer
2163-18 Network Engineer

MINOR GROUP 217:

ARCHITECTS, SURVEYORS, PLANNERS AND CARTOGRAPHERS

Architects, Surveyors, Planners and Cartographers conduct research, plan, advise and design buildings exteriors and interiors, layout of towns, landscapes, drainage and traffic systems; plan and monitor their construction, maintenance and rehabilitation; apply surveying methods and techniques to determine the exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise digital, graphic and pictorial representations; products for manufacture; and information for visual communication, publication and display. They conduct survey work to precisely position geographical features, design, prepare and revise maps, and

develop and implement plans and policies for controlling the use of land.

Tasks performed usually include: Determining the objectives and constraints of the design brief by consulting with clients and stakeholders; formulating design concepts and plans that harmonize aesthetic considerations with technical, functional, ecological and production requirements; preparing sketches, diagrams, illustrations, animations; plans, maps, charts, samples and models to communicate design concepts and other information; analysing photographs, satellite imagery, survey documents and data, maps, records, reports and statistics; undertaking research and analysing functional, spatial, commercial, cultural, safety, environmental and aesthetic requirements. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2171: Architects and Town Planners

2172: Surveyors and Cartographers

UNIT GROUP 2171:

ARCHITECTS AND TOWN PLANNERS

Architects and Town Planners conduct research and advise on/and design buildings, layout of towns, landscapes, drainage and traffic systems; plan and monitor construction projects, maintenance and rehabilitation. Provide advice on economic, environmental and social factors affecting land use and traffic flows.

Tasks performed in this unit group include: Developing new or improved architectural theories and methods; inspecting sites and consulting clients, management and other stakeholders to determine type, style and size of proposed buildings and alterations to existing buildings; providing information regarding designs, materials and estimated building times; preparing

project documentation, including sketches and scale drawings, and integrating structural, mechanical and aesthetic elements in final designs; writing specifications and contract documents for use by builders and calling tenders on behalf of clients; making necessary contacts to ensure feasibility of projects regarding style, cost, timing, and compliance with regulations; identifying and finding best solutions for problems regarding function and quality of interior environments of buildings and making necessary designs, drawings and plans; monitoring construction or rehabilitation work to ensure compliance with specifications and quality standards; maintaining technical liaison and consultancy with other relevant specialists; Compiling and analyzing site and community data about geographical and ecological features, landforms, soils, vegetation, site hydrology, visual characteristics and human-made structures, to formulate land use and development recommendations, and for preparing environmental impact statements; maintaining technical liaison and consultancy with other relevant specialists.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in either architecture or urban/building planning is required. In addition, possession of high level technical skills in application of scientific knowledge to building designs, layout of towns, landscapes, and drainage and traffic systems is also required.

Occupational titles classified in this unit group are:

2171-11 Architect
 2171-12 Building Architect
 2171-13 Landscape Architect
 2171-14 Town Planner
 2171-15 Planner, Urban
 2171-16 Traffic Planner
 2171-17 Building Inspector

**UNIT GROUP 2172:
 SURVEYORS AND CARTOGRAPHERS**

Surveyors and cartographers apply surveying methods and techniques to determine the exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise digital, graphic and pictorial representations.

Tasks performed in this unit group include:- Surveying, measuring and describing land surfaces, mines, underground surfaces, sea, river and lake beds; noting exact position of various features and recording survey data in digital form; making charts and maps to be used in determining navigable waters and channels and in planning construction of marine structures; planning and conducting aerial photographic surveys; designing, compiling and revising maps and charts using aerial and other photographs, satellite imagery, survey documents and data, existing maps and records, reports and statistics; undertaking research and development of surveying and photogrammetric measurement systems, cadastral systems and land information systems; studying and advising on technical, aesthetic and economic aspects of map production; maintaining technical liaison and consultancy with other relevant specialists.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in surveying and/or cartography is required. In addition, possession of high level technical skills in application of surveying methods and techniques to determine the exact position of natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, and prepare or revise digital, graphic and pictorial representations.

Occupational titles classified in this unit group are:

2172-11 Surveyor
 2172-12 Land Surveyor
 2172-13 Surveyor, hydrographic
 2172-14 Surveyor Photogrammetric
 2172-15 Surveyor Topographical
 2172-16 Surveyor Mine

2172-17 Surveyor Cadatral
2172-18 Cartographer
2172-21 Aerial -Photograph Interpreter

SUB-MAJOR GROUP 22: HEALTH PROFESSIONALS

Health Professionals conduct research, improve or develop concepts, theories and operational methods, and/or apply scientific knowledge relating to medicine, nursing, dentistry, veterinary medicine, pharmacy, and promotion of health.

The tasks performed by professionals in this sub-major group usually include: Conducting research and obtaining scientific knowledge through the study of human and animal disorders and illnesses and ways of treating them; advising on or applying preventive and curative measures, or promoting health; preparing scientific papers and reports. Supervision of other workers may be included. Competent performance of tasks in most occupations in this sub-major group requires skills at the 3rd and 4th KeSCO skill level.

Occupations in this sub-major group are classified into the following minor groups: -

- 221: Medical Doctors**
- 222: Nursing and Midwifery Professionals**
- 223: Clinical Practitioners**
- 224: Veterinarians**
- 225: Dental Professionals**
- 226: Pharmaceutical Professionals**
- 227: Traditional and Complementary Medicine Professionals**
- 228: Occupational Safety and Health Professionals**
- 229: Other Health Professionals**

MINOR GROUP 221: MEDICAL DOCTORS

Medical Doctors conduct medical examinations, study, diagnose, treat and prevent illness, disease, injury, and

other physical and mental impairments in humans through the application of the principles and procedures of modern medicine. They plan, supervise and evaluate the implementation of care and treatment plans by other health care providers, and conduct medical education and research activities.

Tasks performed usually include: Conducting physical examinations of patients and interviewing them and their families to determine their health status ; ordering diagnostic tests and analysing findings; prescribing and administering curative treatments and preventive measures; performing surgery and other clinical procedures; monitoring patients' progress and response to treatment; advising on health, nutrition and lifestyle behaviours which aid prevention or treatment of disease and disorders; identifying and managing complications before, during and after childbirth; planning, managing and implementing referral plans for patients in need of specialized, long-term or other types of health care services; exchanging medical information with other health professionals to ensure continuing and comprehensive care; reporting births, deaths and notifiable diseases to government authorities; conducting research into human disorders and illnesses and preventive or curative methods. Competent performance of tasks in most occupations in this minor group requires skills at the 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

- 2211: General Medical Practitioners**
- 2212: Specialist Medical Practitioners**

Unit Group 2211 General Medical Practitioners

General Medical Practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments and maintain general health in humans through application of the principles and procedures of modern medicine. They do not limit their practice to certain disease categories or methods of

treatment, and may assume responsibility for the provision of continuing and comprehensive medical care to individuals, families and communities.

Tasks performed in this unit group include: Conducting physical examinations of patients and interviewing them and their families to determine their health status ordering laboratory tests, X-rays and other diagnostic procedures and analysing findings to determine the nature of disorders or illnesses; providing continuing medical care for patients including prescribing, administering, counselling on and monitoring curative treatments and preventive measures; performing surgery and other clinical procedures; advising individuals, families and communities on health, nutrition and lifestyle which aid prevention or treatment of disease and disorders; providing referrals to patients and families for specialized care in hospitals, rehabilitation centres or other types of health care centres; identifying, managing and providing referrals for complications before, during and after childbirth; recording patients' medical information and history and exchanging information with specialist practitioners and other health workers as required for continuing medical care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements; conducting research in human health and medical services and disseminating the findings such as through scientific reports planning and participating in programs designed to prevent the occurrence and spread of common diseases.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in Medicine and Surgery in addition to postgraduate clinical training or equivalent is required. In addition, possession of high level technical skills in application of medical knowledge to examinations, diagnosis, prescription & other treatment for diseases, disorders and injuries of the human body is also required.

Occupational titles classified in this unit group are:

2211-11 Medical Practitioner General

2211-12 Medical Officer Intern
2211-13 Medical Officer Resident
2211-14 Registrar Medical
2211-15 Family Medical Practitioner
2211-16 Physician (General)
2211-17 Medical Research Officer
2211-18 Researcher Medicine

**UNIT GROUP 2212:
SPECIALIST MEDICAL PRACTITIONERS**

Specialist Medical Practitioners diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans, using specialized testing, diagnostic, medical, surgical, physical and psychiatric techniques, through application of the principles and procedures of modern medicine. They specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialization.

Tasks performed in this unit group include:- Conducting physical examinations of patients and interviewing them and their families to determine their health status; considering medical information provided by a referring doctor or other health care provider, ordering specialized diagnostic tests to determine the nature of disorders or illnesses; prescribing, administering and monitoring patients' responses to treatments, medications, anaesthetics, psychotherapies, physical rehabilitation programmes and other preventive and curative measures; performing surgery of a general or specialized nature; managing complications before, during and after childbirth; recording patients' medical information and exchanging information with other health professionals to ensure the provision of comprehensive care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional requirements; providing information to patients and families and communities about preventive measures, treatment and care for specific ailments; performing autopsies to determine cause of death; conducting

research into specific human disorders and illnesses and preventive or curative methods and disseminating the findings such as through scientific reports; planning and participating in programs designed to prevent the occurrence and spread of specific diseases.

For effective and efficient performance of tasks in this unit group, extended tertiary level training in specialized medical education at Masters Level and above is required. In addition, possession of high level technical skills in application of specialized medical knowledge to conduct specialized testing, diagnostic, medical, surgical, physical and psychiatric techniques, through application of the principles and procedures of modern medicine is also required.

Occupational titles classified here are:

2212-11 Cardiologist
 2212-12 Dermatologist
 2212-13 Gynaecologist
 2212-14 Obstetrician
 2212-15 Ophthalmologist
 2212-16 Paediatrician
 2212-17 Specialist Physician (Internal Medicine)
 2212-18 Psychiatrist
 2212-21 Radiologist
 2212-22 Surgeon
 2212-23 Pathologist
 2212-24 Oncologist
 2212-25 Anaesthetist
 2212-26 Urologist
 2212-27 Nephrologist
 2212-28 Endocrinologist
 2212-31 Pulmonologist
 2212-32 Gastroenterologist
 2212-33 Neurologist
 2212-34 Orthopaedic Surgeon
 2212-35 Epidemiologist
 2212-36 Rheumatologist
 2212-37 Cardiothoracic Surgeon
 2212-38 Occupational Physician
 2212-41 Infectious Disease Specialist
 2212-42 Public Health Physician

2212-43 Gerontologist
 2212-44 ENT Specialist

**MINOR GROUP 222:
 NURSING AND MIDWIFERY PROFESSIONALS**

Nursing and Midwifery Professionals apply medical concepts and principles relating to the treatment and care services for people who are physically or mentally ill, disabled or infirm, and others in need of care. Assume responsibility for the planning, management and evaluation of the care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

Tasks performed usually include: Assessing, planning, providing and evaluating nursing and midwifery care for patients according to the practice and standards of modern nursing and midwifery; coordinating the care of patients in consultation with other health professionals and members of health teams; developing and implementing care plans, treatments and therapies, including administering medications; monitoring and alleviating pain and discomfort experienced by patients using a variety of therapies, including the use of pain-killing drugs; monitoring patients' health condition, including progress of pregnancy and responses to curative treatment; providing information to patients, families and communities about a range of health issues, including prevention of illness, treatment and care, pregnancy and childbirth, and other topics; supervising and coordinating the work of other health care workers; conducting research on nursing and midwifery practice and preparing scientific papers and reports. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd KeSCO skill level. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2221: Nurse, General**2222: Nurse Specialist****2222: Midwifery Professionals****UNIT GROUP 2221:****NURSE, GENERAL**

Nurse, General provides treatment and care services for people who are physically or mentally ill, disabled or infirm, and others in need of care due to potential risks to health including before, during and after childbirth. Assume responsibility to plan manage, and evaluate care of patients, including the supervision of other health care workers, working autonomously or in teams with medical doctors and others in the practical application of preventive and curative measures.

Tasks performed in this unit group include:- Planning, providing and evaluating nursing care for patients according to the practice and standards of modern nursing; coordinating the care of patients in consultation with other health professionals and members of health teams; developing and implementing care plans for the biological, social, and psychological treatment of patients in collaboration with other health professionals; planning and providing personal care, treatments and therapies including administering medications, and monitoring responses to treatment or care plan; cleaning wounds and applying surgical dressings and bandages; monitoring pain and discomfort experienced by patients and alleviating pain using a variety of therapies, including the use of pain-killing drugs; planning and participating in health education programmes, health promotion and nurse education activities in clinical and community settings; answering questions from patients and families and providing information about prevention of ill-health, treatment and care; supervising and coordinating the work of other nursing, health and personal care workers; conducting research on nursing practices and procedures and disseminating findings such as through scientific papers and reports.

For effective and efficient performance of tasks in this

unit group, one requires formal training in nursing at tertiary level and above. Registration with the nursing council is requirement for practice.

Occupational titles classified here are:

2221-11 Clinical Nurse Consultant
 2221-12 Nurse Educator
 2221-13 Nurse Practitioner
 2221-14 Advanced Nurse Practitioner
 2221-15 Nurse
 2221-16 Nurse Specialist
 2221-17 Public Health Nurse

UNIT GROUP 2222:**SPECIALIST NURSES**

Specialist Nurses perform comprehensive physical health assessment in specialized areas and specific categories of patients; plan, implement and evaluate care of patients.

Tasks performed in this unit group include: - Providing critical care to patients with eye conditions, renal, mental, neural, and those in High dependence or intensive care units; providing patients and family-centred care approach in neonatal, critically ill neonates and paediatric management; preparing and administering anaesthesia; providing pre and post-operative counselling for patients, and managing pain and offering physical, psychosocial and spiritual support; preparing patients and assisting cardiologist in cardiac catheterization; preparing patients and assisting surgeons in endoscopy.

For effective and efficient performance of task in this unit group, one requires advanced specialized training in nursing care.

Occupational titles classified here are:

2222-11 Critical Care Nurse
 2222-12 Paediatric Nurse
 2222-13 Nephrology

2222-14 Psychiatry Nurse
 2222-15 Oncology Nurse
 2222-16 Palliative Care Nurse
 2222-17 Ophthalmic Nurse
 2222-18 Theatre Nurse
 2222-21 Renal Nurse
 2222-22 Nurse Anaesthetist
 2222-23 Occupational Health Nurse

UNIT GROUP 2223: MIDWIFERY PROFESSIONALS

Midwifery Professionals plan, manage, provide and evaluate midwifery care services before, during and after pregnancy and childbirth. They provide delivery care for reducing health risks to women and new-born children, working autonomously or in teams with other health care providers.

Tasks performed in this unit group include:- planning, providing and evaluating care and support services for women and babies before, during and after pregnancy and childbirth according to the practice and standards of modern midwifery care; providing advice to women and families and conducting community education on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth; assessing progress during pregnancy and childbirth, managing complications and recognising warning signs requiring referral to a medical doctor with specialized skills in obstetrics; monitoring the health status of new-borns, managing complications and recognising warning signs requiring referral to a medical doctor with specialized skills in neonatology; monitoring pain and discomfort experienced by women during labour and delivery and alleviating pain using a variety of therapies, including the use of pain-killing drugs; reporting births to government authorities to meet legal and professional requirements; conducting research on midwifery practices and procedures and disseminating findings such as through scientific papers and reports; planning and conducting midwifery

education activities in clinical and community settings

For effective and efficient performance of tasks in this unit group, formal tertiary level training in nursing and midwifery is required. In addition, possession of technical skills in application of nursing knowledge to provision of midwifery care services before, during and after pregnancy and childbirth is also required.

Occupational titles classified in this unit group are:

2223-11 Midwife general
 2223-12 Midwife, Specialist
 2223-13 Registered Midwife

MINOR GROUP 223: CLINICAL PRACTITIONERS

Clinical Practitioners carry out advisory, diagnostic, preventive promotive, curative and rehabilitative medical services for humans, limited in scope and complexity than those carried out by medical doctors. Work independently or with the guidance and supervision of medical doctors and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments in institutions or in the field as part of the Public Health Service, and may work mainly with diseases and disorders common in their region, or mainly apply specific types of treatment.

Tasks performed usually include: Conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information; performing basic or more routine medical and surgical procedures, including prescribing and administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders; administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management; assisting medical doctors with complex

surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors; advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders; identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialized care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd KeSCO skill level. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2231: Clinical Officer

2232: Clinical Officer, Specialist

UNIT GROUP 2231: CLINICAL OFFICER

Clinical Officers plan, manage, provide and evaluate medical services for humans. Advise, diagnose and provides preventive, promotive, curative and rehabilitative health care services for humans, limited in scope and complexity than those carried out by medical doctors. Work independently or with the guidance and supervision of medical doctors and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments in institutions or in the field as part of the Public Health Service, and may work mainly with diseases and disorders common in their region, or mainly apply specific types of treatment

Tasks performed in this unit group include:- Conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information; performing basic or more routine medical and surgical procedures, including prescribing and

administering treatments, medications and other preventive or curative measures, especially for common diseases and disorders; administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management; assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors; advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders; identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialized care; reporting births, deaths and notifiable diseases to government authorities to meet legal and professional reporting requirements

For effective and efficient performance of tasks in this unit group, formal tertiary level in clinical medicine is required.

Occupational titles classified in this unit group are:

2231-11 Registered Clinical Officer

2231-12 Clinical Officer

UNIT GROUP 2232: CLINICAL OFFICER SPECIALIST

Specialist Clinical Officers specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialization, limited in scope and complexity than those carried out by medical doctors. Work independently or with the guidance and supervision of medical doctors and apply advanced clinical procedures for treating and preventing diseases, injuries and other physical or mental impairments in institutions or in the field as part of the Public Health Service, and may work mainly with diseases and disorders common in their region, or

mainly apply specific types of treatment

Tasks performed in this unit group include: Evaluating symptoms, run tests to diagnose patients conditions prescribing medication or treatment to patient; performing basic or more routine medical and surgical procedures; administering or ordering diagnostic tests, such as x-ray, electrocardiogram, and laboratory tests; performing therapeutic procedures, such as injections, immunizations, suturing and wound care, and infection management; assisting medical doctors with complex surgical procedures; monitoring patients' progress and response to treatment, and identifying signs and symptoms requiring referral to medical doctors; advising patients and families on diet, exercise and other habits which aid prevention or treatment of disease and disorders; identifying and referring complex or unusual cases to medical doctors, hospitals or other places for specialized care.

For effective and efficient performance of tasks in this unit group, formal tertiary level in clinical medicine and post basic training in a specialised branch of medicine

Occupational titles classified in this unit group are:

2232-11 Clinical Officer Specialist, Ophthalmology
2232-12 Clinical Officer Specialist Paediatrics & Child Health
2232-13 Clinical Officer Specialist, Chest Medicine
2232-14 Clinical Officer Specialist, Anaesthesia
2232-15 Clinical Officer Specialist, Maternal & Reproductive Health
2232-16 Clinical Officer Specialist, Orthopaedics & Trauma
2232-17 Clinical Officer Specialist, Dermato-Venereology
2232-18 Clinical Officer Specialist, Mental Health & Psychiatry
2232-21 Clinical Officer Specialist, Oncology & Palliative Care
2232-22 Clinical Officer Specialist, Nephrology
2232-23 Clinical Officer Specialist, Ear, Nose, Head & Neck Surgery

2232-24 Clinical Officer Specialist, Cardiology
2232-25 Clinical Officer Specialist, Speech & Language Pathology
2232-26 Clinical Officer Specialist, Audio and Hearing Care.

**MINOR GROUP 224:
VETERINARIANS**

Veterinarians diagnose, prevent and treat diseases, injuries and other medical conditions of animals and their other aspects of health or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products; Study, research and compile scientific knowledge about animal disorders and illnesses and ways of treating them and make necessary recommendations.

Tasks performed usually include: Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound; treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones; rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases; inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases; performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill level. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2240: Veterinarians

UNIT GROUP 2240: VETERINARIANS

Veterinarians diagnose, prevent and treat diseases, injuries and/or other medical conditions of animals and/or their other aspects of health or specialize in the treatment of a particular animal group or in a particular specialty area, or provide professional services to commercial firms producing biological and pharmaceutical products; Study, research and compile scientific knowledge about animal disorders and illnesses and ways of treating them and make necessary recommendations.

Tasks performed in this unit group include:- Determining the presence and nature of abnormal conditions by physical examination, laboratory testing and through diagnostic imaging techniques including radiography and ultrasound; treating animals medically and surgically, and administering and prescribing drugs, analgesics, and general and local anaesthetics; performing surgery, dressing wounds and setting broken bones; rendering obstetric services to animals; participating in programs designed to prevent the occurrence and spread of animal diseases; inoculating animals against, and testing for, infectious diseases and notifying authorities of outbreaks of infectious animal diseases; performing autopsies to determine cause of death; advising clients on health, nutrition and feeding, hygiene, breeding and care of animals.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in veterinary medicine is required. In addition, possession of high level technical skills in application of veterinary medical knowledge to diagnostic, preventive and curative medical services for particular animal group or in a particular specialty area is also required together with provision of professional services to commercial firms producing biological and pharmaceutical products.

Occupational titles classified in this unit group are:

2240-11 Animal Pathologist
2240-12 Veterinarian
2240-13 Veterinary Officer
2240-14 Veterinary Epidemiologist
2240-15 Veterinary Surgeon
2240-16 Veterinary Research Officer

MINOR GROUP 225: DENTAL PROFESSIONALS

Dental Professionals conduct diagnostic, preventive, and curative services for dental or oral diseases and disorders. Apply principles and procedures of modern dentistry by use of broad range of specialized diagnostic, surgical and other techniques to promote and restore oral health.

Tasks performed usually include: Diagnosing diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using a range of methods such as radiographs, salivary tests and medical histories; providing preventative oral health care such as periodontal treatments, fluoride applications and oral health promotion; administering anaesthesia to limit the amount of pain experienced by patients during procedures prescribing medication for relief of ongoing pain after procedures providing restorative oral care such as implants, complex crown and bridge restorations, and orthodontics, and repairing damaged and decayed teeth; providing surgical treatments such as extraction of teeth, biopsy of tissue, and performing orthodontic treatment; measuring and taking impressions of patients' jaws and teeth in order to determine the shape and size of dental prostheses; designing, making, and fitting prosthodontics appliances such as space maintainers, bridges, and dentures, or writing fabrication instructions or prescriptions for dental prosthetic technicians; restoring oral function with removable and fixed oral prostheses; assisting in diagnosing general diseases having oral manifestations such as diabetes; educating patients and families on dental hygiene, nutrition and other

measures to take care of oral health; supervising dental hygienists, dental assistants and other staff. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2250: Dental Professionals

UNIT GROUP 2250: DENTAL PROFESSIONALS

Dental Professionals conduct diagnostic, preventive, and curative services for dental or oral diseases and disorders. Apply principles and procedures of modern dentistry by use of broad range of specialized diagnostic, surgical and other techniques to promote and restore oral health.

Tasks performed in this unit group include:- Diagnosing diseases, injuries, irregularities and malformations of teeth and associated structures in the mouth and jaw using a range of methods such as radiographs, salivary tests and medical histories; providing preventative oral health care such as periodontal treatments, fluoride applications and oral health promotion; administering anaesthetics to limit the amount of pain experienced by patients during procedures prescribing medication for relief of on-going pain after procedures providing restorative oral care such as implants, complex crown and bridge restorations, and orthodontics, and repairing damaged and decayed teeth; providing surgical treatments such as extraction of teeth, biopsy of tissue, and performing orthodontic treatment; measuring and taking impressions of patients' jaws and teeth in order to determine the shape and size of dental prostheses; designing, making, and fitting prosthodontics appliances such as space maintainers, bridges, and dentures, or writing fabrication instructions or prescriptions for dental prosthetic technicians; restoring oral function with removable and fixed oral prostheses; assisting in diagnosing general diseases having oral manifestations

such as diabetes; educating patients and families on dental hygiene, nutrition and other measures to take care of oral health; supervising dental hygienists, dental assistants and other staff .

For effective and efficient performance of tasks in this unit group, tertiary level training and above in dentistry is required. In addition, possession of high level technical skills in application of principles and procedures of modern dentistry by use of broad range of specialized diagnostic, surgical and other techniques to promote and restore oral health is also required.

Occupational titles classified in this unit group are:

2250-11 Dentist
2250-12 Dental Practitioner
2250-13 Dental Surgeon
2250-14 Endodontist
2250-15 Oral and Maxillofacial Surgeon
2250-16 Oral Pathologist
2250-17 Orthodontists
2250-18 Paedodontists
2250-21 Prosthodontist
2250-22 Periodontist
2250-23 Stomatologist
2250-24 Dental Technologist
2250-25 Restorative Dentist

MINOR GROUP 226: PHARMACEUTICAL PROFESSIONALS

Pharmaceutical Professionals diagnose, advice, conduct experiments on/about effects of drugs and other substances on the tissues, organs and physiological processes of human beings and animals, prepare, dispense/sell drugs/medicaments and/or related preparations according to prescriptions or formulae; supervise preparation of medicaments according to doctor's prescriptions; Improve on existing knowledge and develop new drugs

Tasks performed usually include: Receiving prescriptions for medicinal products from medical

doctors and other health professionals, checking patients' medicine histories, and ensuring proper dosage and methods of administration and drug compatibility before dispensing; preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions; providing information and advice to prescribers and clients regarding drug interactions, incompatibility and contra-indications, side effects, dosage and proper medication storage; collaborating with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of the medicine therapy of individual patients, and the effectiveness of particular drugs or therapies; maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs in accordance with legal and professional requirements; storing and preserving vaccines, serums and other drugs subject to deterioration; advising clients on and supplying non-prescription medicines and diagnostic and therapeutic aids for common conditions; supervising and coordinating the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants; conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products; conferring with chemists, engineering professionals and other professionals about manufacturing techniques and ingredients; testing and analysing drugs to determine their identity, purity and strength in relation to specified standards; evaluating labels, packaging and advertising of drug products; developing information and risks of particular drugs. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group

2260: Pharmaceutical Professionals

UNIT GROUP 2260: PHARMACEUTICAL PROFESSIONALS

Pharmaceutical Professionals diagnose, advice, conduct experiments on effects of drugs and other substances on the tissues, organs and physiological processes of human beings and animals, prepare, dispense, sell drugs, medicaments and related preparations according to prescriptions or formulae; supervise preparation of medicaments according to doctor's prescriptions; Improve on existing knowledge and develop new drugs

Tasks performed in this unit group include:- Receiving prescriptions for medicinal products from medical doctors and other health professionals, checking patients' medicine histories, and ensuring proper dosage and methods of administration and drug compatibility before dispensing; preparing or supervising the preparation and labelling of liquid medicines, ointments, powders, tablets and other medications to fill prescriptions; providing information and advice to prescribers and clients regarding drug interactions, incompatibility and contra-indications, side effects, dosage and proper medication storage; collaborating with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of the medicine therapy of individual patients, and the effectiveness of particular drugs or therapies; maintaining prescription files and recording issue of narcotics, poisons and habit-forming drugs in accordance with legal and professional requirements; storing and preserving vaccines, serums and other drugs subject to deterioration; advising clients on and supplying non-prescription medicines and diagnostic and therapeutic aids for common conditions; supervising and coordinating the work of pharmacy technicians, pharmacy interns and pharmacy sales assistants; conducting research to develop and improve pharmaceuticals, cosmetics and related chemical products; conferring with chemists, engineering professionals and other professionals about manufacturing techniques and ingredients; testing and analysing drugs to determine their identity, purity and strength in relation to specified standards; evaluating labels, packaging and advertising of drug products;

developing information and risks of particular drugs.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in pharmacy and pharmacology is required. In addition, possession of high level technical skills in application of principles of Pharmaceuticals to diagnose, advice, conduct experiments on effects of drugs and other substances on the tissues, organs and physiological processes of human beings and animals, prepare, dispense, sell drug, medicaments and or related preparations according to prescriptions or formulae is also required.

Occupational titles classified in this unit group are:

2260-11 Pharmacist
2260-12 Dispensing Chemist
2260-13 Hospital Pharmacist
2260-14 Industrial Pharmacist
2260-15 Retail Pharmacist
2260-16 Clinical Pharmacist
2260-17 Community Pharmacist
2260-18 Pharmacoepidermiologist

**MINOR GROUP 227:
TRADITIONAL AND COMPLEMENTARY MEDICINE
PROFESSIONALS**

Traditional and Complementary Medicine Professionals prevent, diagnose and treat illness, disease, injury, and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures.

Tasks performed usually include: Conducting physical examinations of patients and interviewing them and their families to determine their health status; developing and implementing treatment plans for physical, mental and psychosocial ailments using applications such as acupuncture, ayurvedic, homoeopathic and herbal medicine; evaluating and documenting patients'

progress through treatment plans; providing health, nutrition and lifestyle advice to individuals, families and communities; prescribing and preparing traditional medicines, such as herbal, plant, mineral and animal extracts, to stimulate the body's capacity for self-healing; exchanging information about patients with other health care workers as needed to ensure continuing and comprehensive health care; conducting research into traditional and complementary medicines and treatments and disseminating findings such as through scientific papers and reports Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2270: Traditional and Complementary Medicine Professionals

**UNIT GROUP 2270:
TRADITIONAL AND COMPLEMENTARY MEDICINE
PROFESSIONALS**

Traditional and complementary medicine professionals prevent, diagnose and treat illness, disease, injury, and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures.

Tasks performed in this unit group include:- Conducting physical examinations of patients and interviewing them and their families to determine their health status; developing and implementing treatment plans for physical, mental and psychosocial ailments using applications such as acupuncture, ayurvedic, homoeopathic and herbal medicine; evaluating and documenting patients' progress through treatment plans; providing health, nutrition and lifestyle advice to individuals, families and communities; prescribing and preparing traditional medicines, such as herbal, plant,

mineral and animal extracts, to stimulate the body's capacity for self-healing; exchanging information about patients with other health care workers as needed to ensure continuing and comprehensive health care; conducting research into traditional and complementary medicines and treatments and disseminating findings such as through scientific papers and reports.

For effective and efficient performance of tasks in this unit group, knowledge in human anatomy, traditional and complementary therapy and elements of medicine is required. In addition, extensive understanding of the benefits and applications of traditional and complementary therapies is necessary.

Occupational titles classified here are:

2270-11 Acupuncturist
 2270-12 Ayurvedic Practitioner
 2270-13 Chinese Herbal Medicine Practitioner
 2270-14 Herbalist
 2270-15 Homeopath
 2270-16 Naturopath
 2270-17 Unani Practitioner
 2270-18 Chiropractor
 2270-21 Osteopath
 2270-22 Pharmacy Natural Therapy

**MINOR GROUP 228:
 OCCUPATIONAL SAFETY AND HEALTH
 PROFESSIONALS**

Occupational Safety and Health Professionals assess, plan and implement programs to recognize, monitor and control environmental factors that can potentially affect human health, to ensure safe and healthy working conditions, and to prevent disease or injury caused by chemical, physical, radiological and biological agents or ergonomic factors.

Tasks performed usually include: Developing, implementing and reviewing programs and policies to minimize potential environmental and occupational

risks to health and safety; preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes; implementing prevention programs and strategies for communicable diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances; identifying, reporting and documenting hazards, and assessing and controlling risks in the environment and workplace and advising on compliance with relevant law and regulations; developing, implementing and monitoring programs to minimize workplace and environmental pollution involving chemical, physical and biological hazards; advising on methods to prevent, eliminate, control, or reduce the exposure of workers, students, the public and the environment to radiological and other hazards; promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees; providing education, information, training, and advice to persons at all levels on aspects of occupational hygiene and environmental health; recording and investigating injuries and equipment damage, and reporting safety performance; coordinating arrangements for the compensation, rehabilitation and return to work of injured workers. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this minor group are classified into the following unit group:

2280: Occupational Safety and Health Professionals

**UNIT GROUP 2280:
 OCCUPATIONAL SAFETY AND HEALTH
 PROFESSIONALS**

Occupational Safety and Health Professionals assess, plan and implement programs to recognize, monitor and control environmental factors that can potentially affect human health, to ensure safe and healthy

working conditions, and to prevent disease or injury caused by chemical, physical, radiological and biological agents or ergonomic factors.

Tasks performed in this unit group include:- Developing, implementing and reviewing programs and policies to minimize potential environmental and occupational risks to health and safety; preparing and implementing plans and strategies for the safe, economic and suitable disposal of commercial, industrial, medical and household wastes; implementing prevention programs and strategies for communicable diseases, food safety, waste water treatment and disposal systems, recreation and domestic water quality, contaminated and hazardous substances; identifying, reporting and documenting hazards, and assessing and controlling risks in the environment and workplace and advising on compliance with relevant law and regulations; developing, implementing and monitoring programs to minimize workplace and environmental pollution involving chemical, physical and biological hazards; advising methods to prevent, eliminate, control, or reduce the exposure of workers, students, the public and the environment to radiological and other hazards; promoting ergonomic principles within the workplace such as matching furniture, equipment and work activities to the needs of employees; providing education, information, training, and advice to persons at all levels on aspects of occupational hygiene and environmental health; recording and investigating injuries and equipment damage, and reporting safety performance; coordinating arrangements for the compensation, rehabilitation and return to work of injured workers.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level and above in environmental health, medicine or related fields is required. In addition, possession of high level technical skills in application of scientific knowledge to control environmental factors that can potentially affect human health, ensure safe and healthy working conditions, and prevent disease or injury caused by chemical,

physical, radiological and biological agents or ergonomic factors is also required.

Occupational titles classified in this unit group are:

2280-11 Occupational Health and Safety Adviser
2280-12 Occupational Hygienist
2280-13 Occupational Health and Safety Specialist
2280-14 Occupational Health and Safety Trainer

MINOR GROUP 229: OTHER HEALTH PROFESSIONALS

Other health professionals provide health services related to physiotherapy, nutrition, hearing, speech, optometric, vision and rehabilitation therapies. This minor group includes all human health professionals, except doctors, dentists, pharmacists, traditional and complementary medicine practitioners, veterinarians, nurses, midwives and paramedical professionals.

Tasks performed usually include: Assessing patients or clients to determine the nature of the disorder, illness or problem; developing and implementing treatment plans and evaluating and documenting patients' progress; diagnosing and treating diseases, injuries and malformations of the teeth, mouth, jaws and associated tissues; assessing, planning and implementing programs to recognize, monitor and control environmental factors that can potentially affect human health to improve or restore human motor functions, maximize movement ability, relieve pain syndromes, or to enhance the impact of food and nutrition on human health; diagnosing, managing and treating physical disorders affecting human hearing, communication or swallowing, or disorders of the eyes and visual system; advising clients about continued treatment and care and providing or arranging rehabilitation services; referring clients to or conferring with other health professionals or associate professionals if required. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill levels. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit groups:

2291: Physiotherapists

2292: Dieticians and Nutritionists

2293: Audiologists and Speech Therapists

2294: Optometrists and Ophthalmic Opticians

2295: Other Health workers

**UNIT GROUP 2291:
PHYSIOTHERAPISTS**

Physiotherapists assess, plan and implement rehabilitative programs that improve or restore human motor functions, maximize movement ability, relieve pain syndromes, and treat disorders of bone, muscles and parts of circulatory or the nervous system by manipulative methods and ultrasound, heating, laser or similar techniques, or apply physiotherapy and related therapies as part of the treatment for the physically disabled and mentally ill or unbalanced.

Tasks performed in this unit group include:- Administering muscle, nerve, joint and functional ability tests to identify and assess physical problems of patients; establishing treatment goals with patients and designing treatment programs to reduce physical pain, strengthen muscles, improve cardiothoracic, cardiovascular and respiratory functions, restore joint mobility, and improve balance and coordination; developing, implementing and monitoring programs and treatments using the therapeutic properties of exercise, heat, cold, massage, manipulation, hydrotherapy, electrotherapy, ultraviolet and infra-red light and ultrasound in the treatment of patients; instructing patients and their families in procedures to be continued outside clinical settings; recording information on patients' health status and responses to treatment in medical records-keeping systems, and sharing information with other health professionals as required to ensure continuing and comprehensive care; developing and implementing programmes for screening and prevention of common physical ailments

and disorders; supervising the work of physiotherapy assistants and others.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in health sciences and elements of medicine is required. In addition, possession of high level technical skills in application of biological science knowledge to implement rehabilitative programs that improve or restore human motor functions, maximize movement ability, relieve pain syndromes, and treat disorders of bone, muscles and parts of circulatory or the nervous system is also required.

Occupational titles classified in this unit group are:

2291-11 Physiotherapist
2291-12 Occupational Therapist
2291-13 Chiropodist
2291-14 Masseur
2291-15 Masseuse
2291-16 Sports Masseur
2291-17 Sports Physiotherapist
2291-18 Physical Therapist
2291-21 Orthopaedic Therapist
2291-22 Paediatric Physical Therapist
2291-23 Musculoskeletal- and Orthopaedic
Physiotherapist
2291-24 Cardiovascular and Pulmonary
Physiotherapist
2291-25 Ergonomic Physiotherapist
2291-26 Palliative Physiotherapist
2291-27 Geriatric Physiotherapist

**UNIT GROUP 2292:
DIETICIANS AND NUTRITIONISTS**

Dieticians and Nutritionists plan, assess, evaluate nutritional elements of health and prepare diets for individuals or groups; Appraise the various factors related to nutrition and food problems in the

community; implement programs to enhance the impact of food and nutrition on human health.

Tasks performed in this unit group include:- instructing individuals, families and communities on nutrition, the planning of diets and preparation of food to maximize health benefits and reduce potential risks to health; planning diets and menus, supervising the preparation and serving of meals, and monitoring food intake and quality to provide nutritional care in settings offering food services; compiling and assessing data relating to health and nutritional status of individuals, groups and communities based on nutritional values of food served or consumed; planning and conducting nutrition assessments, intervention programmes, and education and training to improve nutritional levels among individuals and communities; consulting with other health professionals and care providers to manage the dietary and nutritional needs of patients; developing and evaluating food and nutrition products to meet nutritional requirements; conducting research on nutrition and disseminating the findings at scientific conferences and in other settings.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in nursing or health sciences is required. In addition, possession of high level technical skills in application of scientific knowledge to implementation of programs which enhance the impact of food and nutrition on human health is also required.

Occupational titles classified in this unit group are:

2292-11 Clinical Dietician
2292-12 Food Service dietician
2292-13 Nutritionist
2292-14 Public Health Nutritionist
2292-15 Sports Nutritionist
2292-16 Animal Nutritionist
2292-17 Economist, Home

**UNIT GROUP 2293:
AUDIOLOGISTS AND SPEECH THERAPISTS**

Audiologists and Speech Therapists evaluate, manage and treat physical disorders affecting human hearing, communication and swallowing; prescribe corrective devices or rehabilitative therapies for hearing loss, speech disorders, and related sensory and neural problems and provide counselling on hearing safety and communication performance.

Tasks performed in this unit group include:- Evaluating hearing, speech and language performance in patients to determine the nature of hearing and communication disorders; administering hearing or speech/language tests or other examinations using specialized diagnostic instruments and equipment, and interpreting test results alongside other medical, social and behavioral diagnostic data to determine appropriate courses of treatment ; planning, directing and participating in counseling, screening, speech rehabilitation and other programs related to hearing and communication; prescribing hearing aids and other assistive devices according to patients' needs and instructing them in their use; planning and conducting treatment programs to manage physical disorders affecting speech and swallowing in patients such as stuttering and feeding disorders ; counseling and guiding hearing and/or language-impaired individuals, their families, teachers and employers; referring patients and families to additional medical or educational services if needed.

For effective and efficient performance of tasks in this unit group, formal tertiary level training in nursing or health sciences is required. In addition, possession of high level technical skills in application of scientific knowledge to implementation of rehabilitative therapies for hearing loss, speech disorders, and related sensory and neural problems and provision of counselling on hearing safety and communication performance.

Occupational titles classified in this unit group are:

2293-11 Audiologists

2293-12 Speech Therapist and Audiologists
2293-13 Speech Pathologist
2293-14 Voice Pathologist
2293-15 Speech Language Pathologist and Audiologist

**UNIT GROUP 2294:
OPTOMETRISTS AND OPHTHALMIC OPTICIANS**

Optometrist and opticians diagnose, advise, treat, prescribe, manage and/or fit glasses and contact lenses and advise on their use or the use of other visual aids, as well as on proper lighting for work and reading.

Tasks performed in this unit group include:- examining patients' eyes and conducting diagnostic tests to assess ocular health and determine the nature and extent of vision problems and abnormalities; testing visual function using specialized instruments and equipment for measuring visual acuity and refractive error, function of visual pathways, visual fields, eye movements, freedom of vision and intraocular pressure; detecting, diagnosing and managing eye disease, including prescribing medications for the treatment of eye disease; consulting with and referring patients to ophthalmologists or other health professionals if additional medical treatment is necessary; detecting and diagnosing eye movement disorders and defects of binocular function, and planning and managing treatment programs, including counseling patients in eye exercises to coordinate movement and focusing of eyes; prescribing corrective eyeglasses, contact lenses and other vision aids, and checking optical devices for performance, safety, comfort and lifestyle; advising on visual health matters such as contact lens care, vision care for the elderly, optics, visual ergonomics, and occupational and industrial eye safety.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in nursing or health sciences is required. In addition to possession of high level technical skills in application of scientific

knowledge to management of visual maladies is also required.

Occupational titles classified here are:

2294-11 Ophthalmic Optician
2294-12 Optometrist
2294-13 Orthoptist

**UNIT GROUP 2295:
OTHER HEALTH PROFESSIONALS**

This unit group covers health professionals not classified elsewhere in sub-major group 22, Health professionals. For instance, the group includes occupations such as oodiatrist, occupational therapist and other health professionals.

Tasks performed in this unit group include:- Interviewing patients and conducting diagnostic tests to determine their health status and the nature of physical or mental disorders, illnesses or other health problems; developing and implementing treatment plans for injuries, illnesses and other physical and mental impairments evaluating and documenting patients' progress through treatment plans, and referring patients and families to medical doctors or other health care providers for specialized, rehabilitative or other care services as needed; assessing functional limitations of clients resulting from illness, disability or other impairment, and providing therapy; recommending environmental adaptations in the home, leisure, work and school environments on an individual or group basis to enable them to perform their daily activities and occupations; planning and implementing therapeutic programs on an individual and group basis for improving and maintaining physical, cognitive, emotional and social functioning, including through the use of arts and crafts, dance and movement, music and other recreational activities; identifying and prescribing treatments for conditions affecting the foot, ankle and related structures of the leg due to illness, disease or other physical impairment, and prescribing corrective footwear and

advising on foot care to manage foot ailments; performing minor surgical procedures such as on the foot and ankles.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in health sciences is required. In addition to, possession of high level technical skills in specialized field is also required.

Occupational titles classified in this unit group are:

2295-11 Arts Therapist
2295-12 Dance and Movement Therapist
2295-13 Podiatrist
2295-14 Orthotist
2295-15 Prosthetist
2295-16 Recreational Therapist

**SUB-MAJOR GROUP 23:
TEACHING PROFESSIONALS**

Teaching professionals teach the theory and practice of various disciplines at different educational levels; conduct research, improve or develop concepts, theories and operational methods pertaining to their disciplines and prepare scholarly papers and books.

The tasks performed by professionals in this sub-major group usually include: conducting classes, courses or tutorials at specific educational levels, for educational or vocational purposes, including private lessons; designing and modifying curricula; inspecting and advising on teaching methods and teaching aids; participating in decisions on the organisation of teaching and related activities at schools and universities; conducting research to improve or develop concepts, theories or operational methods. Supervision of other workers may be included. Competent performance of tasks in most occupations in this sub-major group requires skills at the 3rd and 4th KeSCO skill levels.

Occupations in this sub-major group are classified into five minor groups:

- 231: University and College Lecturers**
- 232: Vocational Education and Training Teachers**
- 233: Secondary Education Teachers**
- 234: Primary School and Early Childhood Development Teachers**
- 235: Other Teaching Professionals**

**MINOR GROUP 231:
UNIVERSITY AND COLLEGE LECTURERS**

University and College Lecturers plan, prepare teach , deliver lectures and conduct tutorials to students in specific subjects or field of study at different levels after termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline and prepare scholarly papers and books; conducts tutorials, stimulates and guides discussions on selected topics in their fields of specialization; carry out research and studies based on documentary evidence and other sources to keep abreast with current development in a particular branch of learning.

Tasks performed usually include: Designing and modifying curricula and preparing courses of study in accordance with requirements; preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments; stimulating discussion and independent thought among students; supervising, where appropriate, experimental and practical work undertaken by students; administering, evaluating and marking examination papers and tests; directing research of post-graduate students or other members of department; researching into and developing concepts, theories and operational methods for application in industrial and other fields; Preparing assignments, examinations or other course work to assess students. Participating in the setting of course requirements, curriculum revision and academic planning and; may provide professional consultancy services to clients. preparing scholarly books, papers or articles; participating in departmental and faculty meetings and in conferences and seminars. Competent performance

of tasks in most occupations in this minor group requires skills at the **4th KeSCO** skill level. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2310: University and College Lecturers

UNIT GROUP 2310

UNIVERSITY AND COLLEGE LECTURERS

University and College Lecturers teach, lecture students in specific subjects or field of study at different levels after termination of secondary education; conduct research and improve or develop concepts, theories and operational methods pertaining to their particular discipline and prepare scholarly papers and books; conducts tutorials, stimulates and guides discussions on selected topics in their fields of specialization; carry out research and studies based on documentary evidence and other sources to keep abreast with current development in a particular branch of learning.

Tasks performed in this unit group include:- Designing and modifying curricula and preparing courses of study in accordance with requirements; preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments; stimulating discussion and independent thought among students; supervising, where appropriate, experimental and practical work undertaken by students; administering, evaluating and marking examination papers and tests; directing research of post-graduate students or other members of department; researching into and developing concepts, theories and operational methods for application in industrial and other fields; Preparing assignments, examinations or other course work to assess students. Participating in the setting of course requirements, curriculum revision and academic planning and; may provide professional consultancy services to clients. preparing scholarly books, papers or articles; participating in departmental and faculty meetings and in conferences and seminars.

For effective and efficient performance of tasks in this unit group, extensive formal training at tertiary level and above in education and possession of in-depth advanced theoretical knowledge and application of specialized knowledge in specific contexts or area of specialization is required together with publication of research work in area of specialization. In addition, high level cognitive skills in application of theoretical knowledge to research for increasing new knowledge, is also required.

Occupational titles classified in this unit group are:

2310-11 Professor
2310-12 Associate Professor, University
2310-13 Lecturer University
2310-14 University Tutor
2310-15 Reader, University
2310-16 Tutor, College
2310-17 Lecturer, College

MINOR GROUP 232:

VOCATIONAL EDUCATION AND TRAINING TEACHERS

Vocational Education and Training Teachers teach and/or give instruction on one or more subjects, for vocational education purposes or at the appropriate level or part; design and modify curricula and prepare vocational courses of study in accordance with the requirements; provide vocational training to apprentices and other trainees; prepare students for employment in specific occupations or occupational areas for which university or higher education is not normally required.

Tasks performed usually include: Developing curricula and planning course content and methods of instruction; determining training needs of students or workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs; presenting lectures and conducting discussions to increase students' knowledge and competence; instructing and monitoring students in the

use of tools, equipment and materials and the prevention of injury and damage; observing and evaluating students' work to determine progress, provide feedback, and make suggestions for improvement; administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency; preparing reports and maintaining records such as student grades, attendance rolls, and training activity details; supervising independent or group projects, field placements, laboratory work, or other training; providing individualized instruction and tutorial or remedial instruction; conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd and 4th KeSCO skill level**. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2320: Vocational Education and Training Teachers

UNIT GROUP 2320: VOCATIONAL EDUCATION AND TRAINING TEACHERS

Vocational Education and Training Teachers teach and/or give instruction on one or more subjects, for vocational education purposes or at the appropriate level or part; design and modify curricula and prepare vocational courses of study in accordance with the requirements; provide vocational training to apprentices and other trainees; prepare students for employment in specific occupations or occupational areas for which university or higher education is not normally required.

Tasks performed in this unit group include: Developing curricula and planning course content and methods of instruction; determining training needs of students or

workers and liaising with individuals, industry and other education sectors to ensure provision of relevant education and training programs; presenting lectures and conducting discussions to increase students' knowledge and competence; instructing and monitoring students in the use of tools, equipment and materials and the prevention of injury and damage; observing and evaluating students' work to determine progress, provide feedback, and make suggestions for improvement; administering oral, written or performance tests to measure progress, evaluate training effectiveness and assess competency; preparing reports and maintaining records such as student grades, attendance rolls, and training activity details; supervising independent or group projects, field placements, laboratory work, or other training; providing individualized instruction and tutorial or remedial instruction; conducting on-the-job training sessions to teach and demonstrate principles, techniques, procedures, or methods of designated subjects.

For effective and efficient performance of tasks in this unit group, extensive formal training at tertiary level and above in education and possession of in-depth advanced theoretical knowledge in one or more teaching subjects is required.

Occupational titles classified here are:

2320-11 Vocational Education Teacher
2320-12 Vocational Centre Instructors
2320-13 Instructor, Polytechnic
2320-14 Technical College Instructor
2320-15 Instructor, Automotive Technology
2320-16 Instructor, Cosmetology

MINOR GROUP 233: SECONDARY EDUCATION TEACHERS

Secondary Education Teachers teach and/or give instruction on one or more subjects, for educational purposes excluding subjects intended to prepare students for employment in specific occupational areas, at secondary school levels ; design and modify

curricula and prepare educational courses of study in accordance with the requirements.

Tasks performed usually include: Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines; establishing and enforcing rules for behaviour and procedures for maintaining order among students; preparing and giving lessons, discussions, and demonstrations in one or more subjects; establishing clear objectives for all lessons, units, and projects and communicating those objectives to students; preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students' varying needs and interests; observing and evaluating students' performance and behaviour; preparing, administering and marking tests, assignments and examinations to evaluate pupils' progress; preparing reports about pupils' work and conferring with other teachers and parents; participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level. Registration with professional body may be required.

Occupations in this minor group are classified into the following unit group:

2330: Secondary Education Teachers

UNIT GROUP 2330: SECONDARY EDUCATION TEACHERS

Secondary Education Teachers teach and/or give instruction on one or more subjects, for educational purposes excluding subjects intended to prepare students for employment in specific occupational areas, at secondary school levels; design and modify curricula and prepare educational courses of study in accordance with the requirements.

Tasks performed in this unit group include: Designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines; establishing and enforcing rules for behaviour and procedures for maintaining order among students; preparing and giving lessons, discussions, and demonstrations in one or more subjects; establishing clear objectives for all lessons, units, and projects and communicating those objectives to students; preparing materials and classrooms for class activities; adapting teaching methods and instructional materials to meet students' varying needs and interests; observing and evaluating students' performance and behaviour; preparing, administering and marking tests, assignments and examinations to evaluate pupils' progress; preparing reports about pupils' work and conferring with other teachers and parents; participating in meetings concerning the school's educational or organizational policies; planning, organizing and participating in school activities such as excursions, sporting events and concerts.

For effective and efficient performance of tasks in this unit group, extensive formal training at Tertiary level and above in education and possession of in-depth advanced theoretical knowledge in one or more teaching subjects is required.

Occupational titles classified here are:

2330-11 High School Teacher
2330-12 Secondary School Teacher
2330-13 Principal, High School
2330-14 Master, High School
2330-15 Master: Secondary Education
2330-16 Mistress, High School
2330-17 Mistress: Secondary Education

MINOR GROUP 234: PRIMARY SCHOOL AND EARLY CHILDHOOD DEVELOPMENT

Primary School and Early Childhood Development Teachers teach a range of subjects at primary and pre-

primary education levels and organise educational activities.

Tasks performed usually include: preparing programme of learning, giving instructions in a range of subjects at primary and pre-primary education level, and organising some educational activities and preparing reports. Other tasks include planning and organising activities designed to facilitate children's development of language or physical and social skills. Supervision of other workers may be included. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd KeSCO skill level**. Registration with professional body may be required

Occupations in this minor group are classified into the following unit groups:

2341: Primary School Teachers

2342: Early Childhood Development Teachers

UNIT GROUP 2341:

PRIMARY SCHOOL TEACHERS

Primary School Teachers teach various subjects at the primary education level.

Tasks performed in this unit group include: Designing and modifying curricula and preparing programme of learning and giving instructions to primary school children in areas such as reading, writing, arithmetic, creative expression and physical education skills within prescribed or recommended curriculum; Encouraging personal development by assisting children to use and develop their capabilities and discusses their progress with parents and head teacher; and Maintaining discipline in classroom and other areas of the school.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in primary teacher education is required. In addition, possession of in-depth advanced theoretical knowledge in requisite teaching subjects at the primary education level is also required.

Occupational titles classified here are:

2341-11 Primary School Teacher

2341-12 Remedial Teacher

2341-13 Master, Primary Education

2341-14 Mistress, Primary Education

2341-15 Teacher, Primary Education: Associate Professional

UNIT GROUP 2342:

EARLY CHILDHOOD DEVELOPMENT TEACHERS

Early Childhood Development Teachers plan and organise group and individual play and education activities to support and promote physical, mental and social development of children below primary school age.

Tasks performed in this unit group include: Planning and organizing individual and group activities designed to facilitate the development of children's motor skills, cooperative and social skills, confidence and understanding; promoting language development through story-telling, role-play, songs, rhymes and informal conversations and discussions; leading children in activities that, provide opportunities for creative expression through the media of art, dramatic play, music and physical fitness; observing children in order to evaluate progress and to detect signs of developmental, emotional or health related problems with parents; observing and assessing nutritional health, welfare and safety needs of students and identifying factors which may impede students' progress; supervising children's activities to ensure safety and resolve conflicts; guiding and assisting children in the development of proper eating, dressing and toilet habits discussing progress or problems of children with parents and other staff members and identifying appropriate actions and referrals to other services; establishing and maintaining collaborative relationships with other service providers working with young children.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in early childhood development education teacher is required. In addition, possession of in-depth advanced theoretical knowledge of education activities to support and promote physical, mental and social development of children below primary school age is also required.

Occupational titles classified here are:

2342-11 Early Childhood Educator
 2342-12 Pre-School Teacher
 2342-13 Teacher, Kindergarten
 2342-14 Teacher, Kindergarten: Associate Professional
 2342-15 Teacher, Nursery
 2342-16 Teacher, Nursery: Associate Professional
 2342-17 Teacher, Pre-Primary Education
 2342-18 Teacher, Pre-Primary Education: Associate Professional

MINOR GROUP 235: OTHER TEACHING PROFESSIONALS

Other Teaching Professionals conduct research and develop or advise on instructing or teaching workers on practical execution of tasks, or instruct students on subjects like art and music; teach people with learning difficulties or special needs; teach non-native languages for migration and related purposes; give private tuition; teach arts, Information Communication Technology and other subjects outside the mainstream primary, secondary and higher education systems and provide other teaching services not classified elsewhere in sub-major group 23, Teaching Professionals.

Tasks performed usually include: Conducting research and developing or advising on teaching methods, courses and aids; teaching physically handicapped children, young persons or adults or those with learning difficulties or other with special needs, teaching non-native languages for migration purposes; teaching

students in practice, theory and performance of music, drama, dance, visual and other arts; developing, scheduling and conducting training programs and courses for Information Communication Technology users. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

2351: Education Methods Specialists
2352: Special Needs Teachers
2353: Other Language Teachers
2354: Other Music Teachers
2355: Other Arts Teachers
2356: Information Communication Technology Trainers
2359: Other Teaching Professionals Not Elsewhere Classified

UNIT GROUP 2351: EDUCATION METHODS SPECIALISTS

Education Methods Specialists conduct research and develop or advise on teaching methods, courses and aids; review and examine teachers' work, the functioning of educational institutions and the results achieved and recommend changes and improvements.

Tasks performed in this unit group include: Researching into current developments in curricula, teaching methods and other educational practices, and advising on necessary changes and possible improvements; evaluating and advising on contents of courses and methods of examination; researching into audio-visual and other teaching aids and advising on, planning and organising their introduction in educational establishments; documenting subjects and courses developed, and evaluating new courses; providing ongoing professional development, training and consultative services to teachers; organizing and conducting workshops and conferences to train

teachers in new programs and methods; developing the structure, content and objectives of new educational courses and programs; visiting schools periodically and conferring with administrative and teaching staff on questions relating to curricula, teaching methods, equipment and other matters; visiting classrooms to observe teaching techniques and to evaluate teachers performance, and scholastic results obtained; preparing reports and making recommendations to educational authorities concerning possible changes and improvements in curricula, teaching methods, and other matters.

For effective and efficient performance of tasks in this unit group, formal training at tertiary and above in education is required. In addition, possession of in-depth advanced theoretical knowledge of educational administration and curriculum is also required.

Occupational titles classified in this unit group are:

2351-11 Education Methods Specialist
 2351-12 Adviser, Academic
 2351-13 Adviser, Education
 2351-14 Adviser, Education: Methods
 2351-15 Adviser, Teaching Methods
 2351-16 Consultant, Education
 2351-17 Coordinator, Curriculum
 2351-18 Developer, Curriculum
 2351-21 Education Assessor
 2351-22 Specialist, Audio-Visual: Teaching Aids
 2351-23 Specialist, Education: Methods
 2351-24 Specialist, Teaching: Aids
 2351-25 Specialist, Visual: Teaching Aids
 2351-26 Officer, Curriculum Development
 2351-27 Officer, Special Education
 2351-28 Officer, Staff Development
 2351-31 Teacher, Adult Education
 2351-32 Educator Field

UNIT GROUP 2352:

SPECIAL NEEDS TEACHERS

Special Needs Teachers teach physically or mentally handicapped children, young persons or adults, or those with learning difficulties, at a given level of education; promote the social, emotional, intellectual and physical development of their students.

Tasks performed in this unit group include: Assessing students' abilities and limitations with regard to intellectual, physical, social and emotional impairments, exceptional intellectual gifts, or other specific problems; designing or modifying curricula and preparing and delivering programmes, lessons and activities adapted to students' abilities and needs; giving instruction on an individual or group basis using special techniques or aids appropriate to students' needs; employing special educational strategies and techniques during instruction to improve the development of sensory- and perceptual-motor skills, language, cognition, and memory; establishing and enforcing rules for behaviour and policies and procedures to maintain order among students; teaching academic subjects, and practical and self-help skills to students with hearing, sight and other impairments; stimulating and developing students' confidence interests, abilities, manual skills and coordination; conferring with other staff members to plan and schedule lessons for special needs students; preparing and maintaining student data and other records and submitting reports; administering various forms of assessment and evaluating progress of each student; conferring with students, parents, head teacher and other relevant professionals involved in the students' care to develop individual educational plans designed to promote students' development.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in education is required. In addition, possession of in-depth advanced theoretical knowledge of special needs education in one or more of the special needs education specialities is also required.

Occupational titles classified in this unit group are:

2352-11 Special Needs Teacher
 2352-12 Teacher, Blind
 2352-13 Teacher, Braille
 2352-14 Teacher, Deaf
 2352-15 Teacher, Mentally Handicapped
 2352-16 Teacher, Handicapped
 2352-17 Special Education Teacher
 2352-18 Teacher, Learning Support
 2352-21 Teacher, Gifted Children
 2352-22 Teacher, Hearing Impaired
 2352-23 Teacher, Right Impaired
 2352-24 Teacher, Remedial

UNIT GROUP 2353: OTHER LANGUAGE TEACHERS

Other Language Teachers teach non-native languages to adults and children who are learning a language for reasons of migration, to fulfill employment requirements or opportunities, to facilitate participation in educational programmes delivered in a foreign language, or for personal enrichment. They work outside the mainstream primary, secondary and higher education systems, or in support of students and teachers within those systems.

Tasks performed in this unit group include: assessing the level of ability and the extent of language difficulties of students, and establishing students' needs and learning goals; planning, preparing and delivering lessons and workshops for groups and individuals with content and rate of progression adapted to students' abilities and needs; designing and producing teaching materials and adapting existing materials; assessing students' progress; assisting students in classroom settings where subjects are taught in a language other than the students' native language; providing assistance to other teachers by designing special teaching programs for students still learning the main language of instruction; assigning and correcting work, and preparing and grading exams; assessing, recording and reporting on students' progress.

For effective and efficient performance of tasks in this

unit group, one requires tertiary level training in pedagogy and possession of in-depth knowledge of the specialized subject matter content.

Occupational titles classified here are:

2353-11 Teacher, English As A Second Language
 2353-12 Teacher, Intensive Language
 2353-13 Teacher, Migrant Education
 2353-14 Teacher, Practical Language
 2353-15 Teacher, Second Language
 2353-16 Tutor, After School: Languages
 2353-17 Tutor, Language: Private Tuition

UNIT GROUP 2354 OTHER MUSIC TEACHERS

Other Music Teachers teach students in the practice, theory and performance of music outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra-curricular activity in association with mainstream educational institutions.

Tasks performed in this unit group include: Assessing the students' level of ability and determining needs and learning goals; planning, preparing and delivering programs of study, lessons and workshops for individual students and groups; preparing and presenting material on the theory and interpretation of music; instructing and demonstrating practical aspects of singing or of playing a particular instrument; teaching students to read and write musical notation; assigning exercises and teaching pieces of music relevant to students' level of ability, interests and talents; assessing students and offering advice, criticism and encouragement; revising curricula, course content, course materials and methods of instruction; preparing students for examinations, performances and assessments; arranging visits and tours to musical performances; organizing and assisting in auditions or performances of students' work.

For effective and efficient performance of tasks in this

unit group, formal training at tertiary in pedagogy is required. In addition, possession of in-depth knowledge of the specialized subject matter content is also required.

Occupational titles classified in this unit group are:

2354-11 Coach, Vocal
 2354-12 Teacher, Guitar: Private Tuition
 2354-13 Teacher, Music: Private Tuition
 2354-14 Teacher, Piano: Private Tuition
 2354-15 Teacher, Singing: Private Tuition
 2354-16 Teacher, Violin: Private Tuition
 2354-17 Tutor, Music: Private Tuition
 2354-18 Tutor, Private Tuition: Singing

UNIT GROUP 2355

OTHER ARTS TEACHERS

Other Arts Teachers teach students in the practice, theory and performance of dance, drama, visual and other arts (excluding music) outside the mainstream primary, secondary and higher education systems, but may provide private or small group tuition as an extra-curricular activity in association with mainstream educational institutions

Tasks performed in this unit group include: Assessing the students' level of ability and determining learning needs; planning, preparing and delivering programs of study, lessons and workshops for individual students and groups; preparing and presenting material on the theory of the subject area being studied; instructing and demonstrating practical aspects of drama, dance, visual or other arts; assigning exercises and work relevant to students' level of ability, interests and talents; assessing students and offering advice, criticism and encouragement; revising curricula, course content, course materials and methods of instruction; preparing students for examinations, performance and assessments; arranging visits and tours to exhibitions and performances; organising and assisting in performances or exhibitions of students' work.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in pedagogy is required. In addition, possession of in-depth knowledge of the specialized subject matter content is also required.

Occupational titles classified here are:

2355-11 Coach, Dance
 2355-12 Coach, Dance Sport
 2355-13 Coach, Drama
 2355-14 Instructor, Dance
 2355-15 Manager, Dance Studio: Instructing
 2355-16 Teacher, Dance School
 2355-17 Teacher, Dance: Private Tuition
 2355-18 Teacher, Drama: Private Tuition
 2355-21 Teacher, Painting: Private Tuition
 2355-22 Teacher, Sculpture: Private Tuition
 2355-23 Tutor, Art: Private Tuition
 2355-24 Tutor, Dance: Private Tuition
 2355-25 Tutor, Drama: Private Tuition
 2355-26 Tutor, Painting: Private Tuition

UNIT GROUP 2356:

INFORMATION COMMUNICATION TECHNOLOGY TRAINERS

Information Communication Technology Trainers develop, schedule and conduct training programs and courses for computer and other Information Communication Technology users outside the mainstream primary, secondary and higher education systems.

Tasks performed in this unit group include: identifying the Information Communication Technology training needs and requirements of individual users and organizations; preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models, and supporting training reference documentation; designing, coordinating, scheduling and conducting training and development programs that can be

delivered in the form of individual and group instruction, and facilitating workshops meetings; demonstrations and conferences; monitoring and performing ongoing evaluation and assessment of training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables; gathering, investigating and researching background materials to gain a full understanding of the subject matter and systems; keeping up-to-date with new product version releases, advances in software, and general Information Communication Technology trends, writing end user products and materials such as user training, tutorial and instruction manuals, online help, and operating and maintenance instructions.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in information and communication technology instruction is required. In addition, possession of in-depth advanced theoretical knowledge of education activities to support and promote physical, mental and social development of children below primary school age is also required.

Occupational titles classified in this unit group are:

2356-11 Consultant, Computer Training
 2356-12 Consultant, Information Communication Technology: Training
 2356-13 Trainer, Computer
 2356-14 Trainer, Information Communication Technology
 2356-15 Trainer, Internet
 2356-16 Trainer, Software

UNIT GROUP 2357:

OTHER TEACHING PROFESSIONALS

This unit group covers teaching professionals who provide private tuition in subjects other than foreign languages and the arts, and those who provide educational counselling to students.

Tasks performed in this unit group include: Assessing

students' level of ability and determining learning needs; planning, preparing and delivering programs of study, lessons and workshops for individual students and groups; preparing and presenting material on the theory of the subject area being studied; instructing and demonstrating practical aspects of the subject area being studied; assigning exercises and work relevant to students' level of ability, interests and aptitude; assessing students and offering advice, criticism and encouragement; revising curricula, course content, course materials and methods of instruction preparing students for examinations and assessments; counselling students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning; counselling students to help them understand and overcome personal, social, or behavioural problems affecting their education; preparing students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks.

For effective and efficient performance of tasks in this unit group, formal training at tertiary level in one or more field of speciality is required. In addition, possession of in-depth advanced theoretical knowledge of education activities to support and promote physical, mental and social development of children below primary school age is also required.

Occupational titles classified in this unit group are:

2357-11 Adviser, Student
 2357-12 Coach, Debating
 2357-13 Coach, Mathematics: Private Tuition
 2357-14 Counsellor, College
 2357-15 Counsellor, School
 2357-16 Counsellor, Student
 2357-17 Tutor, After School: Mathematics
 2357-18 Tutor, Calligraphy
 2357-21 Tutor, Chemistry: Private Tuition
 2357-22 Tutor, Coaching College
 2357-23 Tutor, Dressmaking: Private Tuition

2357-24 Tutor, Elocution: Private Tuition
2357-25 Tutor, Handicrafts: Private Tuition
2357-26 Tutor, Literacy and Numeracy: Private Tuition
2357-27 Tutor, Literacy: Private Tuition
2357-28 Tutor, Maths: Private Tuition
2357-31 Tutor, Private Tuition

SUB-MAJOR GROUP 24: BUSINESS AND ADMINISTRATION PROFESSIONALS

Business and administration professionals perform analytical, conceptual and practical tasks to provide services in financial matters, human resource development, public relations, marketing and sales in the technical, medical, information and communications technology areas; and conduct reviews of organizational structures, methods and systems as well as quantitative analyses of information affecting investment programmes. Competent performance in most occupations in this sub-major group requires skills at the **3rd** and **4th KeSCO** skill level.

Tasks performed by business and administration professionals usually include:- Collecting, analysing and interpreting information on the financial viability, cost structures and trading effectiveness of organizations; conducting audits, preparing financial statements and controlling treasury systems for organizations; developing and reviewing financial plans and strategies, executing buy and sell orders, and negotiating the purchase and sale of commodities; developing, implementing and evaluating staff recruitment, training and development programmes; researching, developing and implementing marketing and public relations campaigns; studying and developing methods and policies to improve and promote government and business operations and effectiveness; acquiring and updating knowledge of employers' and competitors' goods and services, and of market conditions; assessing customers' needs and explaining and demonstrating goods and services to them.

Occupations in this sub-major group are classified into three minor groups, namely:

241: Finance Professionals
242: Business Administration Professionals
243: Sales, Marketing and Public Relations Professionals

MINOR GROUP 241: FINANCE PROFESSIONALS

Finance professionals plan, develop, organize, administer, invest, manage and conduct quantitative analyses of either financial accounting systems or funds for individuals, establishments and public or private institutions. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level.

Tasks performed usually include: preparing and organizing financial statements for an organization; reviewing financial materials of an organization; providing financial advice to individuals and organizations; preparing analytic reports concerning segments of the economy and the economy as a whole.

Occupations in this minor group are classified into the following unit groups:

2411: Accountants
2412: Financial and Investment Advisers
2413: Financial Analysts

UNIT GROUP 2411: ACCOUNTANTS

Accountants Plan and administer accounting services and advises on accountancy issues pertaining to private persons, enterprises, institutions and governmental organizations; plan, install and advise on budgetary accounts, controlling and other accounting systems; assist in formulation of budgetary policies;

prepare and certify financial statements for presentation to management, board of directors, stock holders or statutory public bodies.

Tasks performed usually include: Advising, planning and installing budgetary, accounts controlling and other accounting policies and systems; preparing and certifying financial statements for presentation to management, shareholders and statutory or other bodies; preparing tax returns, advising on taxation problems and contesting disputed claims before tax officials; preparing or reporting on profit forecasts and budgets; conducting financial investigations in such matters as suspected fraud, insolvency and bankruptcy; auditing accounts and bookkeeping records; conducting investigations and advising management on financial aspects of productivity, stockholdings, sales, new products, etc.; devising and controlling systems to determine unit cost of products and services.

For effective and efficient performance of tasks in this unit group, one requires Knowledge and skills in accounting/ commerce/economic. Working knowledge of accounting and financial procedures acquired through formal training at tertiary level and above on the job-training.

Occupational titles classified in this unit group are:

2411-11 Accountant
2411-12 Accounts Controller
2411-13 Auditor
2411-14 Chartered Accountant
2411-15 Credit Controller,
2411-16 Tax Assessor
2411-17 Consultant, Tax
2411-18 Certified Accountant
2411-21 Financial Controller
2411-22 Management Accountant
2411-23 Investment Accountant
2411-24 Project Accountant

UNIT GROUP 2412:

FINANCIAL AND INVESTMENT ADVISERS

Financial and investment advisers develop financial plan for individuals and organizations, and invest and manage funds on their behalf.

Tasks include; Building and maintaining a client base; interviewing clients to determine financial status and objectives, risk tolerance and other information needed to develop financial plans and investment strategies; setting financial objectives, and developing and implementing strategies for achieving them; arranging to buy and sell stocks and bonds for clients; monitoring investment performance, and reviewing and revising investment plans based on modified needs and changes in markets and recommending and arranging insurance cover for clients.

For effective and efficient performance of tasks in this unit group, one requires a tertiary level training in finance or economics with work experience and high level of literacy and numeracy and/or on-the-job training with a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2412-11 Financial Examiner
2412-12 Financial System Analyst
2412-13 Budget Analyst
2412-14 Risk Management Analyst
2412-15 Financial and Investment advisors
2412-16 Financial Planner
2412-17 Credit Analyst
2412-18 Resource Mobiliser

**UNIT GROUP 2413:
FINANCIAL ANALYSTS**

Financial analysts conduct quantitative analyses of information affecting investment programmes of public or private institutions.

Tasks include; Analysing financial information to

produce forecasts of business, industry and economic conditions for use in making investment decisions; maintaining knowledge and staying abreast of developments in the fields of industrial technology, business, finance and economic theory; interpreting data affecting investment programmes such as price, yield, stability, future trends in investment risks and economic influences; monitoring economic, industrial and corporate developments through analysis of information obtained from financial publications and services, investment banking firms, government agencies, trade publications, company sources and personal interviews; recommending investments and investment timing to companies, investment firm staff or the investing public; determining the prices at which securities should be syndicated and offered to the public; preparing plans of action for investment based on financial analyses; evaluating and comparing the relative quality of various securities in a given industry; presenting oral and written reports on general economic trends, individual corporations and entire industries.

For effective and efficient performance of tasks in this unit group, one requires financial analytical skills and high level of numeracy together with work experience and problem solving skills and on-the-job training with a well-developed level of interpersonal communication skills

Occupational titles classified in this unit group are:

2413-11 Bond Analyst
2413-12 Investment analyst
2413-13 Securities Consultant

**MINOR GROUP 242:
BUSINESS ADMINISTRATION PROFESSIONALS**

Business Administration professionals apply various concepts and theories related to improving the effectiveness of organizations and the individuals within the organization. Competent performance in most occupations in this minor group requires skills at

the 3rd and 4th KeSCO skill level

Tasks performed usually include: evaluating the structure of organizations and suggesting areas of improvement; ensuring that the operational activities of an organization are consistent with the policy objectives of the organization; recruiting, training, developing and counselling personnel within an organization.

Occupations in this minor group are classified into the following unit groups:

2421: Management and Organization Analysts
2422: Policy Administration Professionals
2423: Human Resource and Careers Professionals
2424: Training and Staff Development Professionals

**UNIT GROUP 2421:
MANAGEMENT AND ORGANIZATION ANALYSTS**

Management and organization analysts assist organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures. They are responsible for conducting and preparing operations and procedures manuals to assist management of a company in operating more efficiently and effectively.

Tasks include – assisting in the development of objectives, strategies and plans aimed at achieving customer satisfaction and the efficient use of organizations' resources; analyzing and evaluating current systems and structures; discussing current systems with staff and observing systems at all levels of organization; directing clients towards more efficient organization and developing solutions to organizational problems; undertaking and reviewing work studies by analyzing existing and proposed methods and procedures such as administrative and clerical procedures; recording and analyzing organizations' workflow charts, records, reports,

manuals and job descriptions; preparing and recommending proposals to revise methods and procedures, alter work flows, redefine job functions and resolve organizational problems; assisting in implementing approved recommendations, issuing revised instructions and procedure manuals and drafting other documentation; reviewing operating procedures and advising of departures from procedures and standards.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in business and human resource management. In addition to work experience problem solving and organizational skills

Occupational titles classified in this unit group are:

2421-11 Management Analyst
2421-12 Business Consultant
2421-13 Management Consultant
2421-14 Organizations and Methods Analyst
2421-15 Business Continuity Specialist
2421-16 Operations Analyst

**UNIT GROUP 2422:
POLICY ADMINISTRATION PROFESSIONALS**

Policy administration professionals develop and analyze policies guiding the design, implementation and modification of government and commercial operations and programmes.

Tasks include; liaising and consulting with programme administrators and other interested parties to identify policy needs; reviewing existing policies and legislation to identify anomalies and out-of-date provisions; researching social, economic and industrial trends, and client expectations of programmes and services provided; formulating and analyzing policy options, preparing briefing papers and recommendations for policy changes and advising on preferred options; assessing impacts, financial implications, interactions with other programmes and political and administrative

feasibility of policies; conducting threat and risk assessments and developing responses; reviewing operations and programmes to ensure consistency with policies of the organization.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in strategic management in addition to work experience problem solving, and organizational skills.

Occupational titles classified in this unit group are:

2422-11 Business Intelligence Officer
2422-12 Policy Analyst

**UNIT GROUP 2423:
HUMAN RESOURCE AND CAREERS
PROFESSIONALS**

Human Resource and careers professionals provide professional business services related to personnel policies such as employee recruitment or development, occupational analysis and vocational guidance.

Tasks include; Employee recruitment, placement, training, promotion, compensation, employee management relations or other areas of personnel work.; ascertaining manpower requirements, undertaking job analysis; arranging staff transfers; plans and organizes training of employees; Managing staff welfare; determining and reviewing wage and salary scales; advising and providing guidance on aspects of job and occupational analyses in the fields of employment opportunities; plans, develops, implements and evaluates staff development, training and recruitment;

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in human resource management. Extensive work experience and problem solving skills with on-the-job training and a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2423-11 Careers Adviser
2423-12 Human Resource Specialist
2423-13 Human Capital Planner
2423-14 Job Analyst
2423-15 Occupational Analyst
2423-16 Outplacement Expert
2423-17 Compensation and Benefits
Adviser/Specialist
2423-18 Payroll Analyst
2423-21 Recruitment Officer
2423-22 Vocational Guidance Counsellor
2423-23 Instructor, Job

**UNIT GROUP 2424:
TRAINING AND STAFF DEVELOPMENT
PROFESSIONALS**

Training and staff development professionals plan, develop, implement and evaluate training needs and develop programmes to ensure management and staff acquire the relevant skills and competencies required by organizations to meet organizational objectives.

Tasks include Identifying training needs and requirements of individuals and organizations; Setting human resource development objectives and evaluating learning outcomes; preparing and developing instructional training material and aids such as handbooks, visual aids, online tutorials, demonstration models and supporting training reference documentation; designing, coordinating, scheduling and conducting training and development programmes that can be delivered in the form of individual and group instruction, and facilitating workshops, meetings, demonstrations and conferences; liaising with external training providers to arrange delivery of specific training and development programmes; Promoting internal and external training and development, and evaluating these promotional activities; monitoring and performing ongoing evaluation and assessment of internal and external

training quality and effectiveness, and reviewing and modifying training objectives, methods and course deliverables; gathering, investigating and researching background materials to gain an understanding of various subject matters and systems.

For effective and efficient performance of tasks in this unit group, one requires human resource development skills. Extensive work experience and problem solving skills with on-the-job training and a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2424-11 Training Development Officer
2424-12 Training Officer
2424-13 Workforce Development Specialist
2424-14 Human Resource Development Specialist

**MINOR GROUP 243:
SALES, MARKETING AND PUBLIC RELATIONS
PROFESSIONALS**

Sales, Marketing and Public Relations Professionals plan, develop, coordinate and implement programmes of information dissemination to promote organizations, goods and services; and represent companies in selling a range of technical, industrial, medical, pharmaceutical and ICT goods and services. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level

Tasks include: commissioning and undertaking market research, analyzing the findings and planning advertising, marketing and public relations activities; supporting business growth and development through the preparation and execution of marketing objectives, policies and programmes; planning and organizing publicity campaigns; appraising and selecting material submitted by writers, photographers, illustrators and others to create favourable publicity; acquiring and updating knowledge of employers' and competitors' goods and services, and of market conditions;

assessing customers' needs and explaining and demonstrating goods and services to them; visiting regular and prospective client businesses to establish and act on marketing opportunities; quoting and negotiating prices and credit terms, and completing contracts.

Occupations in this minor group are classified into the following unit groups:

2431: Advertising and Marketing Professionals

2432: Public Relations Professionals

**2433: Technical and Medical Sales Professionals
(excluding ICT)**

**2434: Information and Communications
Technology Sales Professionals**

UNIT GROUP 2431: ADVERTISING AND MARKETING PROFESSIONALS

Advertising and Marketing Professionals, Conduct research, determine and advise on existing level of sales for particular products and or services, and assesses potential markets and future trends; devises and co-ordinates advertising campaigns.

Tasks include; Planning, developing and organizing advertising policies and campaigns to support sales objectives; advising managers and clients on strategies and campaigns to reach target markets, creating consumer awareness and effectively promoting the attributes of goods and services; writing advertising copy and media scripts, and arranging television and film production and media placement; collecting and analyzing data regarding consumer patterns and preference interpreting and predicting current and future consumer trends; researching potential demand and market characteristics for new goods and services; supporting business growth and development through the preparation and execution of marketing objectives, policies and programmes; commissioning and undertaking market research to

identify market opportunities for new and existing goods and service advising on all elements of marketing such as product mix, pricing, advertising and sales promotion, selling and distribution channels.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training and above in marketing and other related fields. Extensive work experience and problem solving skills with on-the-job training and a well-developed level of interpersonal communication skills, is also necessary.

Occupational titles classified in this unit group are:

2431-11 Advertising Specialist

2431-12 Marketing Specialist

2431-13 Market Research Analyst

UNIT GROUP 2432: PUBLIC RELATIONS PROFESSIONALS

Public Relations Professionals Plans Organizes and Carry out programmes of information dissemination to influence the public to view favorably an organization, products or services. Receives and provides hospitality services to clients of the organization

Tasks include; Planning and organizing publicity campaigns and communication strategies; advising executives on the public relations implications of their policies, programmes and practices, and preparing and controlling the issue of news and press releases; undertaking and commissioning public opinion research, analysing the findings and planning public relations and promotional campaigns; organizing special events, seminars, entertainment, competitions and social functions to promote goodwill and favourable publicity; representing organizations and arranging interviews with publicity media; attending business, social and other functions to promote the organization; commissioning and obtaining photographs and other illustrative material; selecting, appraising and revising material submitted by publicity writers, photographers, illustrators and others to create

favourable publicity.

For effective and efficient performance of tasks in this unit group, one requires to have knowledge and skills in Public Relations, Journalism, Communication or Business Administration in addition to interpersonal skills.

Occupational titles classified in this unit group are:

2432-11 Press Liaison Officer
2432-12 Publicity Agent
2432-13 Public Relations Copy Writer
2432-14 Public Relations Officer
2432-15 Communications Officer
2432-16 Consumer Relation Officer

**UNIT GROUP 2433:
TECHNICAL AND MEDICAL SALES
PROFESSIONALS (EXCLUDING ICT)**

Technical and medical sales professionals (excluding ICT) represent companies in selling a wide range of products, medical and pharmaceutical goods and services to industrial, businesses, professionals and other establishments.

Tasks include; Compiling lists of prospective client businesses by using directories and other sources; acquiring and updating knowledge of employers' and competitors' goods and services, and of market conditions; visiting regular and prospective client businesses to establish and act on selling opportunities; assessing clients' needs and resources and recommending appropriate goods or services; providing input to product design where goods or services must be tailored to suit clients' needs; developing reports and proposals as part of sales presentations to demonstrate benefits from the use of goods or services; estimating costs of installing and maintaining equipment or service; monitoring customers' changing needs and competitor activity, and reporting these developments to sales management; quoting and negotiating prices and

credit terms, and preparing and administering sales contracts; arranging delivery of goods, installation of equipment and the provision of services; reporting to sales management on sales made and the marketability of goods and services; consulting with clients after sale to ensure a satisfactory resolution of any problems, and provide ongoing support.

For effective and efficient performance of tasks in this unit group, one requires qualification in sales with the understanding of the medical content of the products. Extensive work experience and problem solving skills with prolonged on-the-job training and a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2433-11: Technical Sales Representative
2433-12: Sales Representative (Industrial Products)
2433-13: Sales Representative (Medical and
Pharmaceutical Products)

**UNIT GROUP 2434:
INFORMATION AND COMMUNICATIONS
TECHNOLOGY SALES
PROFESSIONALS**

Information and communications technology (ICT) sales professionals sell, at wholesale level, a range of computer hardware, software and other information and communications technology goods and services including installations, and provide specialized information as required.

Tasks include; Soliciting orders and selling goods to retail, industrial, wholesale and other establishments; selling technical equipment, supplies and related services to business establishments or individuals; discussing the needs of new and existing customers and providing specialized information about how particular equipment, supplies and services meet those needs; quoting and negotiating prices and credit terms, and completing contracts and recording orders; updating customer records and preparing sales

reports; arranging delivery of goods, installation of equipment and the provision of services; reporting customers' reactions and requirements to manufacturers.

For effective and efficient performance of tasks in this unit group, one requires to have training in Information Communication Technology system analysis, Information security, Data networking, Information Communication Technology system risk assessment and Computer administration. Extensive work experience and problem solving skills with prolonged on-the-job training and a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2434-11: Sales Representative (Communications Technology)
2434-12: Sales Representative (Computers)
2434-13 Online Marketers

**SUB- MAJOR GROUP 25:
INFORMATION AND COMMUNICATIONS
TECHNOLOGY PROFESSIONALS**

Information and Communications technology professionals conduct research, plan, design, write, test, provide advice and improve Information Communication Technology systems, hardware, software and related concepts for specific applications. Competent performance in most occupations in this sub-major group requires skills at the **3rd and 4th KeSCO** skill level.

Tasks performed by workers in this sub-major group usually include: researching Information Communication Technology use in business functions and identifying areas in which improvements could be made to maximize effectiveness and efficiency; conducting research into the theoretical aspects of and operational methods for the use of computers; evaluating, planning and designing hardware or software configurations for specific applications

including for Internet, Intranet and multimedia systems; designing, writing, testing and maintaining computer programs; designing and developing database architecture and database management systems; developing and implementing security plans and data administration policy, and administering computer networks and related computing environments; analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems.

Occupations in this sub-major group are classified into the following minor groups: -

251: Software and Applications Developers and Analysts
252: Data base and Network professionals
253: Information Communication Technology Security Professionals
254: Artificial Intelligence and Cloud Computing Professionals

**MINOR GROUP 251:
SOFTWARE AND APPLICATIONS DEVELOPERS
AND ANALYSTS**

Software and Applications Developers and Analysts conduct research, plan, design, write, test, provide advice on and improve Information Communication Technology systems, such as hardware, software and other applications to meet specific user requirements, evaluating, planning and designing internet and multimedia systems. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO skill level**.

Tasks performed usually include: researching Information Communication Technology use in business functions and identifying areas in which improvements could be made to maximize effectiveness and efficiency; conducting research into the theoretical aspects of and operational methods for

the use of computers; evaluating, planning and designing hardware or software configurations for specific applications; designing, writing, testing and maintaining computer programs for specific requirements; evaluating, planning and designing Internet, Intranet and multimedia systems.

Occupations in this minor group are classified into the following unit groups:

2511: Systems Analysts

2512: Software Developers

2513: Web and Multimedia Developers

2514: Applications Programmers

2519: Software and Applications Developers and Analysts N.E.C

UNIT GROUP 2511: SYSTEMS ANALYSTS

System Analysts analyze data-processing needs of clients; advise on feasibility of automatic data-processing and develops appropriate systems and procedures; consult with clients or management to ascertain specific output requirements from data-processing.

Tasks include: researching Information Communication Technology use in business functions and identifying areas in which improvements could be made to maximize effectiveness and efficiency; conducting research into the theoretical aspects of and operational methods for the use of computers; evaluating, planning and designing hardware or software configurations for specific applications; designing, writing, testing and maintaining computer programs for specific requirements; evaluating, planning and designing Internet, Intranet and multimedia systems.

For effective and efficient performance of tasks in this unit group, one requires qualification in computer science or Information Communication Technology, or equivalent experience. Extensive work experience and

problem solving skills with prolonged on-the-job training and a well-developed level of interpersonal communication skills. Coupled with the knowledge of system analysis content.

Occupational titles classified in this unit group are:

2511-11 System Analysts

2511-12 Computer Scientist

2511-13 Information System Analyst

2511-14 Systems Consultant

2511-15 Engineer-Software Transition

2511-16 Analyst, Database

2511-17 Support Engineer

2511-18 Systems Designer

2511-21 Engineer, Computer Systems

UNIT GROUP 2512: SOFTWARE DEVELOPERS

Software developers research, analyze and evaluate requirements for existing or new software applications and operating systems, and design, develop, test and maintain software solutions to meet these requirements.

Tasks include: developing and testing software to meet customers' and client's needs; recommend and develop upgrades for existing applications; create models and diagrams to show programmers the code needed for applications; monitor quality and performance of applications through testing and maintenance; researching, analysing and evaluating requirements for software applications and operating systems; designing and developing computer software systems; consulting with engineering staff to evaluate interfaces between hardware and software; developing and directing software testing and validation procedures; modifying existing software to correct errors, to adapt it to new hardware or to upgrade interfaces and improve performance; directing software programming and development of documentation; assessing, developing, upgrading and documenting maintenance procedures for operating

systems, communications environments and applications software; consulting with customers concerning maintenance of software systems.

For effective and efficient performance of tasks in this unit group, one requires qualification in Computer Science or a related field. Extensive work experience and problem solving skills with prolonged on-the-job training and a well-developed level of interpersonal communication skills. Coupled with the knowledge of the software development content.

Occupational titles classified in this unit group are:

2512-11 Computer Programmer
2512-12 Software Engineer
2512-13 Test Engineer-Software
2512-14 Design Engineer (Product Engineer)
2512-15 Software Development Application Development
2512-16 Junior Software Developer
2512-17 Programmer, Communications

**UNIT GROUP 2513:
WEB AND MULTIMEDIA DEVELOPERS**

Web and multimedia development professionals combine design and technical knowledge to research, analyze, evaluate, design, programme and modify websites, and applications that draw together text, graphics, animations, imaging, audio and video displays, and other interactive media.

Tasks include: Analyzing, designing and developing Internet sites by applying a mixture of artistry and creativity with software programming and scripting languages and interfacing with operating environments; designing and developing digital animations, imaging, presentations, games, audio and video clips and Internet applications using multimedia software, tools and utilities, interactive graphics and programming languages; communicating with network specialists regarding web-related issues such as security and hosting websites, to control and enforce

Internet and web server security, space allocation, user access, business continuity, website backup and disaster recovery planning; designing, developing and integrating computer code with other specialized inputs such as image files, audio files and scripting languages, to produce, maintain and support websites; assisting in analyzing, specifying and developing Internet strategies, web-based methodologies and development plans.

For effective and efficient performance of tasks in this unit group, one requires training in web and multimedia development. Extensive work experience and problem solving skills with prolonged on-the-job training and a well-developed level of interpersonal communication skills. coupled with the knowledge of the web and multimedia development content

Occupational titles classified in this unit group are:

2513-11 Animation Programmer
2513-12 Computer Games Programmer
2513-13 Internet Development
2513-14 Multimedia Programmer
2513-15 Website Architect
2513-16 Website Developer
2513-17 Webmaster
2513-18 Web Programmer
2513-21 Web Application Developer

**UNIT GROUP 2514:
APPLICATIONS PROGRAMMERS**

Application Programmer's role is to assist in the definition, development, testing, analysis, and maintenance of new or existing software applications in support of the achievement of business requirements. This includes writing, coding, testing, and analyzing software programs and applications.

Tasks include, writing and maintaining program code outlined in instructions and specifications in accordance with quality accredited standards; revising, repairing or expanding existing programs to increase

operating efficiency or adapt to new requirements; conducting trial runs of programs and software applications to confirm that they will produce the desired information; compiling and writing documentation of program development; identifying and communicating technical problems, processes and solutions.

For effective and efficient performance of tasks in this unit group, one requires to be a qualified application programmer, conversant with programming languages such as Java and ORACLE and good at mathematical and problem-solving skills. Extensive work experience and with prolonged on-the-job training and a well-developed level of interpersonal communication skills. Coupled with the knowledge of applications programming content.

Occupational titles classified in this unit group are:

2514-11 Applications Programmer

**UNIT GROUP 2515:
SOFTWARE AUDITORS**

Software Auditors specialize in quality assurance in conducting software testing and configuration; Install hardware and software configuration in preparation for testing.

Tasks would include:-Developing and documenting software testing plans; installing software and hardware and configuring operating system software in preparation for testing; verifying that programs function according to user requirements and established guidelines; executing, analyzing and documenting results of software application tests and information and telecommunication systems tests; developing and implementing software and information system testing policies, procedures and scripts.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and

competencies in programming.

Occupational titles classified in this unit group are:

2515-11 Quality Assurance Analyst(Computers)

2515-12 Software Tester

2515-13 Systems Tester

**MINOR GROUP 252:
DATABASE AND NETWORK PROFESSIONALS**

Database and network professionals design, develop, control, maintain and support the optimal performance and security of Information Communication Technology systems and infrastructure, including databases, hardware and software, networks and operating systems. Competent performance in most occupations in this minor group requires skills at the **3rd KeSCO** skill level.

Tasks performed usually include: designing and developing database architecture, data structures, dictionaries and naming conventions for information systems projects; designing, constructing, modifying, integrating, implementing and testing database management systems; developing and implementing security plans, data administration policy, documentation and standards; maintaining and administering computer networks and related computing environments; analysing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of computer systems.

Occupations in this minor group are classified into the following unit groups:

2521: Database Designers and Administrators

2522: Systems Administrators

2523: Computer Network Professionals

**UNIT GROUP 2521:
DATABASE DESIGNERS AND ADMINISTRATORS**

Database designers and administrators design, develop, control, maintain and support the optimal performance and security of databases. Controls computer database by maintaining data dictionaries and data management systems, and ensuring the integrity and security of data.

Tasks include, defining the detailed database design, including tables, indexes, views, constraints, triggers, stored procedures, and other database-specific constructs needed to store, retrieve, and delete persistent objects; designing and developing database architecture, data structures, tables, dictionaries and naming conventions for information systems projects; designing, constructing, modifying, integrating, implementing and testing database management systems; conducting research and providing advice on the selection, application and implementation of database management tools; developing and implementing data administration policy, documentation, standards and models; developing policies and procedures for database access and usage and for the backup and recovery of data; performing the operational establishment and preventive maintenance of backups, recovery procedures, and enforcing security and integrity controls.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and competencies in programming.

Occupational titles classified in this unit group are:

2521-11 Database Administrator
2521-12 Analyst, Database
2521-13 Database Architect
2521-14 Database Programmer

**UNIT GROUP 2522:
SYSTEMS ADMINISTRATORS**

Systems Administrators are responsible for the upkeep, configuration and reliable operation of computer systems especially multi-user computers such as servers.

Tasks include: maintaining and administering computer networks and related computing environments, including computer hardware, systems software, applications software and all configurations; recommending changes to improve systems and network configurations, and determining hardware or software requirements related to such changes; diagnosing hardware and software problems; performing data backups and disaster recovery operations; operating master consoles to monitor the performance of computer systems and networks, and to coordinate computer network access and use.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and competencies in programming.

Occupational titles classified in this unit group are:

2522-11 Systems Administrator
2522-12 Controller, Systems
2522-13 Web Administrator

**UNIT GROUP 2523:
COMPUTER NETWORK PROFESSIONALS**

Computer Network Professionals research, analyze, design, test and recommend strategies for network architecture and development. They implement, manage, maintain and configure network hardware and software, and monitor, troubleshoot and optimize performance.

Tasks include, analyzing, developing, interpreting and evaluating complex system design and architecture specifications, data models and diagrams in the development, configuration and integration of

computer systems; researching, analysing, evaluating and monitoring network infrastructure to ensure that networks are configured to operate at optimal performance; assessing and recommending improvements to network operations and integrated hardware, software, communications and operating systems; providing specialist skills in supporting and troubleshooting network problems and emergencies; installing, configuring, testing, maintaining and administering new and upgraded networks, software database applications, servers and workstations; preparing and maintaining procedures and documentation for network inventory, and recording diagnosis and resolution of network faults, enhancements and modifications to networks and maintenance instructions; monitoring network traffic and activity, capacity and usage to ensure continued integrity and optimal network performance.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and competencies in programming.

Occupational titles classified in this unit group are:

2523-11 Communications Analyst
2523-12 Network Analyst
2523-13 Analyst, Telecommunications
2523-14 Network Administrator
2523-15 Data Centre Engineer

**MINOR GROUP 253:
INFORMATION COMMUNICATION TECHNOLOGY
SECURITY PROFESSIONALS**

Information Communication Technology Security Professionals put in place security measures to protect an organizations confidential information from unauthorized use, modification, loss or release.

Tasks performed in this minor group usually include: Analyzing and implementing new security protocols for greater efficiency against any threat or malfunctions; implementing virus detection systems beforehand for

sound safety, tracking vulnerable scripts to avert potential threats, recommending modifications to legal, technical and regulatory areas that affect Information Communication Technology security; formulating the strategy, delivery and operationalization of all Information Communication Technology security monitoring activities; Conducting vulnerability assessments ; performing security audits, risk assessments and analysis; making recommendations for enhancing data systems security, communicating effectively with partner teams to provide awareness of security policies and procedures in the organization; monitoring networks for security breaches and investigating violations when they occur; using software such as firewalls and data encryption programs to protect sensitive information; preparing reports that document security breaches and the extent of the damage caused by the breaches; conducting penetration testing; researching the latest ICT security trends and developing security standards and best practices for the organization; supporting the definition, design and deployment of enterprise Public Key Infrastructure systems.

Occupations in this minor group are classified into the following unit group:

**2531: Database and Network Security
Professionals**

2532: Software Security Professionals

**UNIT GROUP 2531:
DATABASE AND NETWORK SECURITY
PROFESSIONALS**

Database and Network Security Professionals are responsible for ensuring secure internet gateway, encryption of electronic data transfer, and development of protocols and Controls to ensure safe storage of sensitive and confidential information

Tasks would include – developing plans to safeguard computer files against accidental or unauthorized modification, destruction or disclosure and to meet emergency data processing needs; training users and

promoting security awareness to ensure system security and to improve server and network efficiency; conferring with users to discuss issues such as computer data access needs, security violations and programming changes; monitoring current reports of computer viruses to determine when to update virus protection systems; modifying computer security files to incorporate new software, correct errors or change individual access status; monitoring use of data files and regulate access to safeguard information in computer files; performing risk assessments and executing tests of data processing system to ensure functioning of data processing activities and security measures; encrypting data transmissions and erecting firewalls to conceal confidential information as it is being transmitted and to keep out tainted digital transfers.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and competencies in programming.

Occupational titles classified in this unit group are:

2531-11 Digital Miner
2531-12 Digital Forensic Specialist
2531-13 Security Specialist (ICT)
2531-14 Database Security Specialist/Analyst
2531-15 Public Key Infrastructure Specialist
2531-16 Network Security Specialist/Engineer

**UNIT GROUP 2532:
SOFTWARE SECURITY PROFESSIONALS**

Software Security Professionals monitor, test, analyze and implement security protocols for greater efficiency against any threat or malfunctions.

Tasks performed in this unit group are: monitoring, testing, analyzing and implementing virus detection systems beforehand for sound safety and tracking vulnerable scripts to avert potential threats recommending modifications to legal, technical and

regulatory areas that affect software security; formulating the strategy, delivery and operationalization of all software security monitoring activities; conducting vulnerability assessments; performing security audits, risk assessments and analysis; making recommendations for enhancing data systems security, communicating effectively with partner teams to provide awareness of security policies and procedures in the organization; monitoring networks for security breaches and investigating violations when they occur; preparing reports that document security breaches and the extent of the damage caused by the breaches; conducting penetration testing; and researching the latest software security trends and developing security standards and best practices for the organization.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in information communication technology with skills and competencies in programming.

Occupational titles classified in this unit group are:

2532-11 Cyber security Engineer
2532-12 Applications Security Specialist
2532-13 Data Center Security Specialist
2532-14 Information Security Analyst
2532-15 Chief Information Security Officer
2532-16 Data Protection Officer

**MINOR GROUP 254:
ARTIFICIAL INTELLIGENCE AND CLOUD
COMPUTING PROFESSIONALS**

Artificial Intelligence and Cloud Computing Professionals develop, manage, and monitor Internet of Things (IoT) devices and systems by combining data, technology, and research to allow physical objects to connect to the internet; design, build, test and manage Machine Learning (ML) software applications; manage the end-to-end lifecycle of a cloud environment.

Task in this minor group usually include: developing, managing, and monitoring IoT devices and systems by combining data, technology, and research to allow physical objects to connect to the internet for optimizing their functioning by generating data; enabling users and businesses to access digital information over the internet from anywhere; managing remote storage options that can support large amounts of data; ensuring Big Data is handled and stored efficiently; performing computing services such as servers, storage, databases, networking, software, analytics, and intelligence over the Internet (“the cloud”). Competent performance in most occupations in this minor group requires skills at the 4th KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

- 2541: Internet of Things (IoT) Professionals**
- 2542: Artificial Intelligence/Machine Learning Professionals**
- 2543: Cloud Computing Professionals**

UNIT GROUP 2541: INTERNET OF THINGS (IOT) PROFESSIONAL

Internet of Things (IoT) Professionals develop, manage, and monitor IoT devices and systems by integrating data, technology and research to enable physical objects to provide requisite solutions.

Tasks performed in this unit group are:- creating and developing of the devices, sensors and software that allows the device to connect seamlessly with other systems; researching, creating, testing and documenting IoT solutions with integrated systems and devices; designing, coding, and testing features of devices; providing solutions to issues related to the connection of networks and platforms; analyzing user needs and working as service designers.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in programming, networking and AI/Machine Learning.

Occupational titles classified in this unit group are:

- 2541-11 IOT Infrastructure Architect
- 2514-12 IOT Network Engineer
- 2541-13 IOT Security Specialist
- 2541-14 IOT Software Developer
- 2541-15 IOT System Administrator

UNIT GROUP 2542: ARTIFICIAL INTELLIGENCE (AI)/MACHINE LEARNING (ML) PROFESSIONALS

Artificial Intelligence (AI)/Machine Learning (ML) Professionals design, build and manage AI/ML software; collect, analyze and interpret data; design, build and test robotic systems.

Tasks performed in this unit group include: use of data for design, building and managing Machine Learning software applications; collecting, analyzing and interpreting data sets; simulating human intelligence in machines programmed to think like humans and mimic their actions or machine to exhibit traits associated with a human mind such as learning or problem-solving; designing, building and testing robots or robotic systems; developing and working on projects and systems involving visual data.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in programming, networking, and AI/Machine Learning.

Occupational titles classified in this unit group are:

- 2542-11 Machine Learning Engineer
- 2542-12 Artificial Intelligence Engineer
- 2542-13 Big Data Developer/Engineer/Architect
- 2542-14 Robotics Engineer
- 2542-15 Computer Vision Engineer
- 2542-16 Natural Language Processing Engineer
- 2542-17 Machine Vision Engineer

UNIT GROUP 2543: CLOUD COMPUTING PROFESSIONALS

Cloud Computing Professionals plan, design, develop, manage and monitor cloud computing applications.

Tasks performed in this unit group include: planning, designing, developing, managing and monitoring cloud computing applications; developing end-to-end lifecycle of a cloud environment; overseeing an organizations' cloud adoption plans, application design, management and monitoring; developing cloud platforms; integrating design, and cloud database management; developing support Windows, cloud, or Unix infrastructure; providing technical assistance for cloud-based systems and resolving any operational problems.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in programming, networking, and cloud technologies.

Occupational titles classified in this unit group are:

2543-11 Cloud Architect
2543-12 Cloud Security Analyst
2543-13 Cloud Network Engineer
2543-14 Cloud Automation Engineer
2543-15 Cloud Software Engineer
2543-16 Cloud Engineer
2543-17 Cloud Administrator
2543-18 Block-chain Developer

SUB- MAJOR GROUP 26: LEGAL, SOCIAL AND CULTURAL PROFESSIONALS

Legal, social and cultural professionals conduct research; improve or develop concepts, theories and operational methods; or apply knowledge relating to the law, storage and retrieval of information and artefacts, psychology, social welfare, politics, economics, history, religion, languages, sociology, other social sciences, and arts and entertainment.

Competent performance in most occupations in this sub-major group requires skills at the **3rd and 4th KeSCO** skill level.

Tasks performed by workers in this sub-major group usually include: conducting research on legal problems; drafting laws and regulations; advising clients on legal cases; pleading and conducting cases in a court of law; presiding over judicial proceedings in a court of law; developing and maintaining library and gallery collections of archives; conducting research, improving or developing concepts, theories and operational methods or applying knowledge relating to the field of social sciences; conceiving, creating and performing in literary and artistic works; interpreting and communicating news, ideas, impressions and facts.

Occupations in this sub-major group are classified into the following five minor groups:-

261: Legal Professionals
262: Archivists, Curators and Librarians
263: Social and Religious Professionals
264: Authors, Journalists and Linguists
265: Creative and Performing Artists

MINOR GROUP 261: LEGAL PROFESSIONALS

Legal professionals conduct research on legal matters, draft laws and regulations, advise clients on legal aspects of matters, and plead cases or conduct prosecutions in courts of law, or preside over judicial proceedings and pronounce judgement in courts of law. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level.

The tasks usually include: advising clients on legal matters, drawing up documents, drafting legislation and negotiating, preparing and conducting court cases on behalf of individuals, corporations or Government.

Occupations in this minor group are classified into the following unit groups:

2611: Lawyers

2612: Judges

2619: Other Legal Professionals

UNIT GROUP 2611:

LAWYERS

An attorney or lawyer, advises clients and/or represents them and their legal rights in both criminal and civil cases. This can begin with imparting advice, then proceed with preparing documents and pleadings and sometimes, ultimately, appearing in court to advocate on behalf of clients.

Tasks Include giving clients legal advice on a wide variety of subjects and undertaking legal business on clients' behalf; researching legal principles, statutes and -previous court decisions related to specific cases; gathering evidence to formulate a defence or to initiate legal actions, by such means as interviewing clients and witnesses to ascertain the facts of a case; evaluating findings and developing strategies and arguments in preparation for presentation of cases; pleading clients' cases before courts of law, tribunals and administrative boards or instructing barristers to plead in higher courts of justice; accepting briefs and pleading in the higher court; acting as prosecutor on behalf of the government; negotiating settlements in matters which involve legal disputes; drafting legislation and preparing government regulations based on existing laws; drawing up legal documents such as contracts, real estate transactions and wills and preparing statements of legal opinions.

For effective and efficient performance of tasks in this unit group, one requires formal training in legal education, Working knowledge, skill and experience in litigation a well-developed level of interpersonal communication skills. Registration with a professional body is required.

Occupational titles classified in this unit group are:

2611-11 Public Prosecutor
2611-12 Counsel State
2611-13 Advocate
2611-14 Lawyer, mercantile
2611-15 Legal Officer
2611-16 Other Lawyer/Legal Practitioner
2611-17 Registrar, (High court, Appellate court)
2611-18 Solicitor
2611-21 Barrister
2611-22 Attorney

UNIT GROUP 2612:

JUDGES

Judges preside over, hear and judge cases and make judgements in courts of law; instruct the jury on points of law and pronounce judgement.

Tasks include – presiding over trials and hearings; interpreting and enforcing rules of procedure and making rulings regarding the admissibility of evidence; determining the rights and obligations of the parties involved, and in cases tried by jury; instructing the jury on points of law that are applicable to the case; weighing and considering evidence in non-jury trials and deciding legal guilt or innocence or degree of liability of the accused or defendant; passing sentence on persons convicted in criminal cases, determining damages or other appropriate remedy in civil cases and issuing court orders; researching legal issues and writing opinions on the issues.

For effective and efficient performance of tasks in this unit group, one requires formal training in legal education, Working knowledge, skill and experience in litigation a well-developed level of interpersonal communication skills. Registration with a professional body is required.

Occupational titles classified in this unit group are:

2612-11 Judge

2612-12 Judge of Supreme Court
 2612-13 Judge of Court of Appeal
 2612-14 Judge, High Court
 2612-15 Judge Environment and Land Court
 2612-16 Judge, Employment and Labour Relations Court
 2612-17 Kadhi
 2612-18 Magistrate
 2612-21 Other Jurists
 2612-22 Arbitrator, Legal
 2612-23 Commissioner of Assizes

UNIT GROUP 2613: OTHER LEGAL PROFESSIONALS

This unit group covers legal professionals not classified elsewhere in Minor Group 261: Legal Professionals. For instance, the group includes those who perform legal functions other than pleading or prosecuting cases or presiding over judicial proceedings.

Tasks would include – giving advice on legal aspects of various personal, business and administrative problems; drawing up legal documents and contracts; arranging property transfers; determining, by inquest, the causes of any death not obviously due to natural causes.

For effective and efficient performance of tasks in this unit group, one requires formal training in legal education, Working knowledge, skill and experience in litigation a well-developed level of interpersonal communication skills. Registration with a professional body is required.

Occupational titles classified in this unit group are:

2613-11: Coroner
 2613-12: Jurist (except lawyer or judge)
 2613-13: Notary

MINOR GROUP 262: ARCHIVISTS, CURATORS AND LIBRARIANS

Librarians, Archivists and Curators develop and maintain the collection of archives, libraries, museums, art galleries and similar establishments. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level.

Tasks usually include – developing and maintaining the systematic collection of recorded and published material and making it available to users in libraries and related institutions; preparing scholarly papers and reports; conducting research. appraising or developing and organizing the contents of archives and artefacts of historical, cultural and artistic interest, and ensuring their safekeeping and preservation; organizing the collections of and exhibitions at museums, art galleries and similar establishments;

Occupations in this minor group are classified into the following unit groups:

2621: Archivists and Curators 2622: Librarians and Related Information Professionals

UNIT GROUP 2621: ARCHIVISTS AND CURATORS

Archivists and curators manage, process, store, and disseminate information contained in an organization's archives. They acquire, store, and research historical documents, photographs, and maps as well as audio-visual and other materials. They develop policies/procedures and design programs to manage, store, and retrieve current/semi-current archives: recommend the acquisition of paintings, photographs, sculptures, documents, and other museum/gallery artifacts. They research the origin/history of artifacts, develop the storyline/theme of displays/exhibitions, and supervise curatorial assistants/other museum technicians. They may specialize in particular collections. Archivists appraise, process, catalog, and preserve

Tasks include – valuating and preserving records for

administrative, historical, legal, evidential and other purposes; directing or carrying out the preparation of indexes, bibliographies, microfilm copies and other reference aids to the collected material and making them available to users; researching the origin, distribution and use of materials and objects of cultural and historical interest; organizing, developing and maintaining collections of artistic, cultural, scientific or historically significant items; directing or undertaking classification and cataloguing of museum and art gallery collections and organizing exhibitions; researching into, appraising, organizing and preserving historically significant and valuable documents such as government papers, private papers, photographs, maps, manuscripts and audiovisual materials; preparing scholarly papers and reports; planning and implementing the computerized management of archives and electronic records; organizing exhibitions at museums and art galleries, publicizing exhibits and arranging special displays for general, specialized or educational interest; appraising and acquiring archival materials to build and develop an archival collection for research purposes.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in Library and Information sciences in addition to well-developed level of communication and interpersonal skills.

Occupational titles classified in this unit group are:

2621-11 Archivist
2621-12 Curator, art gallery
2621-13 Curator, museum
2621-14 Records Manager

**UNIT GROUP 2622:
LIBRARIANS AND RELATED INFORMATION
PROFESSIONALS**

Librarians and related information professionals manage, organize, develop and maintain systematic collections of books, periodicals, electronic databases and other recorded material and make them available

to library users and documentation centers; plan and supervise the acquisition, classification, cataloguing, shelving and circulation of library materials; maintain records concerning the use of library; publicize library facilities by organizing book displays and circulating book lists; recommend appropriate sources of information to inquirers; compile reference lists and, in reference libraries, assemble the material required; supervise maintenance of books and other materials.

Tasks Include:-organizing, developing and maintaining a systematic collection of books, periodicals and other printed, audio visually and digitally recorded material; selecting and recommending acquisitions of books and other printed or audio visually and digitally recorded material; organizing, classifying and cataloguing library material; managing library borrowing and interlibrary loan facilities and information networks; retrieving material and providing information to business and other users based on the collection itself or on library and information-network systems; conducting research and analysing or modifying library and information services in accordance with changes in users' needs; devising and implementing schemes and conceptual models for the storage, organization, classification and retrieval of information; preparing scholarly papers and reports; performing manual, online and interactive media reference searches, making interlibrary loans and performing other functions to assist users in accessing library materials.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in Library and Information sciences, Proficiency in ICT skills, in addition to a well-developed level of communication and interpersonal skills.

Occupational titles classified in this unit group are:

2622-11 Librarian
2622-12 Documentalist
2622-13 Bibliographer
2622-14 Cataloguer
2622-15 Book trader

MINOR GROUP 263: SOCIAL AND RELIGIOUS PROFESSIONALS

Social and religious professionals conduct research; improve or develop concepts, theories and operational methods; apply knowledge relating to philosophy, politics, economics, sociology, anthropology, history, psychology and other social sciences; or provide social services to meet the needs of individuals and families in a community. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level.

Tasks performed usually include: formulating and applying solutions to present or projected economic, political or social problems; researching into and analysing past events and activities and tracing the origin and evolution of the human race; studying mental processes and behaviour of individuals and groups; providing social services; preparing scholarly papers and reports. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- 2631: Economists**
- 2632: Sociologists, Anthropologists and Related Professionals**
- 2633: Philosophers, Historians and Political Scientists**
- 2634: Psychologists**
- 2635: Social Work and Counselling Professionals**
- 2636: Religious Professionals**

UNIT GROUP 2631: ECONOMISTS

Economists conduct research to improve and develop economic concepts, theories and operational methods, advise and apply the knowledge to draw up economic policies and formulate solutions to present or projected economic problems; monitor data, analyse information and prepare reports and develop models to analyse,

explain and forecast economic behaviour and patterns.

Tasks include : forecasting changes in the economic environment for short-term budgeting, long-term planning and investment evaluation; formulating recommendations, policies and plans for the economy, corporate strategies and investment, and undertaking feasibility studies for projects; monitoring economic data to assess the effectiveness, and advise on the appropriateness, of monetary and fiscal policies; forecasting production and consumption of specific products and services based on records of past production and consumption and general economic and industry-specific conditions; preparing forecasts of income and expenditure, interest rates and exchange rates; analysing factors that determine labour force participation, employment, wages, unemployment and other labour market outcomes; applying mathematical formulae and statistical techniques to test economic theories and devise solutions to economic problems; compiling, analysing and interpreting economic data using economic theory and a variety of statistical and other techniques; evaluating the outcome of political decisions concerning public economy and finances, and advising on economic policy and possible courses of action in the light of past, present and projected economic factors and trends; preparing scholarly papers and reports; examining problems related to the economic activities of individual companies; conducting research on market conditions in local, regional or national areas to set sales and pricing levels for goods and services, to assess market potential and future trends and to develop business strategies.

For effective and efficient performance of tasks in this unit group, one should be a qualified economist and have proficiency in ICT skills. Work experience and an on-the-job training with a well-developed level of interpersonal communication skills are also required.

Occupational titles classified in this unit group are:

2631-11 Macro-Economist

2631-12 Planning Officer (Economic)
 2631-13 Micro-Economist
 2631-14 Economist, Agricultural
 2631-15 Economist, International Trade
 2631-16 Economist, Labour
 2631-17 Economist, Transport
 2631-18 Econometrician
 2631-21 Economic Adviser
 2631-22 Economic Analyst
 2631-23 Economist
 2631-24 Labour Analyst

**UNIT GROUP 2632:
 SOCIOLOGISTS, ANTHROPOLOGISTS AND
 RELATED PROFESSIONALS**

Sociologists, anthropologists and related professionals investigate and describe the social structure of societies, the origin and evolution of humanity, and the inter-dependence between environmental conditions and human activities, and make the knowledge obtained available as a basis for policy decisions.

Tasks performed include, conducting research on the origin, development, structure, social patterns, organizations and interrelationships of human society; tracing the origin and evolution of humanity through the study of changing characteristics and cultural and social institutions; tracing the development of humanity through the material remains of its past, such as dwellings, temples, tools, pottery, coins, weapons or sculpture; studying physical and climatic aspects of areas and regions, and correlating these findings with economic, social and cultural activities; developing theories, models and methods to interpret and describe social phenomena; evaluating the outcome of political decisions concerning social policy; analysing and evaluating social data; advising on the practical application of findings in the formulation of economic and social policies for population groups and regions, and for the development of markets; preparing scholarly papers and reports.

For effective and efficient performance of tasks in this

unit group, one requires tertiary level training in this unit group in social science and Anthropology in addition to communication and interpersonal skills.

Occupational titles classified in this unit group are:

2632-11 Sociologist
 2632-12 Anthropologist
 2632-13 Archeologist
 2632-14 Geographer
 2632-15 Geomorphologists
 2632-16 Geographer, Human
 2632-17 Geographer, Physical
 2632-18 Other Sociologists and Related Professionals
 2632-21 Ethnologist
 2632-22 Demographer

**UNIT GROUP 2633:
 PHILOSOPHERS, HISTORIANS AND POLITICAL
 SCIENTISTS**

Philosophers, Historians and Political scientists work, in the field of epistemology or ethics. They conduct research and describe past events and activities, including the development of social and economic structures or cultural and political institutions and movements and make the knowledge obtained available as a basis for political, diplomatic and related policies.

Tasks performed include researching, including by reasoning, into the general causes, principles and meanings of the world, human actions, experience and existence, and interpreting and developing philosophical concepts and theories; consulting and comparing primary sources such as original or contemporary records of past events, and secondary sources such as archaeological or anthropological findings; extracting relevant material, checking its authenticity, and researching into and describing the history of a particular period, country or region, or a particular facet – for example economic, social or political – of its history; conducting research in such fields as political philosophy, or past and present

theory and practice of political systems, institutions or behaviour; observing contemporary political institutions and opinions, collecting data on them from various sources, including interviews with government and political party officials and other relevant persons; developing theories, models and methods to interpret and describe the nature of human experience and historical and political events and behaviour; presenting findings and conclusions for publication or use by government, political parties or other organizations and interested persons; preparing scholarly papers and reports.

For effective and efficient performance of tasks in this unit group, one should have tertiary level training in History or Political Science in addition to communication and interpersonal skills.

Occupational titles classified in this unit group are:

2633-11 Genealogist
2633-12 Philosopher
2633-13 Historian
2633-14 Political Scientist
2633-15 Other Historians and Political Scientists

**UNIT GROUP 2634:
PSYCHOLOGISTS**

Psychologists study human behaviour and mental processes; investigate, and recommend treatment for psychological problems in such fields as medicine, education and industry; plan and carry out experiments and observations on human beings and animals to measure mental and physical characteristics; analyze effect of heredity, environment and other factors on individual thoughts and behaviour.

Tasks performed include planning and carrying out tests to measure mental, physical and other characteristics such as intelligence, abilities, aptitudes, potentialities, etc., interpreting and evaluating results, and providing advice; analyzing the effect of heredity, social, occupational and other factors on individual

thought and behaviour; conducting counselling or therapeutic interviews with individuals and groups and providing follow-up services; maintaining required contacts, such as those with family members, educational authorities or employers, and recommending possible solutions to, and treatment of, problems; studying psychological factors in the diagnosis, treatment and prevention of mental illnesses and emotional or personality disorders, and conferring with related professionals; preparing scholarly papers and reports; formulating achievement, diagnostic and predictive tests for use by teachers in planning methods and content of instruction; conducting surveys and research studies on job design, work groups, morale, motivation, supervision and management; developing theories, models and methods to interpret and describe human behaviour.

For effective and efficient performance of tasks in this unit group, one should be a qualified psychologist with excellent research skills. Work experience and an on-the-job training with a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2634-11 Psychologist
2634-12 Psychologist, Clinical
2634-13 Psychologist, Occupational
2634-14 Psychologist, Social
2634-15 Psychotherapist
2634-16 Psychologist Organizational
2634-17 Psychologist Educational
2634-18 Psychologist Sports

**UNIT GROUP 2635:
SOCIAL WORK AND COUNSELLING
PROFESSIONALS**

Social Work and counselling professionals provide advice and guidance to individuals, families, groups, communities and organizations in response to social

and personal difficulties. They assist clients to develop skills and access resources and support services needed to respond to issues arising from unemployment, workplace challenges, economic challenges, natural disasters, disability, addiction, criminal and delinquent behaviour, marital and other challenges.

Tasks performed include interviewing clients individually, in families or in groups, to assess their situation and problems and determine the types of services required; analyzing the client's situation and presenting alternative approaches to resolving problems; compiling case records or reports for courts and other legal proceedings; providing counselling, therapy and mediation services, and facilitating group sessions to assist clients to develop skills and insights needed to deal with and resolve their social and personal problems; planning and implementing programmes of assistance for clients, including crisis intervention and referral to agencies that provide financial assistance, legal aid, housing, medical treatment and other services; investigating cases of abuse or neglect and taking action to protect children and other persons at risk; working with offenders during and after sentence to help them to integrate into the community and to change attitudes and behaviour in order to reduce further offending; providing advice to prison governors and to probation and parole review boards that helps determine whether, and under what conditions, an offender should be incarcerated, released from prison or undergo alternative correctional measures; acting as advocates for client groups in the community and lobbying for solutions to problems affecting them; developing prevention and intervention programmes to meet community needs; maintaining contact with other social service agencies, educational institutions and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in either social work, human development and counselling;

coupled with a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2635-11 Counsellor
 2635-12 Counsellor, Family
 2635-13 Counsellor, Marriage
 2635-14 Counsellor, Rehabilitation
 2635-15 Child and Youth Counsellor
 2635-16 Bereavement Counsellor
 2635-17 Sexual Assault Counsellor
 2635-18 Addictions Counsellor
 2635-21 Probation Officer
 2635-22 Parole Officer
 2635-23 Social Worker
 2635-24 Women's Welfare Organizer
 2635-25 District Social Welfare Officer
 2635-26 Children's Officer
 2635-27 Social Planner
 2635-28 Criminologist
 2635-31 Counsellor, Gender Based Violence
 2635-32 Counsellor, Drugs and Substance Abuse
 2635-33 Counsellor, Disaster & Trauma

UNIT GROUP 2636: RELIGION PROFESSIONALS

Religious professionals function as perpetrators of sacred traditions, practices and beliefs. They conduct religious services, celebrate or administer the rites of a religious faith or denomination, provide spiritual and moral guidance and perform other functions associated with the practice of a religion.

Tasks performed include perpetuating sacred traditions, practices and beliefs; conducting religious services, rites and ceremonies; undertaking various administrative and social duties, including participating in committees and meetings of religious organizations; providing spiritual and moral guidance in accordance with the religion professed; propagating religious doctrines in own country or abroad; preparing and presenting religious sermons; developing and

directing study courses and religious education programmes; counselling individuals regarding interpersonal, health, financial and religious problems; scheduling and participating in special events such as camps, conferences, seminars and retreats.

For effective and efficient performance of tasks in this unit group, one should be a qualified religion official who is ordained and installed. Should be having extensive experience in administering to the people. Work experience and an on-the-job training with a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2636-11 Minister of Religion
2636-12 Bishop
2636-13 Imam
2636-14 Priest
2636-15 Provost
2636-16 Rabbi
2636-17 Bonze
2636-18 Poojari
2636-21 Father-in-charge/Parish priest
2636-22 Father-in-charge, monastery
2636-23 Monk/Abbot
2636-24 Nun/Mother superior
2636-25 Priest, parish
2636-26 Chaplain
2636-27 Chaplain, army
2636-28 Chaplain, prisons
2636-31 Chaplain, university

**MINOR GROUP 264:
AUTHORS, JOURNALISTS AND LINGUISTS**

Authors, Journalists, Linguists and Related Professionals write literary works for publication or presentation in dramatic form; appraise merits of artistic productions, or literary and other works of art, or write and edit news, stories and commentaries. Competent performance in most occupations in this minor group requires skills at the **3rd and 4th KeSCO** skill level.

Tasks performed usually include: writing literary works; appraising merits of literary and other works of art; collecting information about current affairs and writing about them; researching, investigating, interpreting and communicating news and public affairs through newspapers, television, radio and other media; translating written material from one language to another; simultaneously translating from one language to another.

Occupations in this minor group are classified into the following unit groups:

2641: Authors and Related Writers

2642: Journalists

2643: Translators, Interpreters and Other Linguists

**UNIT GROUP 2641:
AUTHORS AND RELATED WRITERS**

Authors and Related writers plan, research and write books, scripts, storyboards, plays, essays, speeches, manuals, specifications and other non-journalistic articles (excluding material for newspapers, magazines and other periodicals) for publication or presentation.

Tasks performed include – conceiving, writing and editing novels, plays, scripts, poetry and other material for publication or presentation; conducting research to establish factual content and to obtain other necessary information; writing scripts and continuities and preparing programmes for stage, film, radio and television productions; analyzing material, such as specifications, notes and drawings, and creating manuals, instructions for use, user guides and other documents to explain clearly and concisely the installation, operation and maintenance of software, electronic, mechanical and other equipment; writing brochures, handbooks and similar technical publications; selecting material for publication, checking style, grammar and accuracy of content, arranging for any necessary revisions and checking

proof copies before printing.

For effective and efficient performance of tasks in this unit group, one should be a qualified author/writer with higher qualifications in English, communications, or journalism. Work experience and an on-the-job training with a well-developed level of interpersonal communication skills may be necessary.

Occupational titles classified in this unit group are:

2641-11 Author
2641-12 Author/Creative Arts
2641-13 Writer, Book
2641-14 Editor
2641-15 Editor, Book
2641-16 Editor, Journal
2641-17 Publisher Book
2641-18 Essayist
2641-21 Indexer
2641-22 Interactive Media Writer
2641-23 Novelist
2641-24 Playwright
2641-25 Script Writer
2641-26 Speech Writer
2641-27 Technical Communicator
2641-28 Technical Writer
2641-31 Poet
2641-32 Content Creator

**UNIT GROUP 2642:
JOURNALISTS**

Journalists, collect information and comment on news and current affairs for publication in bulletins, newspapers and periodicals or broadcasting through radio or television.

Tasks performed include collecting local, national and international news through interviews, investigation and observation, attending public events to seek information, reviewing records and other written works, attending film and stage performances record events; collecting, reporting and commenting on news

and current affairs for publication in newspapers and periodicals, or for broadcasting by radio, television or webcast media; receiving, analyzing and verifying news and other copy for accuracy; interviewing individuals at press conferences and record for radio, television or webcast media; researching and reporting on developments in specialized fields such as medicine, science and technology; writing editorials and commentaries on topics of current interest to stimulate public interest and express the views of a publication or broadcasting station; writing critical reviews of literary, musical and other artistic works based on knowledge, judgement and experience for newspapers, television, radio and other media; selecting material for publication, checking style, grammar, accuracy and legality of content and arranging for any necessary revisions; liaising with production staff in checking final proof copies immediately prior to printing; selecting, assembling and preparing publicity material about business or other organizations for issue through press, radio, television and other media.

For, effective and efficient performance of tasks in this unit group, one requires knowledge and skills in Journalism and a good command in linguistics and communications Skills.

Occupational titles classified in this unit group are:

2642-11 Journalist
2642-12 Information Officer
2642-13 Press Officers
2642-14 Press/Information Officer
2642-15 Information Officer
2642-16 Newspaper Reporter
2642-17 Newspaper Editor
2642-18 News Editor
2642-21 Sports Writer
2642-22 Sub Editor
2642-23 TV/Radio News Producer
2642-24 TV/Radio News Reporter
2642-25 TV/Commentator
2642-26 Freelance Journalist

2642-27 Radio Commentator

**UNIT GROUP 2643:
TRANSLATORS, INTERPRETERS AND OTHER
LINGUISTS**

Translators and interpreters study the origin, development and structure of languages, and translate or interpret them from one language to another.

Tasks include studying relationships between ancient parent languages and modern language groups, tracing the origin and evolution of words, grammar and language forms, and presenting findings; advising on or preparing language classification systems, grammars, dictionaries and similar materials; translating from one language into another and ensuring that the correct meaning of the original is retained, that legal, technical or scientific works are correctly rendered, and that the phraseology and terminology of the spirit and style of literary works are conveyed as far as possible; developing methods for the use of computers and other instruments to improve productivity and quality of translation; interpreting from a spoken or a signed language into another spoken or signed language, in particular at conferences, meetings and similar occasions, and ensuring that the correct meaning and, as far as possible, the spirit of the original are transmitted; revising and correcting translated material.

For effective and efficient performance of tasks in this unit group, one should be a qualified translator and an interpreter, should have a fluent (near-native) understanding of at least one foreign language and a solid understanding of the culture of the source language i.e. country, tribe or region. Work experience and an on-the-job training with a well-developed level of interpersonal communication skills may be necessary

Occupational titles classified in this unit group are:

2643-11 Interpreter

2643-12 Lexicographer

2643-13 Philologist

2643-14 Sign Language Interpreter

2643-15 Subtitler

2643-16 Translator

2643-17 Translator-Reviser

2643-18 Linguist

**MINOR GROUP 265:
CREATIVE AND PERFORMING ARTISTS**

Creative and performing artists communicate ideas, impressions and facts in a wide range of media to achieve particular effects; interpret a composition such as a musical score or a script to perform or direct the performance; and host the presentation of such performance and other media events. Competent performance in most occupations in this minor group requires skills at the **3rd KeSCO** skill level.

Tasks performed usually include: conceiving and creating visual art forms; conceiving and writing original music; devising, directing, rehearsing and performing in music, dance, theatrical and film productions; assuming creative, financial and organizational responsibilities in the production of television programmes, films, and stage presentations; studying script, play or book and preparing and rehearsing interpretation; selecting and introducing music, videos and other entertainment material for broadcast and making commercial and public service announcements.

Occupations in this minor group are classified into the following unit groups:

2651: Visual Artists

2652: Musicians, Singers and Composers

2653: Dancers and Choreographers

**2654: Film, Stage and Related Directors and
Producers**

2655: Actors

**2656: Announcers on Radio, Television and Other
Media**

2659: Other Creative and Performing Artists Not Elsewhere Classified.

**UNIT GROUP 2651:
VISUAL ARTISTS**

Visual artists are involved in the arts of painting, sculpting, photography, drawing, printmaking, ceramics, photography, video, filmmaking, design, crafts and architecture as opposed to music, drama, and literature.

Tasks performed include – conceiving and developing ideas, designs and styles for paintings, drawings and sculptures; arranging objects, positioning models, and selecting landscapes and other visual forms according to chosen subject matter; selecting artistic media, method and materials; creating representational or abstract three-dimensional or relief forms by shaping, carving and working and combining materials such as wood, stone, clay, metal, ice or paper; creating representational or abstract drawings and paintings using pencils, ink, chalk, oil paints, water colours or through the application of other techniques; creating drawings and engraving or etching them on metal, wood or other materials; creating cartoons to depict persons and events, often in caricature; restoring damaged, soiled and faded paintings and other art objects.

For effective and efficient performance of tasks in this unit group, one should be qualified in fine arts with an artistic ability including good hand -eye coordination creative and the ability to conceptualize ideas and a well-developed level of interpersonal communication skills.

Occupational titles classified here:

2651-11 Sculptor
2651-12 Ceramic Artist
2651-13 Artist
2651-14 Artist, Fine
2651-15 Cartoonist

2651-16 Engraver And Etcher (Artistic)
2651-17 Engraver, Artistic
2651-18 Etcher, Artistic
2651-21 Graphic Artist
2651-22 Other Artists
2651-23 Artist, Miniature Reproduction
2651-24 Portrait Painter
2651-25 Picture Restorer
2651-26 Illustrator

**UNIT GROUP 2652:
MUSICIANS, SINGERS AND COMPOSERS**

Musicians, Singers and Composers write, arrange, conduct and perform musical compositions and participate in performances.

Tasks performed include – creating melodic, harmonic and rhythmic structures to express ideas and emotions in musical form; translating ideas and concepts into standard musical signs and symbols for reproduction and performance; adapting or arranging music for particular instrumental or vocal groups, instruments or occasions; conducting instrumental or vocal groups; selecting music for performances and assigning instrumental parts to musicians; playing one or more musical instruments as a soloist or as a member of an orchestra or a musical group; singing as a soloist or as a member of a vocal group or other band; practising and rehearsing to maintain a high standard of performance.

For employment, effective and efficient performance of tasks in this unit group, one should be qualified and talented in music, singing and composing musical lyrics and a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2652-11 Music Composer
2652-12 Instrumentalist (Orchestra)
2652-13 Orchestrator
2652-14 Orchestra Conductor

2652-15 Vocal Group Conductor
 2652-16 Choirmaster
 2652-17 Conductor, Vocal Group
 2652-18 Concert and Opera Singer
 2652-21 Instrumental Musician, Percussion
 Instrument
 2652-22 Instrumental Musician, Wind Instrument
 2652-23 Conductor, Band
 2652-24 Guitarist, Band
 2652-25 Vocalist, Band
 2652-26 Singer, Street
 2652-27 Band Leader
 2652-28 Music Conductor
 2652-31 Night Club Musician
 2652-32 Night Club Singer

UNIT GROUP 2653: DANCERS AND CHOREOGRAPHERS

Dancers and Choreographers performs dance as a soloist, with a partner or as a member of a group, to entertain audiences; conceive and create dances which often convey through a story, theme, idea or mood by a pattern of steps; and instruct dancers in their interpretation and performance.

Tasks performed include – conceiving and creating dances, which often convey a story, theme, idea or mood, by a pattern of steps, movements and gestures; performing dances as a soloist, with a partner or as a member of a dancing group before live audiences or for film, television or other visual media; training, exercising and attending dance classes to maintain the required levels of ability and fitness; directing and participating in rehearsals to practice dance steps and techniques required for a performance; auditioning for dance roles or for membership in dance companies; coordinating the production music with the music directors.

For employment, effective and efficient performance of tasks in this unit group, one should be a good dancer and a choreographer. Necessary is a high level of dancing skill to work as a Dancer or Choreographer.

Well-developed level of interpersonal communication skills is necessary with.

Occupational titles classified in this unit group are:

2653-11 Choreographer
 2653-12 Ballet Dancer
 2653-13 Night-Club Dancer
 2653-14 Street Dancer

UNIT GROUP 2654: FILM, STAGE AND RELATED DIRECTORS AND PRODUCERS

Film, Stage and Related Directors And Producers oversee and control the technical and artistic aspects of motion pictures, television or radio productions and stage shows.

Tasks performed include – choosing writers, studying scripts to determine artistic interpretation, and instructing actors on acting methods; directing all aspects of dramatic productions on stage, television, radio or in motion pictures, including choice of actors, and final decisions concerning costumes, set designs, sound or lighting effects; planning, organizing and controlling the various stages and scheduling involved in the production of presentations, motion pictures, television shows and radio programmes; engaging and supervising all technical personnel, and determining the treatment, scope and scheduling of production; maintaining production archives and negotiating royalties; creating, planning or writing scripts for recording, videotaping and editing programmes; supervising the positioning of scenery, props and lighting and sound equipment.

For employment, effective and efficient performance of tasks in this unit group, one should be qualified in film, acting, journalism and communication. Industry experience is necessary. Key Skills required include skills in critical thinking, writing, decision-making, time-management, monitoring and active listening plus well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2654-11 Documentary Director
2654-12 Film Editor
2654-13 Motion Picture Director
2654-14 Photography Director
2654-15 Stage Director
2654-16 Technical Director
2654-17 Technical Television Or Radio Director
2654-18 Theatre Producer
2654-21 Lighting Artist
2654-22 Stage and Film Director
2654-23 Live Action Director

**UNIT GROUP 2655:
ACTORS**

Actors portray roles in motion pictures, television or radio productions and stage shows.

Tasks performed include – learning lines and cues and playing parts in dramatic productions on stage, commercials, television, radio or in motion pictures; assuming characters created by a playwright or author and communicating this to an audience; telling stories or reading literary works aloud to educate or entertain listeners; attending auditions and casting calls in order to audition for roles; preparing for performances through rehearsals under the instruction and guidance of production directors; reading scripts and undertaking research to gain understanding of parts, themes and characteristics; acting parts and portraying roles as developed in rehearsals in film, television, radio and stage productions.

For effective and efficient performance of tasks in this unit group, one should be qualified as an actor with a good determination and commitment, self-confidence, good memory, patience and stamina. A well-developed level of interpersonal communication skills is necessary.

Occupational titles classified in this unit group are:

2655-11 Actor
2655-12 Mime Artist
2655-13 Story Teller
2655-14 Voice Over Artist

**UNIT GROUP 2656:
ANNOUNCERS ON RADIO, TELEVISION AND
OTHER MEDIA**

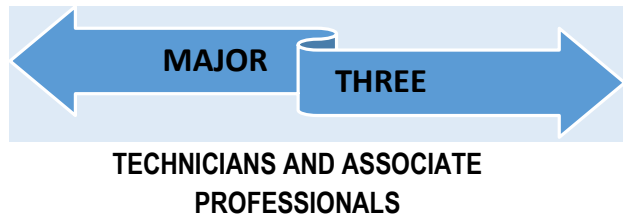
Announcers on Radio, Television and Other Media read news bulletins, conduct interviews, and make other announcements or introductions on radio, television, and in theatres and other establishments or media.

Tasks include – reading news bulletins and making other announcements on radio or television; introducing performing artists or persons being interviewed, and making related announcements on radio, television, or in theatres, nightclubs and other establishments; interviewing persons in public, especially on radio and television; studying background information in order to prepare for programmes or interviews; commenting on music and other matters, such as weather or traffic conditions.

For employment, effective and efficient performance of tasks in this unit group, one should be qualified in either journalism, broadcasting or mass communication and have a well-developed level of interpersonal communication skills.

Occupational titles classified in this unit group are:

2656-11 New Anchor
2656-12 Radio Announcer
2656-13 Sports Announcer
2656-14 Talk Show Host/Hostess
2656-15 Television Announcer
2656-16 Traffic Reporter
2656-17 Weather Reporter
2656-18 Disc Jockey
2656-21 Compere



Technicians and Associate Professionals perform technical and related tasks associated with research and the application of scientific or artistic concepts and operational methods. It covers those occupations whose main tasks require sound educational and training background. They apply principles and practices necessary for technical support to professionals as well as assuming operational responsibility in Government or business operations. Most occupations in this major group require skills at the **3rd KeSCO** skill level. Some occupations in Minor Group 322: Nursing and Midwifery Associate Professionals and Minor Group 323: Traditional and Complementary Medicine Associate Professionals require skills at the **2nd KeSCO** skill level.

Tasks performed by Technicians and Associate Professionals usually include: undertaking and carrying out technical works connected with research and the application of concepts and operational methods in the fields of physical sciences including engineering and technology, life sciences including the medical profession, and social sciences and humanities; initiating and carrying out various technical services related to trade, social work, finance and administration including enforcing of government laws and regulations; providing technical support for the arts and entertainment; participating in sporting activities; executing some religious tasks. Supervision of other workers may be included.

Occupations in this major group are classified into six sub-major groups: -

- 31: Science and Engineering Associate Professionals**
- 32: Health Associate Professionals**

- 33: Business and Administration Associate Professionals**
- 34: Legal, Social, Cultural and Related Associate Professionals**
- 35: Information and Communications Technicians**
- 36: Other Technicians and Associate Professionals**

SUB- MAJOR GROUP 31: SCIENCE AND ENGINEERING ASSOCIATE PROFESSIONALS

Science and Engineering Associate Professionals perform technical tasks associated with research and operational methods in science and engineering. They supervise and control technical and operational aspects of mining, manufacturing, construction and other engineering operations, and operate technical equipment including aircraft and ships. Competent performance of tasks in most occupations in this sub-major group requires skills at the **3rd KeSCO** skill level.

Tasks performed usually include: setting up, monitoring and operating instruments and equipment, conducting and monitoring experiments and tests of systems; collecting and testing samples; recording observations and analyzing data; preparing, revising and interpreting technical drawings and diagrams; coordinating, supervising, controlling and scheduling the activities of other workers; operating and monitoring switchboards, computerized control systems, and multi-function process control machinery; performing technical functions to ensure safe and efficient movement and operations in ships, aircraft and other equipment.

Occupations in this sub-major group are classified into the following minor groups: -

- 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

MINOR GROUP 311:
PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS

Physical and Engineering Science Technicians perform technical tasks associated with research and the application of concepts and operational methods in the field of physical sciences, as well as computing and engineering, or they control and operate technical equipment's, fly aircrafts, navigate ships and ensure efficiency of production processes. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd KeSCO skill level.

Tasks performed usually include: undertaking and carrying out technical works related to chemistry, physics, geology, meteorology, astronomy, engineering or technical drawings; setting up, operating, and maintaining laboratory instruments and equipment; monitoring experiments, making observations, calculating and recording results; preparing materials for experimentation; conducting tests of systems; collecting and testing samples; recording observations and analyzing data; preparing, revising and interpreting technical drawings, wiring diagrams, circuit board assembly

Occupations in this minor group are classified into the following unit groups:

- 3111: Chemical and Physical Science Technicians**
- 3112: Civil Engineering Technicians**
- 3113: Electrical Engineering Technicians**
- 3114: Electronics Engineering Technicians**
- 3115: Mechanical Engineering Technicians**
- 3116: Chemical Engineering Technicians**
- 3117: Mining and Metallurgical Technicians**
- 3118: Draughts persons**
- 3119: Other Physical and Engineering Science Technicians**

UNIT GROUP 3111:
CHEMICAL AND PHYSICAL SCIENCE TECHNICIANS

Chemical and Physical Science technicians perform technical tasks to aid in research in chemistry, physics, geology, geophysics, meteorology and astronomy, and in the development of industrial, medical, military and other practical application of research results.

Tasks performed are collecting samples and preparing materials and equipment for experiments, tests and analyses; carrying out routine laboratory tests and performing a variety of technical support functions to assist chemical and physical scientists in research, development, analysis and testing; controlling the quality and quantity of laboratory supplies by testing samples and monitoring usage and preparing detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given; setting up, operating, and maintaining laboratory instruments and equipment, monitoring experiments, making observations, and calculating and recording results; preparing materials for experimentation such as freezing and slicing specimens and mixing chemicals; collecting and testing earth and water samples, recording observations and analyzing data in support of geologists or geophysicists.

For effective and efficient performance of tasks in this unit group, one requires middle level training in applied science or chemical technology, physical science or physics. In addition, possession of analytical skills, and ability to use and maintain technical is necessary. Registration with a professional body may also be necessary.

Occupational titles classified here:

- 3111-11 Technician, Chemistry Laboratory
- 3111-12 Technician, Geology Laboratory
- 3111-13 Meteorology Technician
- 3111-14 Technician, Physics Laboratory

3111-15 Chemical Radiation Technician
3111-16 Technician, Laboratory Soil
3111-17 Analyst Chemical process

UNIT GROUP 3112: CIVIL ENGINEERING TECHNICIANS

Civil Engineering Technicians perform technical tasks in civil engineering research and in the design, construction, operation, maintenance and repair of buildings and other structures such as water supply and wastewater treatment systems, bridges, roads, dams and airports. They give technical support to engineers on construction sites

Tasks performed are assisting engineers with field and laboratory tests of soils and construction materials; providing technical assistance connected with the construction of buildings and other structures, and with surveys or the preparation of survey reports; ensuring compliance with design specifications, relevant legislation and regulations, and maintenance of desired standards of materials and work; applying technical knowledge of building and civil engineering principles and practices in order to identify and solve problems arising; assisting with the preparation of detailed estimates of quantities and costs of materials and labour required for projects, according to the specifications given; organizing maintenance and repairs; inspecting buildings and structures during and after construction to ensure that they comply with building, grading, zoning and safety laws and approved plans, specifications and standards, as well as with other rules concerning quality and safety of buildings; inspecting industrial plant, hotels, cinemas and other buildings and structures to detect fire hazards and advise on how they can be removed; advising on the installation of fire detectors and sprinkler systems and the use of materials in the construction of buildings, and means of transportation to reduce risk of fire and extent of damage and danger if fire occurs.

For effective and efficient performance of tasks in this unit group, one requires middle level training in civil engineering coupled with analytical and critical thinking

skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3112-11 Civil Engineering Technician
3112-12 Building Engineering Technician
3112-13 Estimator Building
2112-14 Foreman Building
3112-15 Clerk of Works
3112-16 Works officer
3112-17 Interpreter, Photographic
3112-18 Technician, Photogrammetric
3112-21 Fire Inspector
3112-22 Fire Prevention Specialist
3112-23 Geotechnical Technician
3112-24 Surveying Technician
3112-25 Building Inspector
3112-26 Building Surveyor
3112-27 Technician, Geological
3112-28 Technician, Mineral

UNIT GROUP 3113: ELECTRICAL ENGINEERING TECHNICIANS

Electrical Engineering Technicians perform technical tasks associated with electrical engineering research as well as with the design, manufacture, assembly, construction, operation maintenance and repair of electrical equipments, facilities and distribution systems.

Tasks performed include; providing technical assistance in research and development of electrical equipment's and facilities, or testing of prototypes; designing and preparing blueprints of electrical installations and circuitry according to the specifications given; preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation, according to the specifications given; monitoring technical aspects of the manufacture, installation, utilization, maintenance and repair of electrical systems and equipment to ensure satisfactory performance and compliance with specifications and regulations; planning installation

methods, checking completed installations for safety and controls or undertaking the initial running of the new electrical equipment or systems; assembling, installing, testing, calibrating, modifying and repairing electrical equipment and installations to conform with regulations and safety requirements. Electrical engineering technicians perform technical tasks connected with electrical engineering research as well as with the design, manufacture, assembly, construction, operation maintenance and repair of electrical equipment, facilities and distribution systems.

For effective and efficient performance of tasks in this unit group, one requires middle level training in electrical engineering coupled with analytical, critical thinking, observation, good decision making and problem-solving, interpersonal and communication skills. Registration with a professional body may also be necessary. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3113-11 Technician, Electrical Engineering
 3113-12 Technician, Electrical Instruments
 3113-13 Technician, Electrical Power Transmission
 3113-14 Technician, Electrical Power Distributor
 3113-15 Electricity Tracer
 3113-16 Technician Maintenance
 3113-17 Energy Auditor
 3113-18 Technician Furnace Transformers

**UNIT GROUP 3114:
ELECTRONICS ENGINEERING TECHNICIANS**

Electronics engineering technicians perform technical tasks to aid in electronic research and in the design, manufacture, assembly, construction, operation, maintenance and repair of electronic equipment.

Tasks performed include: technical assistance in research and development of electronic equipment, or testing prototypes; designing and preparing blueprints of electronic circuitry according to the specifications given;

preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of electronic equipment, according to the specifications given; monitoring technical aspects of the manufacture, utilization, maintenance and repair of electronic equipment to ensure satisfactory performance and ensure compliance with specifications and regulations; assisting in the design, development, installation, operation and maintenance of electronic systems; planning installation methods, checking completed installations for safety and controls or undertaking the initial running of the new electronic equipment or system; conducting tests of electronic systems, collecting and analyzing data, and assembling circuitry in support of electronics engineers.

For effective and efficient performance of tasks in this unit group, one requires a middle level training qualifications in electronic engineering coupled with analytical, critical thinking, observation, good decision making and problem-solving, interpersonal and communication skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3114-11 Technician, Electronic Engineering
 3114-12 Designer, Print Circuit Board
 3114-13 Technician, Aircraft Electronics
 3114-14 Technician, Telecommunications Engineering
 3114-15 Technician, Radio Maintenance
 3114-16 Technician, Television Maintenance
 3114-17 Technician, Signals
 3114-18 Technician, Telephone; Telegraph Maintenance
 3114-21 Technician, Computer
 3114-22 Technician ICT
 3114-23 BSS Support Engineer
 3114-24 Field Maintenance Engineer
 3114-25 Broad Band Technician
 3114-26 Installation Engineer
 3114-27 Mobile Phone Technician

UNIT GROUP 3115:

MECHANICAL ENGINEERING TECHNICIANS

Mechanical engineering technicians perform technical tasks to aid in mechanical engineering research and in the design, manufacture, assembly, construction, operation, maintenance and repair of machines, components and mechanical equipment. May work under the supervision of a mechanical engineer.

Tasks performed include: providing technical assistance in research on and development of machines and mechanical installations, facilities and components, or testing prototypes; designing and preparing layouts of machines and mechanical installations, facilities and components, according to the specifications given; preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation, according to the specifications given; monitoring technical aspects of manufacture, utilization, maintenance and repair of machines and mechanical installations, facilities and components to ensure satisfactory performance and compliance with specifications and regulations; developing and monitoring the implementation of safety standards and procedures for marine survey work in relation to ships' hulls, equipment and cargoes; assembling and installing new and modified mechanical assemblies, components, machine tools and controls, and hydraulic power systems; conducting tests of mechanical systems, collecting and analysing data, and assembling and installing mechanical assemblies in support of mechanical engineers; ensuring that mechanical engineering designs and finished work are within specifications, regulations and contract provisions.

For effective and efficient performance of tasks in this unit group, one requires middle level training in mechanical engineering with analytical, critical thinking, observation, good decision making and problem-solving, interpersonal and communication skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3115-11 Mechanical Engineering Technician
3115-12 Technician, Boiler
3115-13 Technician, Design Tools
3115-14 Technician, Hydraulic
3115-15 Maintenance Technician-Mechanical
3115-16 Technician, Pipe Testing
3115-17 Heating, Ventilation and Refrigeration Technician
3115-18 Technician, Air Conditioning
3115-21 Technician, Refrigeration
3115-22 Technician, Ventilation; Heating Appliances
3115-23 Armourer
3115-24 Technician, Weapons
3115-25 Other Mechanical Engineering Technicians
3115-26 Technician, Aeronautical Engineering
3115-27 Technician Automotive Engineering
3115-28 Technician, Avionics
3115-31 Technician, Nuclear Power
3115-32 Technician Marine Engineering
3115-33 Marine Surveyor
3115-34 Mechanical Engineering Estimator

UNIT GROUP 3116: CHEMICAL ENGINEERING TECHNICIANS

Chemical engineering technicians perform technical tasks to aid in chemical engineering research and in the design, manufacture, construction, operation, maintenance and repair of chemical plants. May work under the supervision of a mechanical engineer.

Tasks performed include; Assisting in research on and development of industrial chemical processes, plant and equipment, or testing prototypes; designing and preparing layouts of chemical plants according to the specifications given; preparing detailed estimates of quantities and costs of materials and labour required for manufacture and installation, according to the specifications given; monitoring technical aspects of the construction, installation, operation, maintenance and repair of chemical plants to ensure satisfactory performance and compliance with specifications and regulations; conducting chemical and physical

laboratory tests to assist scientists and engineers in making qualitative and quantitative analyses of solids, liquids, and gaseous materials.

For effective and efficient performance of tasks in this unit group, one requires middle level training in chemical engineering with analytical, critical thinking, observation, good decision making and problem-solving, interpersonal and communication skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3116-11 Chemical Engineering Technician
3116-12 Chemical Engineering Estimator
3116-13 Technician, Chemical Process
3116-14 Technician, Petroleum
3116-15 Technician, Water Treatment
3116-16 Technician, Gas Production and Distribution
3116-17 Core Analyst, Petrol and Natural Gas
3116-18 Laboratory Assistant, Glass and Ceramics
3116-21 Laboratory Assistant Food and Beverages
3116-22 Lab Chemist

UNIT GROUP 3117:

MINING AND METALLURGICAL TECHNICIANS

Mining and metallurgical technicians perform technical tasks to assist in studies and experiments related to metallurgical research and development to improve methods of extracting solid minerals, oils and gas as well as the design, construction, operation, maintenance and repair of mines and mine installations, systems for transporting and storing natural gas and plant, extracting and refining metals.

Tasks performed include: providing technical assistance to aid in research on and development of processes to determine the properties of metals and new alloys; providing technical assistance in geological and topographical surveys and in the design and layout of oil, natural gas and mineral ore extraction and transportation systems, and processing and refining plants for minerals and metals; preparing detailed

estimates of quantities and costs of materials and labour required for mineral, oil and natural gas exploration, extraction, processing and transport projects; monitoring technical, regulatory and safety aspects of the construction, installation, operation, maintenance and repair of mineral ore, oil and natural gas exploration, extraction, transport and storage installations and mineral processing plants; helping plan and design mines, mine shafts, tunnels and underground first-aid facilities; collecting and preparing rock, mineral and metal samples, performing laboratory tests to determine properties, analysing and reporting test results and maintaining testing equipment; using microscopes, electromagnetic irradiation machines, spectrometers, spectrographs, densitometers and tension testing machines; assisting scientists in the use of electrical, sonic, or nuclear measuring instruments in both laboratory and production activities to obtain data indicating potential sources of metallic ore, gas, or petroleum.

For effective and efficient performance of tasks in this unit group, one requires middle level training in manufacturing technology (metallurgy) engineering coupled with analytical, critical thinking skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3117-11 Mining Technician
3117-12 Mine Inspector
3117-13 Under-Manager, Mines
3117-14 Ventilation Officer, Mines
3117-15 Rock Slicer
3117-16 Metallurgical Technician
3117-17 Technician, Foundry
3117-18 Technician, Metal Extrusion
3117-21 Technician, Metal Heating
3117-22 Laboratory Assistant Metallurgical

UNIT GROUP 3118:

DRAUGHTS PERSONS

Draughts persons prepare technical plans, drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates for construction of buildings or equipment's.

Tasks performed are preparing and revising working drawings from sketches and specifications prepared by engineers and designers for the manufacture, installation and erection of machinery and equipment or for the construction, modification, maintenance and repair of buildings, dams, bridges, roads and other architectural and civil engineering projects; operating computer-aided design and draughting equipment to create, modify and generate hard-copy and digital representations of working drawings; operating digitizing table or similar equipment to transfer hard-copy representation of working drawings, maps and other curves to digital form; preparing and revising illustrations for reference works, brochures and technical manuals dealing with the assembly, installation, operation, maintenance and repair of machinery and other equipment and goods; copying drawings and paintings onto stone or metal plates for printing; preparing wiring diagrams, circuit board assembly diagrams and layout drawings used for manufacture, installation and repair of electrical equipment in factories, power plants and buildings; creating detailed working diagrams of machinery and mechanical devices, including dimensions, fastening methods and other engineering information; arranging for completed drawings to be reproduced for use as working drawings.

For effective and efficient performance of tasks in this unit group, one requires middle level training in draughtsman/woman or architecture computer aided design and drafting coupled with analytical, critical thinking, observation, good decision making and problem-solving, interpersonal and communication skills. Registration with a professional body may also be necessary.

Occupational titles classified in this unit group are:-

3118-11 Mechanical Draughtsman
 3118-12 Draughtsman, Design Mechanical Engineering
 3118-13 Electrical Draughtsman
 3118-14 Draughtsman, Design Electrical Engineering
 3118-15 Draughtsman, Relays
 3118-16 Architectural Draughtsman
 3118-17 Draughtsman, Civil Engineering
 3118-18 Draughtsman, Design Civil Engineering
 3118-21 Draughtsman, Design Roads
 3118-22 Draughtsman, Design Structural
 3118-23 Draughtsman, Reticulation Sewage
 3118-24 Draftsman Plumbing
 3118-25 Physical Design Engineer
 3118-26 Draughtsman, Cartographic
 3118-27 Draughtsman, Topographic
 3118-28 Lithographic Designer
 3118-31 Lithographic Artist
 3118-32 Technical Illustrator
 3118-33 Writer, Technical

UNIT GROUP 3119: OTHER PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS

This unit group covers Other Physical and Engineering Science Technicians who assist scientists and engineers engaged in developing procedures or conducting research on Safety in biomedical, environmental or industrial and production engineering.

Tasks performed would include collecting data and providing technical assistance regarding efficient, safe and economic utilization of personnel, material and equipment; methods of work and sequence of operations and supervision of their implementation; and efficient layout of plant or establishment; classifying and analysing physical evidence related to criminal investigations; aiding in the identification of potential hazards and introducing safety procedures and devices; modifying and testing equipment and devices used in the prevention, control and

remediation of environmental pollution, in site remediation and land reclamation; assisting in the development of environmental pollution remediation devices under the direction of an engineer; assisting engineers in testing and designing robotics equipment. For effective and efficient performance of tasks in this unit group, one requires middle level training in either relevant Engineering and Engineering Technology Field.

Occupational titles classified in this unit group are:-

3119-11 Engineering Technicians Production
 3119-12 Fire Investigator
 3119-13 Fire Prevention Officer
 3119-14 Fire Officer
 3119-15 Fire Inspectors
 3119-16 Laser Technician
 3119-17 Forensic Science Technician
 3119-18 Quantity Surveying Technician
 3119-21 Fingerprint Expert
 3119-22 Handwriting Expert
 3119-23 Impression Taker
 3119-24 Weather Observer
 3119-25 Robotics Technician
 3119-26 Methods, Time and Motion Study Technician

**MINOR GROUP 312:
 MINING, DRILLING MANUFACTURING AND
 CONSTRUCTION SUPERVISORS**

Mining, Drilling, Manufacturing and Construction supervisors coordinate, supervise, control and schedule the activities of workers in manufacturing, mining drilling and construction operations to achieve the organization's goals.

Tasks performed include: overseeing, supervising and coordinating the activities of tradespersons, process control technicians, machine operators, assemblers, labourers and other workers; organizing and planning daily work; preparing cost estimates, documentations; identifying shortages of staff or supplies; ensuring safety of workers; instructing and training new staff.

Competent performance of tasks in most occupations in this minor group requires skills at the **3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:-

3121: Mining Supervisors
3122: Manufacturing Supervisors
3123: Construction Supervisors

**UNIT GROUP 3121:
 MINING AND DRILLING SUPERVISORS**

Mining and Drilling supervisors, coordinate mining and quarrying operations of miners and drillers working in the underground tunnels. They control and schedule the activities of workers.

Tasks performed are supervising and coordinating the activities of workers who extract minerals and other natural deposits from the earth, and who operate underground conveyances or heavy equipment in surface mines and quarries; establishing methods to meet work schedules and recommending measures to mining managers to improve productivity; working with managerial and technical personnel, other departments and contractors to resolve operational problems and coordinate activities; providing reports and other information to mining managers about all aspects of mining or quarrying operations; determining staffing and material needs for the mine or quarry.

For effective and efficient performance of tasks in this unit group, one requires either Vocational training in mining and drilling technology.

Occupational titles classified in this unit group are:-

3121-11 Mine Deputy
 3121-12 Mine Supervisor
 3121-13 Mine Under-Manager
 3121-14 Supervisor Quarry
 3121-15 Supervisor Foreman, Well Drilling
 3121-16 Supervisor and Foreman, Mineral Treating
 3121-17 Overman, Colliery

3121-18 Gas Supervisor

**UNIT GROUP 3122:
MANUFACTURING SUPERVISORS**

Manufacturing supervisors coordinate and oversee the activities of process control technicians, machine operators, assemblers, and other manufacturing labourers by planning, monitoring and evaluating job results.

Tasks performed include: coordinating and supervising the activities of process control technicians, machine operators, assemblers and other manufacturing labourers; organizing and planning the daily work with regard to plans, economy, staff and environment; preparing cost estimates, records and reports; identifying shortage of staff or components; ensuring safety of workers; instructing and training new staff. For effective and efficient performance of tasks in this unit group, one requires middle level training in Production Engineering in addition to good, interpersonal and decision making skills.

Occupational titles classified in this unit group are:-

3122-11 Supervisors and Foreman Metal Making
Converting and Refining
3122-12 Supervisor and Foreman, Metal drawing and
Extruding
3122-13 Supervisor and Foreman, Glass Forming and
Related Activities
3122-14 Supervisor and Foreman, Ceramics and
Related Activities
3122-15 Supervisor and Foreman, Wood Preparation
and Papermaking
3122-16 Supervisor and Foreman, Paper Pulp and
Paper Making
3122-17 Supervisor and Foreman, Chemical
Processing and Related Activities
3122-18 Supervisor and Foreman, Petroleum
Refining and Related Activities
3122-21 Supervisor and Foreman, Stationery Engine
and Related Equipment

3122-22 Supervisor and Foreman, Stone Cutting and
Carving
3122-23 Supervisor and Foreman, Machine Tool
Operations
3122-24 Supervisor and Foreman, Rubber Goods
Making
3122-25 Supervisor and Foreman, Plastic Products
Making
3122-26 Supervisor and Foreman, Ceramics and
Related Activities
3122-27 Supervisor and Foreman, Wood working
Machine
3122-28 Supervisor and Foreman, Carpentry, Cabinet
Making and Related wood working
Processes
3122-31 Supervisor and Foreman, Hosiery
3122-32 Supervisor and Foreman, Tanning and Pelt
Dressing
3122-33 Supervisor and Foreman, Shoemaking
3122-34 Supervisor and Foreman, Harness and
Saddle Making
3122-35 Supervisor and Foreman, Leather Good
Making
3122-36 Supervisor and Foreman, Textile-Related
Products
3122-37 Supervisor and Foreman, Tobacco
Preparation, Cigar and Cigarette Making
3122-38 Supervisor and Foreman, Tailoring and
Dress Making
3122-41 Supervisor and Foreman, Material and
Freight Handling
3122-42 Supervisor and Foreman, Checking Sorting
Packing and Related Activities
3122-43 Supervisor and Foreman, Sheet and
Structural Metal Working
3122-44 Supervisor and Foreman, Blacksmith
3122-45 Supervisor and Foreman, Tool Making and
Die Making
3122-46 Supervisor and Foreman, Machinery Fitting
and Repairing
3122-47 Supervisor and Foreman, Motor Vehicle
repairing
3122-48 Supervisor and Foreman, Aircraft Repairing

3122-51 Supervisor and Foreman, Electrical and Electronic Equipment
 3122-52 Supervisor and Foreman, Precision Instrument Making
 3122-53 Supervisor and Foreman, Musical Instrument Making
 3122-54 Supervisor and Foreman, Jewellery, Engraving and Precision Metal Workers
 3122-55 Supervisor and Foreman, Photolith, Photo Engraving and Dark Room Operations
 3122-56 Supervisor and Foreman, Printing and Related work
 3122-57 Supervisor and Foreman, Food Processing
 3122-58 Supervisor and Foreman, Brewing, Aerated Water and Beverage Making
 3122-61 Supervisor and Foreman, Dairy Products
 3122-62 Supervisor and Foreman, Foundry and Forge Works

UNIT GROUP 3123: CONSTRUCTION SUPERVISORS

Construction Supervisors coordinate, supervise and schedule the activities of workers engaged in the construction and repair of buildings and structures. They ensure health and safety codes are observed, and that work is completed according schedule.

Tasks performed Include; Interpreting specifications to determine construction requirements and planning procedures; organizing and coordinating the material and human resources required to complete the job; examining and inspecting work progress; examining equipment and construction sites to ensure that health and safety requirements are met; supervising construction sites and coordinating work with other construction projects; supervising the activities of building trades workers, labourers and other construction workers.

For effective and efficient performance of tasks in this unit group, one requires Vocational training in either Civil Engineering, Building Construction, Plumbing, Electrical Wiring or Painting.

Occupational titles classified in this unit group are:-

3123-11 Supervisor, Building construction
 3123-12 Work Supervisor Construction
 3123-13 Supervisor and Foreman Insulation
 3123-14 Supervisor and Foreman, Plumbing and Pipe fitting
 3123-15 Plumbing Foreman
 3123-17 Electrical Supervisor, Wiring
 3123-18 Supervisor and Foreman, Painting
 3123-21 Painting and Surface Treatment Line in-charge

MINOR GROUP 313: PROCESS CONTROL TECHNICIANS

Process Control Technicians operate and monitor switchboards, computerized control systems and multi-function process control machinery; and maintain processing units in electrical power generation and distribution, wastewater, sewage treatment and waste disposal plants, chemical, petroleum and natural gas refineries, in metal processing and other multiple process operations. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level

Tasks performed usually include:- operating electronic or computerized control panel from a central control room to monitor and optimize processes; controlling process start-up and shut-down; operating and monitoring switchboards and related equipment; monitoring and inspecting equipment and systems to detect malfunctions; taking readings from charts, meters and gauges at established intervals; troubleshooting and take corrective action as necessary; maintaining records, logs and reports; communicating with other personnel to assess equipment operating status; cleaning and maintaining equipment; supervising plant and machine operators, assemblers and other workers.

Occupational titles classified in this unit group are:-

3131: Power Production Plant Operators
3132: Solid Waste and Water Treatment Plant

Operators

3133: Chemical Processing Plant Controllers

3134: Petroleum and Natural Gas Refining Plant

Operators

3135: Metal Production Process Controllers

3136: Other Process Control Technicians

UNIT GROUP 3131:

POWER PRODUCTION PLANT OPERATORS

Power Production Plant Operators operate, monitor and maintain switchboards and related equipment in electrical control centres and control the production and distribution of electrical or other power in transmission networks.

Tasks performed are operating, monitoring and inspecting various types of energy-generating power plants; operating and controlling power-generating systems and equipment including boilers, turbines, generators, condensers and reactors in hydro, thermal, coal, oil, natural gas and nuclear power plants to generate and distribute electrical power; controlling start-up and shut-down of power plant equipment, controlling switching operations, regulating water levels and communicating with systems operators to regulate and coordinate transmission loads, frequency and line voltages; taking readings from charts, meters and gauges at established intervals, troubleshooting and performing corrective action as necessary; completing and maintaining station records, logs and reports, and communicating with other plant personnel to assess equipment operating status; cleaning and maintaining equipment such as generators, boilers, turbines, pumps and compressors in order to prevent equipment failure or deterioration.

For effective and efficient performance of tasks in this unit group, one requires a Vocational training in Power Plant Maintenance and Plant Operator in addition to reading comprehension, spatial and mathematical ability.

Occupational titles classified in this unit group are: -

3131-11 Distribution Control Operator

3131-12 Electric Power Plant Operator

3131-13 Generating Station Operator

3131-14 Hydroelectric Power Plant Operator

3131-15 Nuclear Power Plant Operator

3131-16 Power System Operator

3131-17 Solar Power Plant Operator

3131-18 Geo-Thermal Power Plant Operator

3131-21 Wind Power Plant Operator

3131-22 Other Power Production Plant Operators

UNIT GROUP 3132:

SOLID WASTE AND WATER TREATMENT PLANT OPERATORS

Incinerator and Water Treatment Plant Operators monitor and operate computerized control systems and related equipment in solid and liquid waste treatment to regulate the treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water.

Tasks performed are operating and monitoring computerized control systems, machinery and related equipment in wastewater treatment, sewage treatment, and liquid waste plants to regulate flow, treatment and disposal of sewage and wastes, and in water filtration and treatment plants to regulate the treatment and distribution of water for human consumption and for later disposal into natural water systems; controlling the operation of multiple-hearth incinerator furnaces and related equipment to burn sludge and solid waste in waste treatment plants; inspecting equipment and monitoring operating conditions, meters, filters, chlorinators and gauges in central control rooms to determine load requirements, to verify that flows, pressures and temperatures are within specification, and to detect malfunctions; monitoring and adjusting controls of auxiliary equipment such as exhaust emissions, scrubbers and incinerator heat recovery units; collecting and testing water and sewage samples for chemical and bacterial content, using test equipment and colour analysis standards; analysing test results to make adjustments

to plant equipment and systems to disinfect and deodorize water and other liquids; performing security and safety checks in plant and on grounds; completing and maintaining plant logs and reports.

For effective and efficient performance of tasks in this unit group, one requires training and knowledge in Solid waste management and Water treatment.

Occupational titles classified in this unit group are: -

3132-11 Incinerator Operator
3132-12 Liquid Waste Process Operator
3132-13 Water Pumping Station Operator
3132-14 Sewerage Plant Operator
3132-15 Waste Water Operator
3132-16 Water Treatment Plant Operator
3132-17 Solid Waste Treatment Plant Operators
3132-18 Sanitary Landfill Plant Operators

**UNIT GROUP 3133:
CHEMICAL PROCESSING PLANT
CONTROLLERS**

Chemical Processing Plant controllers operate and monitor chemical plants and related multi-function process control machinery, and adjust and maintain, processing units and equipment which distil, filter, separate, heat or refine chemicals. Analyse sample products, perform tests, record data and write production logs.

Tasks performed include –operating electronic or computerized control panels from a central control room to monitor and optimize physical and chemical processes for several processing units; adjusting equipment, valves, pumps, controls and process equipment; controlling the preparation, measuring and feeding of raw materials and processing agents such as catalysts and filtering media into plant; controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment; monitoring equipment for malfunctions, carrying out routine operating tests and arranging for maintenance;

analysing sample products, performing tests, recording data and writing production logs.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Chemical Engineering or a related field with ability to operate and monitor automated processing systems.

Occupational titles classified in this unit group are:-

3133-11 Chemical Processing and Separating
Equipment Operator
3133-12 Chemical Heat-Treating Plant Operator
3133-13 Chemical Process Technician
3133-14 Chemical Still and Reactor Operator
3133-15 Chemical Furnace Operator
3133-16 Chemical Batch Still Operator
3133-17 Chemical Continuous Still Operator
3133-18 Chemical Bleaching Operator
3133-21 Chemical Processing Operator Radioactive
Materials

**UNIT GROUP 3134:
PETROLEUM AND NATURAL GAS REFINING PLANT
OPERATORS**

Petroleum and Natural Gas Refining Plant Operators operate and monitor plants and adjust and maintain processing units and equipment which refine, distil and treat petroleum and natural gas.

Tasks performed are operating electronic or computerized control panels from a central control room to monitor and optimize physical and chemical processes for several processing units; adjusting equipment, valves, pumps, controls and process equipment; controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment; monitoring equipment for malfunctions, testing well pipes for leaks and fractures and arranging for maintenance; analysing sample products, performing tests, recording data and writing production logs.

For effective and efficient performance of tasks in this unit group, one requires middle level training in geology, well drilling, thermodynamics, petroleum production, and reservoir analysis coupled with analytical skills.

Occupational titles classified in this unit group are:-

3134-11 Blender Operator
3134-12 Gas Plant Operator
3134-13 Petroleum Process Operator
3134-14 Refinery Process Technician
3134-15 Still Operator Petroleum and Natural Gas

**UNIT GROUP 3135:
METAL PRODUCTION PROCESS CONTROLLERS**

Metal Production Process Controllers operate and monitor multi-function process control machinery and equipment to melt or reheat metal and control the processing of metal, converting and refining furnaces, metal-rolling mills, metal heat-treating or metal-extruding plant.

Tasks performed are coordinating and monitoring the operation of a particular aspect of metal processing production through control panels, computer terminals or other control systems; operating multi-function central process control machinery to grind, separate, filter, melt, roast, treat, refine or otherwise process metals; interpreting computer printouts, video monitors and gauges to verify specified processing conditions and to make necessary adjustments; coordinating and supervising production crew such as machine and process operators, assistants and helpers; starting up and shutting down the production system in cases of emergency or as required by schedule; maintaining shift logs of production and other data and preparing production and other reports.

For effective and efficient performance of tasks in this unit group, one requires middle level training in engineering, Metal Process Production and the ability to operate and monitor automated system coupled with analytical

skills.

Occupational titles classified in this unit group are:-

3135-11 Blast Furnace Operator
3135-12 Central Control Caster
3135-13 Rolling Mill Control Operator
3135-14 Furnace-Man, Ore Smelting
3135-15 Furnace-Man Open Hearth, Steel Production
3135-16 Furnace-Man Oxygen, Steel Converting
3135-17 Furnace-Man Bessemer
3135-18 Arc Furnace-Man Electric
3135-21 Furnace-Man, Electrical Steel Refinery
3135-22 Other Metal Smelting, Converting and Refining Furnace Operators
3135-23 Pot Operator, Aluminum
3135-24 Furnace Man, Non-Ferrous Metal Converting and Refining
3135-25 Hot Roller, Steel Production
3135-26 Roller, Continuous - Steel Mill
3135-27 Cold Roller, Steel
3135-28 Roller, Non-Ferrous Metal
3135-31 Roller, Seamless Pipe and Tube
3135-32 Manipulator, Rolling Mill.
3135-33 Furnace-Man, Metal Melting
3135-34 Metal Pourer
3135-35 Pourer, Metal Smelting
3135-36 Centrifugal Casting-Machine Operator
3135-37 Machine Operator, Die-Casting
3135-38 Machine-Operator Continuous Rod-Casting, Non-Ferrous Metals
3135-41 Machine-Operator, Metal Annealer
3135-42 Machine-Operator, Metal Hardener
3135-43 Machine-Operator, Case Hardener
3135-44 Machine-Operator, Metal Tempering
3135-45 Machine-Operator, Wire Drawing
3135-46 Machine-Operator, Seamless Pipe and Tube Drawing
3135-47 Machine-Operator, Metal Extruder

**UNIT GROUP 3136:
PULP AND PAPER PROCESS CONTROL
TECHNICIANS**

Pulp and Papermaking Process Control Technicians operate and monitor multi-function process control machinery and processing equipment to control the processing of wood, scrap pulp and other cellulose materials in the production of pulp and paper.

Tasks performed include: operating multifunction process controlled machine that chips and cuts logs, grinds wooden-blocks and bamboo; loading hopper with chips; regulating water sprays; setting pressure of hydraulic pistons to force material between revolving stones; observing colour of flowing pulp; sorting, picking and cutting rags, waste papers and straw; discarding coloured, greasy and other undesirable material; collecting standard chemical substances such as lime and soda ash and mixes them with water in fixed proportions in vat; treating paper pulp with caustic acid; bleaching materials to the required colour; converting wet pulp into paper or paper board; setting machine controls for width, thickness and moisture content of paper; pressing threads formed paper between pressing rolls to squeeze out moisture and give it shape; cutting paper or card-board sheets to desired size; counting, labelling and packing finished paper in standard quantities and realms; checking and examining cut paper sheets for defects; calendaring and glazing paper by placing sheets; and spraying paint on on hardboard sheets.

For effective and efficient performance of tasks in this unit group, one requires middles level training in engineering in pulp and paper production with an ability to operate and monitor automated processing systems.

Occupational titles classified in this unit group are:-

3136-11 Digester Paper, Pulp
3136-12 Beaterman, Pulp Paper
3136-13 Machine Man, Paper Wet End
3136-14 Machine Man, Paper, Dry End
3136-15 Calenderman, Paper
3136-16 Paper Pulp Refinery Operator
3136-17 Pulping Control Operator
3136-18 Pulping Technician

3136-21 Automated Assembly Line Operator
3136-22 Chipper Man, Paper Pulp
3136-23 Grinder, Paper Pulp
3136-24 Sorter, Paper Pulp
3136-25 Cutter, Paper Pulp
3136-26 Liquor Maker, Paper Pulp
3136-27 Caustic Man, Paper Pulp
3136-28 Bleacher, Paper Pulp
3136-31 Cutter, Paper
3136-32 Technician: Finisher, Paper
3136-33 Finisher, Paper Sorts

**UNIT GROUP 3137:
OTHER PROCESS CONTROL TECHNICIANS**

Other Process Control Technicians operate multiple process control equipment in manufacturing assembly lines.

Tasks performed are operating process control equipment in manufacturing assembly lines; operating process control equipment production processes; entering pre-programmed instructions that a robot uses to manufacture a product or component.

For effective and efficient performance of tasks in this unit group, requires middle level training in Instrumentation, Electronics, Electrical, Mechanical, Chemical, Process/Control or Electrical Engineering in addition to computer skills including Microsoft office, interpersonal and communication skills, attention to details and a team player.

Occupational titles classified in this unit group are:-

3137-11 Robotic Machine Operator
3137-12 Auto component Assembly Fitter
3137-13 Assembly Supervisor
3137-14 Quality Control Inspector
3137-15 Quality Controller
3137-16 Other Industrial Robot Operators

**MINOR GROUP 314:
LIFE SCIENCE TECHNICIANS AND RELATED**

ASSOCIATE PROFESSIONALS

Life Science Technicians and Related Associate Professionals perform a variety of technical tasks to support life science professionals with their research, development, management, conservation and protection work, in areas such as biology, botany, zoology, biotechnology and biochemistry. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level.

Tasks performed include: conducting tests, experiments, laboratory analyses, field research and surveys to collect information by using accepted scientific methods; keeping records; assisting in analyzing data and preparing reports; operating and maintaining equipment.

Occupations in this minor group are classified into the following unit groups:

3141: Life Science Technicians (excluding Medical)

3142: Agricultural Technicians

3143: Forestry Technicians

UNIT GROUP 3141:

LIFE SCIENCE TECHNICIANS (EXCLUDING MEDICAL)

Life Science Technicians (excluding medical) offer technical support to life science professionals undertaking research, analysis and testing of living organisms, development and application of products and processes resulting from research in areas such as natural resource management, environmental protection, plant and animal biology, microbiology, cell and molecular biology.

Tasks performed include assisting in designing, setting up and conducting experiments; setting up, calibrating, operating and maintaining laboratory instruments and equipment; collecting and preparing specimens and samples, chemical solutions and slides and growing cultures for use in experiments; performing routine field and laboratory tests; monitoring experiments to ensure

adherence to correct laboratory quality control procedures and health and safety guidelines; making observations of tests and analyzing, calculating, recording and reporting test results using appropriate scientific methods; preserving, classifying and cataloguing specimens and samples; keeping detailed logs of work performed; using computers to develop models and analyze data; using complex and high-powered equipment to perform work; participating in the research, development and manufacture of products and processes; ordering and stocking laboratory supplies; maintaining relevant databases.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Laboratory Sciences, Bio Chemistry, Pharmaceutical Technology or related science field.

Occupational titles classified in this unit group are:-

3141-11 Biology Laboratory Technician
3141-12 Technician, Biochemistry
3141-13 Technician, Bacteriology Laboratory
3141-14 Technician, Veterinary Laboratory
3141-15 Medical Laboratory Technician
3141-16 Technician, Blood Bank Laboratory
3141-17 Technician, Serology Laboratory
3141-18 Drug Inspector
3141-21 Technician Zoology
3141-22 Technician Tissue Culture
3141-23 Technician Pharmacology
3141-24 Technician Herbarium

UNIT GROUP 3142:

AGRICULTURAL TECHNICIANS

Agricultural Technicians conduct experiments and research on farms to improve production in crops or plants and provide technical and scientific support to agricultural scientists, farmers and farm managers.

Tasks performed include preparing materials and equipment for experiments, tests and analyses; collecting and preparing specimens such as soils, plant

or animal cells, tissues or parts of animal organs for experiments, tests and analyses; assisting with and performing experiments, tests and analyses applying methods and techniques such as microscopy, histochemistry, chromatography, electrophoresis and spectroscopy; identifying pathogenic micro-organisms and insects, parasites, fungi and weeds harmful to crops and livestock, and assisting in devising methods of control; analyzing produce to set and maintain standards of quality; conducting or supervising operational programmes such as fish hatchery, greenhouse and livestock production programmes; analyzing samples of seeds for quality, purity and germination rating; collecting data and estimating quantities and costs of materials and labour required for projects; organizing maintenance and repairs of research equipment.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Agriculture or Agricultural Science, Animal Husbandry and Veterinary Science, Animal Health and Production; Crop Production or any other related field.

Occupational titles classified in this unit group are:-

3142-11 Farming Advisor
3142-12 Extension Officer
3142-13 Farm Demonstrators
3142-14 Dairy Technician
3142-15 Field Crop Technician
3142-16 Herd Tester
3142-17 Horticultural Technician
3142-18 Poultry Technician

UNIT GROUP 3143:

AGRONOMY AND FORESTRY TECHNICIANS

Agronomy and Forestry Technicians perform technical and supervisory functions to support of forestry research and management, harvesting, resource conservation and environmental protection. They protect and maintain forests, grasslands and mountains.

Tasks performed include conducting forest inventories,

surveys and field measurements following accepted scientific and operational procedures; assisting in and performing technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping techniques and computerized information systems; assisting in planning and supervision of construction of access routes and forest roads; implementing, supervising and performing technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops; coordinating activities such as timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands; supervising and performing technical functions in forest harvesting operations; ensuring adherence to regulations and policies concerning environmental protection, resource utilization, fire safety and accident prevention; supervising forest tree nursery operations; providing technical support to forestry research programmes in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research; preparing forest cultivation and cutting plans.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Agronomy and Forestry with knowledge in environmental science.

Occupational titles classified in this unit group are:-

3143-11 Agronomy and Forestry Technician
3143-12 Technician, Agronomy
3143-13 Technician, Forestry
3143-14 Technician, Soil Science
3143-15 Forestry Technician
3143-16 Silviculture Technician

MINOR GROUP 315:

SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

Ship and Aircraft Controllers and Technicians command and navigate ships and aircraft; perform technical functions to ensure safe and efficient movement and operations; and develop electrical, electromechanical

and computerized air control systems. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level

Tasks performed usually include: controlling the operation of mechanical, electrical and electronic equipment on board ship and aircraft, commanding and navigating ships or aircraft, directing the movements of ships or aircraft and developing electrical, electromechanical and computerized air control systems. Occupational titles classified in this unit group are:-

3151: Ship Engineers

3152: Ship Deck Officers and Pilots

3153: Aircraft Pilots and Related Associate Professionals

3154: Air Traffic Controllers

3155: Air Traffic Safety Electronics Technicians

UNIT GROUP 3151: SHIP ENGINEERS

Ship engineers are responsible for maintaining and repairing a ship equipment including its engine, generators, boilers, and pumps as well as electrical, ventilation, heating and refrigeration systems on board ship or perform related supporting functions on shore.

Tasks performed include controlling and participating in the operation, maintenance and repair of mechanical, electrical and electronic equipment and machinery on board ship; ordering fuel and other engine-room department stores and maintaining records of operations; performing technical supervision of the installation, maintenance and repair of ships' machinery and equipment to ensure compliance with specifications and regulations; inspecting and conducting maintenance and emergency repairs to engines, machinery and auxiliary equipment; standing engine room watch, monitoring and noting performance of engines, machinery and auxiliary equipment.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Mechanical

Engineering or Marine Engineering Science or any other related field,

Occupational titles classified in this unit group are:-

3151-11 Ship Chief Engineer

3151-12 Engineer, Motor Vessels

3151-13 Engineer, Marine

3151-14 Marine Superintendent (Technician)

3151-15 Technician, Marine

UNIT GROUP 3152: SHIP DECK OFFICERS AND PILOTS

Ship Deck Officers and Pilots command and navigate ships and similar vessels, and perform related functions onshore.

Tasks performed include commanding and navigating ship or similar vessel at sea or on inland waterways; controlling and participating in deck and bridge watch activities; navigating vessels into and out of ports and through channels, straits and other waters where special knowledge is required; ensuring safe loading and unloading of cargo and observance of safety regulations and procedures by crew and passengers; performing technical supervision of maintenance and repair of ships to ensure compliance with specifications and regulations; applying knowledge of principles and practices relating to ships' operation and navigation in order to identify and solve problems arising in the course of their work; ordering ships' stores, recruiting crew as required and maintaining records of operations; transmitting and receiving routine and emergency information with shore stations and other ships.

For effective and efficient performance of tasks in this unit group, one requires middle level training in Nautical Sciences, Marine Engineering and knowledge and skills to manipulate machinery and equipment functions in a ship. Membership to the professional body may be required.

Occupational titles classified in this unit group are:-

3152-11 Ship Master (Captain)
3152-12 Captain, ship
3152-13 Chief Officer Ship
3152-14 Second Officer Ship
3152-15 Third Officer Ship
3152-16 Harbour Master
3152-17 Pilot, Marine
3152-18 Marine Superintendent Officer (Deck)
3152-21 Skipper Yacht
3152-22 Ship pilot
3152-24 Ferry officer

**UNIT GROUP 3153:
AIRCRAFT PILOTS AND RELATED ASSOCIATE
PROFESSIONALS**

Aircraft pilots and related associate professionals control the operation of mechanical, electrical and electronic equipment, in order to navigate aircraft for transporting passengers, mail and freight and perform related pre-flight and in-flight tasks.

Tasks performed include:- flying and navigating aircraft in accordance with established control and operating procedures; preparing and submitting flight plans or examining standard flight plans; controlling the operation of mechanical, electrical and electronic equipment and ensuring that all instruments and controls work properly; applying knowledge of principles and practices of flying in order to identify and solve problems arising in the course of their work; examining maintenance records and conducting inspections to ensure that aircraft are mechanically sound, maintenance has been performed and that all equipment is operational; signing necessary certificates and maintaining official records of flight; obtaining briefings and clearances before flights and maintaining contact with air traffic or flight control during flight.

For effective and efficient performance of tasks in this unit group, one requires middle level training in

commanding and navigating aircraft, performing technical functions to ensure safe and efficient movements of aircraft and or commercial pilot training coupled with critical thinking and analytical skills.

Occupational titles classified in this unit group are:-

3153-11 Passenger Aircraft Pilot
3153-12 Captain, Aircraft
3153-13 Pilot, Commercial Aircraft
3153-14 Pilot, Helicopter
3153-15 Cargo and Service Aircraft Pilot
3153-16 Pilot, Aerial Surveys
3153-17 Pilot, Agricultural Aircraft
3153-18 Pilot, Air Force
3153-21 Flight Navigator
3153-22 Navigation Officer, Flight
3153-23 Observer, Navy
3153-24 Flight Engineer
3153-25 Engineer, Aircraft Maintenance
3153-26 Air Traffic Safety Technician
3153-27 Controller, Air Traffic
3153-28 Rigger, Parachute
3153-31 Pilot Glider
3153-32 Aerial Crop Sprayer
3153-33 Flying Instructor

**UNIT GROUP 3154:
AIR TRAFFIC CONTROLLERS**

Air Traffic Controllers' use radio, radar and lighting systems to direct aircraft movements in air space and on the ground and provide information relevant to the operation of aircraft.

Tasks performed are directing and controlling aircraft approaching and leaving airport and their movement on the ground; directing and controlling aircraft operating in designated airspace sectors; examining and approving flight plans; informing flight crew and operations staff about weather conditions, operational facilities, flight plans and air traffic; applying knowledge of principles and practices of air traffic control in order to identify and solve problems arising in the course of

their work; initiating and organizing emergency, search and rescue services and procedures; directing activities of all aircraft and service vehicles on or near airport runways; maintaining radio and telephone contact with adjacent control towers, terminal control units and other control centres, and coordinating the movement of aircraft into adjoining areas.

For effective and efficient performance of tasks in this unit group, one requires middle level training in air traffic control and in addition critical thinking and analysis skills are necessary.

Occupational titles classified in this unit group are:-

3154-11 Air Traffic Controller Specialist
3154-12 Controller, Air Service
3154-13 Other Air Traffic Controllers

**UNIT GROUP 3155:
AIR TRAFFIC SAFETY ELECTRONICS
TECHNICIANS**

Air traffic safety electronics technicians perform technical tasks concerning the design, installation, management, operation, maintenance and repair of air traffic control and air navigation systems.

Tasks performed are: carrying out technical duties related to the development of electronic and computerized air navigation systems and equipment, and testing prototypes; providing technical help in the design and layout of specific interface circuitry of air navigation and aircraft detection tracking systems; preparing and contributing to the preparation of cost estimates and technical and training specifications for air traffic control and safety equipment; providing or assisting with the technical supervision of construction, installation and operation of ground-based air navigation equipment and its maintenance and repair to ensure that standards and specifications are met; applying the knowledge and skills of air traffic safety engineering principles and practices in order to identify and solve problems arising in the course of their work;

developing, modifying and debugging system software; modifying existing ground-based air navigation systems and equipment to adapt them to new air traffic control procedures, in order to improve capability, reliability and integrity, or to facilitate air traffic control procedures and airspace designation; controlling, monitoring and certifying communication navigation and surveillance air traffic management equipment, and calibrating the ground-based air navigation system to ensure maximum accuracy and safety of flight, take-off and landing operations; providing technical training and supervising other workers.

For effective and efficient performance of tasks in this unit group, one requires middle level training in aeronautical engineering or related field, good communications skill, critical thinking and analysis,

Occupational titles classified in this unit group are:-

3155-11 Air Traffic Safety Engineer
3155-12 Air Traffic Safety Technician

**SUB-MAJOR GROUP 32:
HEALTH ASSOCIATE PROFESSIONALS**

Health associate professionals perform technical and practical tasks to support diagnosis and treatment of illness, disease, injuries and impairments in humans and animals, and support implementation of health care, treatment and referral plans usually established by medical, veterinary, nursing and other health professionals. Competent performance in most occupations in this sub-major group requires skills at the **3rd KeSCO** skill level.

The tasks performed include: assisting in examination of patients, administering prescribed medicine, monitoring patients' progress, discussing cases with medical practitioners and social professionals and maintaining records of their activities. They also inspect and administer public health programmes to local authorities. Other tasks include operating and maintaining medical

equipment's, x-rays and optical machines.

Occupations in this sub-major group are classified into the following minor groups, namely: -

321: Medical and Pharmaceutical Technicians

322: Nursing and Midwifery Associate Professionals

323: Traditional and Complementary Medicine Associate Professionals

324: Veterinary Technicians and Assistants

324: Environmental and Occupational Health Inspectors and Associates

325: Other Health Associate Professionals

MINOR GROUP 321:

MEDICAL AND PHARMACEUTICAL TECHNICIANS

Medical and Pharmaceutical Technicians carry out in limited scope advisory, diagnostic, preventive and curative medical tasks, dispense and prepare medicaments, lotions and mixtures under the guidance of pharmacists and medical doctors in pharmacies, hospitals and dispensaries. They work independently or with the guidance and supervision of medical doctors in institutions or in the field as part of the Public Health Service, and may work mainly with diseases and disorders common in their region, or mainly apply specific types of treatment. Competent performance in most occupations in this sub-major group requires skills at the **3rd KeSCO** Skill level.

The tasks usually performed include: -Testing and operating radiographic, ultrasound and other medical imaging equipment; administering radiopharmaceuticals or radiation to patients to detect or treat diseases; performing clinical tests on specimens of bodily fluids and tissues; operates, calibrates and maintains equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame photometers and computer-controlled analysers; preparing medications and other pharmaceutical compounds under the guidance of pharmacists; designing, fitting, servicing and repairing medical and dental devices and

appliances. reporting results to medical practitioners and other health professionals; analyse samples of biological material for chemical content or reaction; analyse laboratory findings to check the accuracy of the results; obtains specimens, cultivates, isolates and identifying microorganisms for analysis.

Occupations in this minor group are classified into the following unit groups:

3211: Medical Imaging and Therapeutic Equipment Technicians

3212: Medical Pathology Laboratory Technician

3213: Pharmaceutical Technicians and Assistants

3214: Medical and Dental Prosthetic Technicians

UNIT GROUP 3211:

MEDICAL IMAGING AND THERAPEUTIC EQUIPMENT TECHNICIANS

Medical Imaging and Therapeutic equipment technicians test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments. They may administer radiation treatments to patients under the supervision of a radiologist or other health professional.

Tasks performed include – operating or overseeing operation of radiologic, ultrasound and magnetic imaging equipment to produce images of the body for diagnostic purposes; explaining procedures, observing and positioning patients, and using protection devices to ensure safety and comfort during examination, scan or treatment; positioning imaging or treatment equipment, monitoring video displays, and adjusting settings and controls according to technical specifications; reviewing and evaluating developed X-rays, videotape, or computer-generated information to determine if images are satisfactory for diagnostic purposes, and recording results of procedures; monitoring patients' conditions and reactions, reporting abnormal signs to a medical practitioner; measuring and recording radiation dosage or radiopharmaceuticals received and used for patients,

following prescriptions issued by a medical practitioner; administering, detecting and mapping radiopharmaceuticals or radiation in patients' bodies, using radioisotope, camera or other equipment for diagnosing and treating diseases; recording and disposing of radioactive materials and storing radiopharmaceuticals, following radiation safety procedures.

For effective and efficient performance of tasks in this unit group, one requires middle level training in radiography, medical imaging or related field. Critical thinking, analysis and communication skills are also important.

Occupational titles classified in this unit group are:-

3211-11 X-Ray /CT Scan / MRI Technician
 3211-12 Radiology Technician
 3211-13 Bio-Medical Equipment Technician
 3211-14 Medical Equipment Technician
 3211-15 Cardiac Care Technician
 3211-16 Diagnostic Medical Radiographer
 3211-17 Magnetic Resonance Imaging Technologist
 3211-18 Mammographer
 3211-21 Medical Radiation Therapist
 3211-22 Nuclear Medicine Technologist
 3211-23 Radiographer
 3211-24 Sonographer

**UNIT GROUP 3212:
 MEDICAL AND PATHOLOGY LABORATORY
 TECHNICIANS**

Medical and Pathology Laboratory Technicians perform clinical tests on specimens of bodily fluids and tissues in order to obtain information about the health of a patient or cause of death.

Tasks performed include conducting chemical analysis of body fluids, including blood, urine and spinal fluid, to determine presence of normal and abnormal components; operating, calibrating and maintaining equipment used in quantitative and qualitative analysis, such as spectrophotometers, calorimeters, flame

photometers and computer-controlled analysers; entering data from analysis of laboratory tests and clinical results into record-keeping systems, and reporting results to medical practitioners and other health professionals; analysing samples of biological material for chemical content or reaction; setting up, cleaning and maintaining laboratory equipment; analysing laboratory findings to check the accuracy of the results; establishing and monitoring programmes to ensure the accuracy of laboratory results, and developing, standardizing, evaluating and modifying procedures, techniques and tests used in the analysis of specimens; obtaining specimens, cultivating, isolating and identifying microorganisms for analysis; examining cells stained with dye to locate abnormalities; inoculating fertilized eggs, broths, or other bacteriological media with organisms.

For effective and efficient performance of tasks in this unit group, one requires middle level training in medical laboratory, laboratory science or related fields. Critical thinking and analysis skill are paramount with good interpersonal communication and computer knowledge. Registration with a professional body may be necessary.

Occupational titles classified here:

3212-11 Blood Bank Technician
 3212-12 Cytology Technician
 3212-13 Medical Laboratory Technician
 3212-14 Pathology Laboratory Technician
 3212-15 Operation Theatre Technician
 3212-16 Dialysis Technician
 3212-17 Anaesthesia Technician
 3212-18 Histotechnician
 3212-21 Phlebotomy Technician

**UNIT GROUP 3213:
 PHARMACEUTICAL TECHNICIANS AND
 ASSISTANTS**

Pharmaceutical Technicians and Assistants dispense and prepare medicaments, lotions and mixtures under

the guidance of pharmacists, in pharmacies, hospitals and dispensaries. Pharmaceutical technicians and assistants perform a variety of tasks associated with dispensing medicinal products under the guidance of a pharmacist or other health professional in pharmacies, hospitals and dispensaries.

Tasks performed include preparing medications and other pharmaceutical compounds under the guidance of a pharmacist or other health professional; dispensing medicines and drugs to clients and giving written and oral instructions on their use, as prescribed by medical doctors, veterinarians or other health professionals; receiving prescriptions or refill requests from health professionals and verifying that information is complete and accurate according to medical record-keeping standards; maintaining proper storage and security conditions for drugs; filling and labelling containers with prescribed medications; assisting clients by answering questions, locating items or referring them to a pharmacist for medication information; pricing and filling prescriptions that have been filled and establishing and maintaining patient records, including lists of medications taken by individual patients; ordering, labelling, and counting stocks of medications, chemicals and supplies, and entering inventory data into record-keeping systems; cleaning and preparing equipment and containers used to prepare and dispense medicines and pharmaceutical compounds.

For effective and efficient performance of tasks in this unit group, one requires a at least middle level training in pharmaceutical technology. Critical thinking and analysis skill are paramount with good interpersonal communication and computer knowledge. Registration with a professional body may be necessary.

Occupational titles classified here:

3213-11 Pharmaceutical Technologist
3213-12 Pharmaceutical Assistant
3213-13 Pharmaceutical Technician
3213-14 Shop Assistant, Chemist
3213-15 Dispensing Technician

3213-16 Laboratory Assistant Pharmaceutical

**UNIT GROUP 3214:
MEDICAL AND DENTAL PROSTHETIC
TECHNICIANS**

Medical and Dental Prosthetic Technicians design, fit, service and repair medical and dental devices and appliances following prescriptions or instructions established by a health professional. They may service a wide range of support instruments to correct physical medical or dental problems, such as neck braces, orthopaedic splints, artificial limbs, hearing aids, arch supports, dentures, and dental crowns and bridges.

Tasks performed include examining, interviewing and measuring patients in order to determine their appliance needs, and to identify factors that could affect appliance fit; conferring with medical and dental practitioners in order to formulate specifications and prescriptions for devices and appliances; interpreting prescriptions or specifications to determine the type of product or device to be fabricated, and the materials and tools that will be required; making or receiving casts or impressions of patients' torsos, limbs, mouths or teeth for use as fabrication patterns; designing and making orthotic and prosthetic devices using materials such as thermoplastic and thermosetting materials, metal alloys and leather, and hand and power tools; fitting appliances and devices to patients, testing and evaluating them, and making adjustments for proper fit, function and comfort; repairing, modifying and maintaining medical and dental prosthetic and supportive devices, according to specifications; bending, forming and shaping fabric or material so that it conforms to prescribed contours needed to fabricate structural components; fabricating full and partial dentures and constructing mouth guards, crowns, metal clasps, inlays, bridgework and other aids; instructing patients in the use and care of prosthetic or orthotic devices.

For effective and efficient performance of tasks in this unit group, one requires middle level training in dental

technology, bio-medical engineering and related fields. Registration with a professional body may be necessary

Examples of the occupational titles classified here

3214-11 Dental Mechanic
3214-12 Dental Technician
3214-13 Denturist
3214-14 Orthopaedic Appliance Maker
3214-15 Orthotic Technician
3214-16 Prosthetic Technician
3214-17 Prosthetist
3214-18 Nurse, Dental

MINOR GROUP 322: NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS

Nursing and Midwifery Associate Professionals provide basic nursing and personal care for people who are physically or mentally ill, disabled or infirm, and for others in need of care due to potential risks to health including before, during and after childbirth. They generally work under the supervision of, and in support of, implementation of health care, treatment and referrals plans established by medical, nursing, midwifery and other health professionals and in the absence of medical doctors or professional nurses, deal with emergencies. Competent performance in most occupations in this sub-major group requires skills at the **3rd KeSCO** skill level

Tasks performed usually include: providing nursing and personal care, treatment and advice to patients according to care plans established by health professionals; assisting professional nurses, midwives and medical doctors in administering medication and treatments; cleaning wounds and applying surgical dressings; providing advice to individuals, families and communities on topics related to health, contraception, pregnancy and childbirth; assessing progress during pregnancy and childbirth, providing or assisting in delivery care and recognizing signs and symptoms requiring referral to a health professional; providing care and support to women and newborns following childbirth.

Occupations in this minor group are classified into the following unit groups

3221: Nursing Associate Professionals 3222: Midwifery Associate Professionals

UNIT GROUP 3221: NURSING ASSOCIATE PROFESSIONALS

Nursing Associate Professionals provide basic nursing and personal care for the sick, injured, and others in need of such care, and, in the absence of medical doctors or professional nurses, deal with emergencies,

Tasks performed include – providing nursing and personal care and treatment and health advice to patients according to care plans established by health professionals; administering medications and other treatments to patients, monitoring patients' condition and responses to treatment, and referring patients and their families to a health professional for specialized care as needed; cleaning wounds and applying surgical dressings; updating information on patients' condition and treatments received in record-keeping systems; assisting in planning and managing the care of individual patients; assisting in giving first-aid treatment in emergencies.

For effective and efficient performance of tasks in this unit group, one requires basic training in patient care.

Occupational titles classified here:

3221-11 Nurse
3221-12 Auxiliary Nurse
3221-13 Nursing Attendant
3221-14 Clinical Wound Dresser
3221-15 Dresser, Wound
3221-16 First Aid Officer
3221-17 Enrolled Nurse
3221-18 Practical Nurse
3221-21 Associate Professional Nurse
3221-22 Nurse Industrial

UNIT GROUP 3222: MIDWIFERY ASSOCIATE PROFESSIONALS

Midwifery Associate Professionals provide basic health care and advice before, during and after pregnancy and childbirth. They implement care, treatment and referral plans usually established by medical, midwifery and other health professionals.

Tasks performed include; providing advice to women, families and communities on health, nutrition, hygiene, exercise, birth and emergency plans, breastfeeding, infant care, family planning and contraception, lifestyle and other topics related to pregnancy and childbirth; assessing progress during pregnancy and childbirth, and recognizing signs and symptoms requiring referral to a health professional; providing delivery care, usually only in the absence of identified potential complications, or assisting medical doctors or midwifery professionals with delivery care; providing care and support to women and newborns following childbirth, monitoring their health status, and identifying signs and symptoms requiring referral to a health professional.

For effective and efficient performance of tasks in this unit group, one requires basic training in midwifery.

Occupational titles classified here:

3222-11 Assistant Midwife
3222-12 Traditional Midwife

MINOR GROUP 323: TRADITIONAL AND COMPLEMENTARY MEDICINE ASSOCIATE PROFESSIONALS

Traditional and Complementary Medicine Associate Professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures. They administer treatments using traditional techniques and medicaments, either acting

independently or according to therapeutic care plans established by a traditional medicine or other health professional.

Tasks performed usually include: examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments; recommending and providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, blood-letting using natural vessels, and preparations using herbs, plants, insects and animal extracts; administering treatments such as acupuncture, ayurvedic, homeopathic and herbal medicine according to therapeutic care plans and procedures usually developed by a traditional medicine or other health professional; providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies; advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being; referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care.

Occupations in this minor group are classified into the following unit group:

3230: Traditional and Complementary Medicine Associate Professionals

UNIT GROUP 3230: TRADITIONAL AND COMPLEMENTARY MEDICINE ASSOCIATE PROFESSIONALS

Traditional and Complementary Medicine Associate professionals prevent, care for and treat human physical and mental illnesses, disorders and injuries using herbal and other therapies based on theories, beliefs and experiences originating in specific cultures. They administer treatments using traditional techniques and

medicaments, either acting independently or according to therapeutic care plans established by a traditional medicine or other health professional.

Tasks performed include examining patients and interviewing them and their families to determine their health status and the nature of physical or mental disorders or illnesses or other ailments; recommending and providing care and treatment for illnesses and other ailments using traditional techniques and medicaments, such as physical manipulation and exercises, blood-letting using natural vessels, and preparations using herbs, plants, insects and animal extracts; administering treatments such as acupuncture, ayurvedic, homeopathic and herbal medicine according to therapeutic care plans and procedures usually developed by a traditional medicine or other health professional; providing care and treatment for physical injuries such as setting and healing fractured and dislocated bones using traditional methods of physical manipulation and herbal therapies; advising individuals, families and the community on health, nutrition, hygiene, lifestyle and other issues to maintain or improve health and well-being; referring patients to, and exchanging information with, other health care providers to ensure comprehensive and continuing care.

For effective and efficient performance of tasks in this unit group, one requires at least an in-depth understanding of anatomy and physiology, as well as detailed knowledge of herbs and their preparation. They also need excellent interpersonal skills, strong business skills and organizational ability besides on-the-job training.

Occupational titles classified in this unit group are:

3230-11 Bonesetter
3230-12 Healer, Drugless Treatment
3230-13 Healer, Herbal
3230-14 Healer, Village
3230-15 Herbalist
3230-16 Reflexologist
3230-17 Technician, Acupuncture
3230-18 Technician, Ayurvedic

3230-21 Technician, Homeopathy
3230-22 Therapist, Scraping and Cupping

**MINOR GROUP 324:
VETERINARY TECHNICIANS AND ASSISTANTS**

Veterinary Technicians and Assistants carry out but only to a limited extent, advisory, diagnostic, preventive and curative veterinary duties normally under the direction of a veterinary doctor. They care for animals under treatment and in temporary residence at veterinary facilities, perform routine procedures and assist veterinarians to perform major procedures and operations.

The tasks performed in this minor group usually include advising communities and individuals on the treatment of animals and their diseases and injuries; conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed; treating ill or injured animals, especially for common diseases and disorders; cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals; carrying out technical tasks connected with artificial insemination of animals; getting animals ready for examination or treatment and restraining or holding them during treatment; assisting veterinarians to administer anaesthetics and oxygen during treatment; placing animals in cages for recovery from operations and monitoring their condition. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level

Occupations in this minor group are classified into following unit group: -

3240: Veterinary Technicians and Assistants

**UNIT GROUP 3240:
VETERINARY TECHNICIANS AND ASSISTANTS**

Veterinary Technicians and Assistants advise communities and individuals on the treatment of

animals and their diseases and injuries; conduct examinations of animals to make diagnoses or refer more difficult cases to veterinarians; treat ill or injured animals, especially for common diseases and disorders; clean and sterilise examination tables and instruments and prepare materials used in the examination and treatment of animals; carry out technical tasks connected with artificial insemination of animals; get animals ready for examination or treatment and restrain or hold them during treatment; assist veterinarians to administer anaesthetics and oxygen during treatment; place animals in cages for recovery from operations and monitor their condition.

The tasks performed are:- advising communities and individuals on the treatment of animals and their diseases and injuries; carrying out technical tasks connected with artificial insemination of animals; treating ill or injured animals, especially for common diseases and disorders; assisting veterinarians to administer anaesthetics and oxygen during treatment; conducting examinations of animals to make diagnoses or refer more difficult cases to veterinarians when needed; cleaning and sterilising examination tables and instruments and preparing materials used in the examination and treatment of animals; getting animals ready for examination or treatment and restraining or holding them during treatment; placing animals in cages for recovery from operations and monitoring their condition; producing radiographs, collecting samples, and performing other laboratory tests to assist in diagnosis of animal health problems; and performing routine animal dental procedures and assisting veterinarians with animal dentistry.

For effective and efficient performance of tasks in this unit group, one should have basic knowledge veterinary medicine as well animal handling skills.

Occupations classified in this unit group are:-

3240-11 Assistant, Veterinary
3240-12 Inseminator, Artificial
3240-13 Nurse, Veterinary

3240-14 Technician, Veterinary
3240-15 Vaccinator, Veterinary

MINOR GROUP 325: OTHER HEALTH ASSOCIATE PROFESSIONALS

Other health associate professionals perform technical tasks and provide support services in dentistry, medical records administration, community health, the correction of reduced visual acuity, physiotherapy, environmental health, emergency medical treatment and other activities to support and promote human health.

Tasks performed usually include: providing basic care services for the prevention and treatment of diseases and disorders of the teeth and mouth; advising communities and individuals on hygiene, diet and other preventive measures to reduce potential risks to health; compiling and maintaining patients' medical records to document condition and treatment and to provide data for research, billing, cost control and care improvement; assisting families to develop the necessary skills and resources to improve their health status; providing advice and education on sanitation and hygiene to limit the spread of infectious diseases; fitting and dispensing optical lenses; investigating the implementation of rules and regulations relating to environmental and occupational factors that may potentially affect human health; massaging the soft tissues of the body; showing patients to examination rooms and preparing them for examination; attending and responding to accidents and emergencies and to requests for medical assistance. Competent performance in most occupations in this minor group requires skills at the **3rd KeSCO** skill level

Occupations in this minor group are classified into the following unit groups:

3251: Dental Assistants and Therapists
3252: Medical Records and Health Information Technicians
3253: Community Health Workers

3254: Dispensing Opticians
3255: Physiotherapy Technicians and Assistants
3256: Medical Assistants
3257: Environmental and Occupational Health Inspectors and Associates
3258: Ambulance Workers
3259: Other Health Associate Professionals

UNIT GROUP 3251:
DENTAL ASSISTANTS AND THERAPISTS

Dental Assistants and Therapists advise communities and individuals on dental hygiene, diet and other preventive measures and takes part in programmes to educate and motivate children, their parents and the community at large in matters relating to oral health; and provide basic dental care services for the prevention and treatment of diseases and disorders of the teeth and mouth, according to care plans and procedures established by a dentist or other oral health professional.

Tasks performed are advising communities and individuals on dental hygiene, diet and other preventive measures to reduce potential risks to oral health; conducting visual and physical examinations of patients' mouths, teeth and related structures to assess oral health status; identifying cases of patients with poor oral health or oral disease requiring referral to a dentist or other health professional; assisting dentists during complex dental procedures; providing fluoride treatments, cleaning and removing deposits from teeth, preparing cavities and placing fillings, administering local anaesthesia, and performing other types of basic or routine clinical dental procedures; preparing, cleaning and sterilizing dental instruments, equipment and materials used in the examination and treatment of patients; getting patients ready for examination or treatment, including explaining procedures and correct positioning; and taking impressions of the mouth and dental radiographs to support diagnosis and fitting of dental prosthetics.

For effective and efficient performance of tasks in this

unit group, one should possess basic knowledge in dental medicine and dental care.

Occupations classified in this unit group are:-

3251-11 Assistant, Dental
 3251-12 Assistant, Dental: School Service
 3251-13 Auxiliary, Dental
 3251-14 Hygienist, Dental
 3251-15 Hygienist, Oral
 3251-16 Therapist, Dental

UNIT GROUP 3252:
MEDICAL RECORDS AND HEALTH INFORMATION TECHNICIANS

Medical Records and Health information technicians develop, maintain and implement health records processing, storage and retrieval systems in medical facilities and other health care settings to meet the legal, professional, ethical and administrative record-keeping requirements of health services delivery.

Tasks performed are planning, developing, maintaining and operating a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyse information; transcribing, compiling and processing patient medical records, admission and discharge documents, and other medical reports into record-keeping systems to provide data for patient monitoring and referral, epidemiological monitoring, research, billing, cost control and care improvement; reviewing records for completeness, accuracy and compliance with regulations; translating narrative descriptions and numeric information from medical records and other documents on health services delivery into codes associated with standard classification systems; protecting the security of medical records to ensure that confidentiality is maintained, and releasing information to authorized persons and agencies in accordance with regulations; and supervising clerical and administrative workers involved in the maintenance of medical records.

For effective and efficient performance of tasks in this unit group, one should possess middle level training in Health Records, proficiency use of computers and application programmes.

Occupations classified in this unit group are: -

3252-11 Analyst, Medical Records
3252-12 Clerk, Coding: Clinical
3252-13 Clerk, Information: Health
3252-14 Clerk, Records: Medical
3252-15 Manager, Information: Health
3252-16 Manager, Records: Health
3252-17 Supervisor, Medical Records Unit
3252-18 Technician, Disease Registry
3252-21 Technician, Health Information
3252-22 Technician, Medical Records

UNIT GROUP 3253:

COMMUNITY HEALTH WORKERS

Community Health Workers provide Health Education, referral and follow-up, case management, basic preventive health care and home visiting services to specific communities. They provide support and assistance to individuals and families in navigating the health and social services system.

Tasks performed are providing information to families and communities on a range of health issues including nutrition, hygiene, infant and child care, immunizations, family planning, risk factors and prevention of common infectious diseases, poisoning prevention, first aid for treatment of simple and common ailments, substance abuse, domestic violence and other topics; visiting families in their homes to provide information on the health, social and other services available and support them in gaining access to these services; visiting families who do not usually access medical establishments to monitor on a regular basis certain conditions such as progress with pregnancy, child growth and development, and environmental sanitation; distributing to households medical supplies for the prevention and treatment of

endemic diseases such as malaria, pneumonia and diarrhoeal diseases, and instructing family and community members in the use of these products; conducting outreach efforts to groups who do not usually access medical establishments with information and basic medical supplies for prevention and management of certain health conditions for which they are most at risk, such as HIV/AIDS and other communicable diseases; and collecting data from households and communities who do not usually access medical establishments for purposes of patient monitoring and referral and reporting to meet health regulations.

For effective and efficient performance of tasks in this unit group, one should have middle level training in Health, Psychology, Counselling, Social Work or Community Development.

Occupations classified in this unit group are: -

3253-11 Aide, Community Health
3253-12 Assistant, Medical: Family Planning
3253-13 Promoter, Community Health
3253-14 Worker, Community: Health
3253-15 Worker, Village Health

UNIT GROUP 3254:

DISPENSING OPTICIANS

Dispensing Opticians design, interpret, dispense optical prescription and service spectacle lenses and frames. Measure clients for spectacles, discuss styles and fit lenses into frames. Fit frames or contact lenses to customers.

Tasks performed are examining and taking facial and eye measurements of clients for fitting of eyeglasses and other optical devices; providing advice to clients on selection and maintenance of eyeglasses and frames, types of contact lenses and other optical devices for performance, safety, comfort and lifestyle; interpreting optical prescriptions and preparing work orders for optical laboratories for grinding and mounting of lenses in frames, preparation of contact lenses and other

required work; and verifying exactness of finished optical appliances and devices to the original prescription and fit of clients.

For effective and efficient performance of tasks in this unit group, one should have basic knowledge and understanding of optical lenses and ophthalmology.

Occupations classified in this unit group are: -

3254-11 Dispenser, Optical
3254-12 Optician, Contact Lens

UNIT GROUP 3255: PHYSIOTHERAPY TECHNICIANS AND ASSISTANTS

Physiotherapy Technicians and Assistants assist in the treatment of sprains, fractures, paralysis, circulatory and nervous disorders by physical therapeutic means, usually as prescribed by a physician. Instructs patients on remedial exercises to correct muscle ailments and deficiencies where functional movement is threatened by injury, disease or impairment.

Tasks performed are instructing, motivating, safeguarding and assisting patients as they practise physical exercises, relaxation techniques and functional activities; administering electrical modality treatments, ultrasound and other physical therapies using specialized techniques and equipment; administering manual treatments such as massage therapy or pressure point therapy; conferring with physiotherapists or other health care providers to evaluate patient information for planning, modifying and coordinating treatment; monitoring and recording patients' progress during treatment, including measuring their range-of-joint motion and vital signs; fitting patients for orthopaedic braces, prostheses and other physical support devices such as crutches, and instructing patients in the use of such devices.

For effective and efficient performance of tasks in this unit group, one should have basic training and

knowledge in anatomy physiology and physical therapy. Understanding of the human body and motor skills in Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy, Clinical Psychology, Mental Health coupled with good communication skills, interpersonal skills and time management skills, are also required.

Occupations classified in this unit group are: -

3255-11 Aide, Therapist: Physiotherapy
3255-12 Assistant, Allied Health: Physiotherapy
3255-13 Assistant, Hydrotherapy
3255-14 Assistant, Physiotherapy
3255-15 Assistant, Technical: Physiotherapy
3255-16 Electrotherapist
3255-17 Hydro Therapist
3255-18 Masseur
3255-21 Masseuse
3255-22 Technician, Hydrotherapy
3255-23 Technician, Physical Rehabilitation
3255-24 Technician, Physiotherapy
3255-25 Therapist, Acupressure
3255-26 Therapist, Hydrotherapy
3255-27 Therapist, Massage
3255-28 Therapist, Shiatsu
3255-31 Orthopaedic Manual Physiotherapist
3255-32 Lymphoedema Physiotherapist

UNIT GROUP 3256: MEDICAL ASSISTANTS

Medical Assistants carry out basic advisory, diagnostic, preventive and curative medical tasks, limited in scope and complexity than those carried out by medical doctors. They work independently or with the guidance and supervision of medical doctors in institutions or in the field as part of the Public Health Service, and may work mainly with diseases and disorders common in their region, or mainly apply specific types of treatment.

Tasks performed are preparing patients for medical

examinations and assisting doctors in providing treatment; performing to a limited extent the tasks of a general physician within a public health service or institution; making medical examinations; referring patients to a physician or hospital if necessary; prescribing medicines and administering drugs. May inoculate persons with vaccines to provide immunity from diseases; interviewing patients and their families to obtain information on their health status and medical history; assisting medical doctors and other health professionals to examine and treat patients, including measuring and recording vital signs, administering medications and performing routine clinical procedures such as giving injections and removing sutures; preparing and handling medical instruments and supplies, including sterilizing instruments and disposing of contaminated supplies in accordance with safety procedures; collecting blood, tissue or other specimens, and preparing them for laboratory testing; providing information to patients and families on health care topics including medications prescribed by a medical doctor or other health professional; providing prescription and drug refill information to pharmacies; maintaining cleanliness of patient waiting and examination rooms; and scheduling appointments with patients, and preparing documentation required for billing, reporting and insurance purposes.

For effective and efficient performance of tasks in this unit group, one should possess middle level training in Community health and development, Counselling Psychology, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Sports Medicine or Health Promotion coupled with Good communication skills, empathy, courtesy, stress management skills, integrity, stamina and attention to detail.

Occupations classified in this unit group are: -

3256-11 Assistant, Medical

3256-12 Audio Metrist

3256-13 Assistant, Ophthalmic

UNIT GROUP 3257:

ENVIRONMENTAL AND OCCUPATIONAL HEALTH INSPECTORS AND ASSOCIATES

Environmental and Occupational Health Inspectors and Associates investigate the implementation of rules and regulations relating to environmental factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services. They may implement and evaluate programmes to restore or improve safety and sanitary conditions under the supervision of a health professional.

Tasks performed are carrying out inspections in food processing environments from a food safety stand point, checking and controlling food products and processes to ensure compliance with regulations and laws governing safety and health; monitoring businesses and public facilities to enforce local and state health regulations; checking waste-disposal methods, ventilation and water systems; and issuing fines and suspend business licenses, a key role in protecting the public from many common health threats; carrying out regular workplace inspections; undertaking safety and health risk assessments; conducting job safety analysis; conducting assessment or investigations on accidents or incidences; preparing health and safety policies, programs and strategies; ensuring safety and health policies and procedures are being properly implemented; conducting internal safety and health audits; recommending changes to protect workers, and educating employees on how to prevent health problems through the use of safety training programs; identifying contaminants in a variety of settings including air, water and soil; conducting inspections, investigations and sampling studies, and coordinating testing of these samples through a laboratory and recommending the necessary abatement options; inspecting areas of production, processing, transport, handling, storage and sale of products to ensure conformity with government and other rules, regulations and standards; advising

enterprises and the general public on the implementation of government and other rules and regulations concerning hygiene, sanitation, purity and grading of primary products, food, drugs, cosmetics and similar goods; and providing technical assistance and advising on measures to restore and or improve sanitary conditions, and supervising their implementation.

For effective and efficient performance of tasks in this unit group, one should have middle level training in either Environmental Science Public Health, Occupational Health and Safety or Biochemistry.

Occupations classified in this unit group are: -

3257-11 Inspector, Food Sanitation and Safety
 3257-12 Inspector, Health
 3257-13 Inspector, Meat
 3257-14 Inspector, Occupational Health and Safety
 3257-15 Inspector, Pollution
 3257-16 Inspector, Product Safety
 3257-17 Inspector, Safety and Health
 5257-18 Inspector, Safety and Health: Child Care
 3257-21 Inspector, Safety and Health: Consumer Protection
 3257-22 Inspector, Safety and Health: Establishments
 3257-23 Inspector, Safety and Health: Industrial Waste-Processing
 3257-24 Inspector, Safety and Health: Labour
 3257-25 Inspector, Safety and Health: Shops
 3257-26 Inspector, Safety and Health: Working Conditions
 3257-27 Inspector, Sanitary
 3257-28 Sanitarian

UNIT GROUP 3258:

AMBULANCE WORKERS

Ambulance Workers provide emergency health care to patients who are injured, sick, infirm or otherwise physically or mentally impaired prior to and during transport to medical facilities.

Tasks performed are assessing the health status of

persons involved in accidents, natural disasters and other emergency situations, and determining needs for immediate and specialized medical assistance; performing medical procedures and administering drugs and other therapies according to protocol for emergency medical treatment, including resuscitating and defibrillating patients and operating life-support equipment; monitoring changes in the health status of patients during transport to and from medical, rehabilitation and other health care facilities; providing information and training to community groups and essential service workers in first aid for initial care of an illness or injury; attending and/or patrolling large-scale public gatherings and other events where health emergencies are more likely to occur; and recording information on patients' conditions and treatments provided in medical record-keeping systems.

For effective and efficient performance of tasks in this unit group, one should have basic training in patient care, first aid, critical care, patient transport, ambulance principles and practice coupled with ability to perform immediate life support and basic interventions.

Occupations classified in this unit group are:-

3258-11 Ambulance Man
 3258-12 Ambulance Woman
 3258-13 Attendant, Ambulance
 3258-14 Officer, Ambulance
 3258-15 Paramedic, Ambulance
 3258-16 Paramedic, Emergency
 3258-17 Technician, Emergency Medical
 3258-18 Worker, Ambulance

UNIT GROUP 3259:

OTHER HEALTH ASSOCIATE PROFESSIONALS

This unit group covers Other Health Associate Professionals such as Medical Health Counsellor, family planning counsellor and other health associate professionals.

Tasks performed are interviewing and examining patients to obtain information on their health status and the nature and extent of injury, illness or other physical or mental health condition; providing information and counselling to patients and families about certain health conditions, prevention and treatment options, treatment adherence, and personal behaviours that can affect health outcomes; administering therapeutic care and treatment to patients; performing certain basic clinical procedures such as administration of HIV antibody tests or insertion of intrauterine devices; dispensing and advising on dietary supplements, antiretroviral and prophylaxis medications, and other healthcare products; monitoring patients' progress through treatment plans, and identifying signs and symptoms requiring referral to a medical doctor or other health professional; recording information on patients' health status and responses to treatment in medical record-keeping systems; and sharing information with other health care providers when required to ensure continuing and comprehensive care.

For effective and efficient performance of tasks in this unit group, one should have middle level training in either Speech and language Pathology, Counselling Psychology or any other relevant Health related field.

Occupations classified in this unit group are: -

3259-11 Assistant, Speech Therapy
 3259-12 Counsellor, HIV/AIDS
 3259-13 Counsellor, Family Planning
 3259-14 Technician, Anesthesia
 3259-15 Technician, Respiratory Therapy
 3259-16 Trichologist
 3259-17 Medical Health Counsellor

**SUB-MAJOR GROUP 33:
 BUSINESS AND ADMINISTRATION ASSOCIATE
 PROFESSIONALS**

Business and Administration Associate professionals buy and sell financial instruments, different types of

insurance, real estate, travel and other business services; deal foreign exchange, act as wholesale representatives or as buyers on behalf of organizations, appraise the value of commodities, real estate and other properties and sell them by auction; prepare accounting statements and payrolls and assist in planning the collection, processing and presentation of statistical data.

The tasks usually include analysing market trends for financial instruments, foreign exchange, commodities and real estate and buying or selling on behalf of clients; advising on and selling insurance coverage; ensuring proper recording of transfers of financial instruments and selling tours; acting as contact between producers, importers and buyers, buying and selling goods and services on behalf of organizations; appraising the value of commodities, real estate or other property, or selling by auction. Arranges contracts for performance of entertainers and artists as well as for the publication of books, production of plays, recording and sale of music. Most occupations in this major group require skills at the **3rd KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups: -

**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**

**MINOR GROUP 331:
 FINANCIAL AND MATHEMATICAL ASSOCIATE
 PROFESSIONALS**

Financial and Mathematical Associate Professionals place a value on various items and property; maintain records of financial transactions; analyse loan application information and render a decision; buy and sell financial instruments; and perform mathematical

and related calculations.

Tasks performed usually include: recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery; submitting credit and loan applications to management with recommendations for approval or rejection; approving or rejecting applications within authorized limits ensuring that credit standards of the institution are respected; maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from accountants; assisting in planning and performing mathematical, statistical, actuarial, accounting and related calculations; and determining the quality or value of raw materials, real estate, industrial equipment, personal and household effects, work of art, gems and other effects offered for sale or to be auctioned. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO Skill level. Occupations in this minor group are classified into the following unit groups:

3311: Securities and Finance Dealers and Brokers

3312: Credit and Loans Officers

3313: Accounting Associate Professionals

3314: Statistical, Mathematical and Related Associate Professionals

3315: Valuers and Loss Assessors

UNIT GROUP 3311:

SECURITIES AND FINANCE DEALERS AND BROKERS

Securities and Finance Dealers and Brokers buy and sell securities, stocks, bonds and other financial instruments, and deal on the foreign exchange on the spot, or on future markets, on behalf of their own company or their customers on a commission basis and recommend transactions to clients or senior management.

Tasks performed are buying and selling stocks and other

securities on behalf of their own company or for customers on a commission basis and recommends transactions to clients or senior management; obtaining information about financial circumstances of customers and companies in which investments may be made; analysing market trends for securities, stocks and other financial instruments and advising prospective customers about market conditions and prospects, advising on and participating in the negotiation of terms for, and organization of, loans and placement of stocks and bonds in the financial market to raise capital for customers; and recording and transmitting buy and sell orders for securities, stocks, bonds or other financial instruments and for foreign exchange for future or immediate delivery.

For effective and efficient performance of tasks in this unit group, one should have middle level training in business administration, finance or accountancy, economics or any related field.

Occupations classified in this unit group are:-

3311-11 Broker, Finance
3311-12 Broker, Foreign Exchange
3311-13 Broker, Futures: Financial
3311-14 Broker, Investment
3311-15 Broker, Lease
3311-16 Broker, Mortgage
3311-17 Broker, Securities
3311-18 Broker, Stocks and Shares
3311-21 Dealer, Bond
3311-22 Dealer, Foreign Exchange
3311-23 Dealer, Futures: Financial
3311-24 Dealer, Investment
3311-25 Dealer, Securities
3311-26 Jobber, Stock
3311-27 Salesperson, Bond
3311-28 Salesperson, Securities
3311-31 Stockbroker
3311-32 Trader, Bond
3311-33 Trader, Derivatives
3311-34 Trader, Financial
3311-35 Trader, Foreign Exchange

3311-36 Trader, Futures: Financial
3311-37 Trader, Securities
3311-38 Trader, Stock
3311-41 Underwriter, Investments

UNIT GROUP 3312: CREDIT AND LOANS OFFICERS

Credit and Loans Officers Analyse and Evaluate financial information on applications for credit and loans and determine approval or disapproval of the client for the credit or loan, or recommend to management approval or disapproval.

Tasks performed are researching and evaluating loan applicants' financial status, references, credit and ability to repay the loan; submitting credit and loan applications to management with recommendations for approval or rejection; approving or rejecting loan applications within authorized limits ensuring that credit standards of the institution are respected; keeping records of payments, preparing routine letters requesting payment for overdue accounts and forwarding these for legal action; completing credit and loan documentation; and interviewing applicants for personal, mortgage, student and business loans.

For effective and efficient performance of tasks in this unit group, one should have training in Banking and Finance, Business Administration, Economics or related field coupled with knowledge of mortgage, credit and loans software programs, communication skills, customer service skills, knowledge of lending procedures and products and strong analytical skills.

Occupations classified in this unit group are:-

3312-11 Analyst, Credit: Loans
3312-12 Analyst, Financial: Credit: Worthiness of
3312-13 Analyst, Loans
3312-14 Assessor, Credit
3312-15 Assessor, Loans
3312-16 Clerk, Finance:
3312-17 Clerk, Finance: Credit

3312-18 Controller, Credit: Assessment
3312-21 Officer, Acceptance: Financial Institution
3312-22 Officer, Bank: Loans or Lending
3312-23 Officer, Credit: Bank, Building Society
3312-24 Officer, Finance: Approving, loans approval
3312-25 Officer, Home Loans
3312-26 Officer, Lending Services:
3312-27 Officer, Loans
3312-28 Officer, Mortgage
3312-31 Officer, Securities: Loans or Lending
3312-32 Officer, Settlements:
3312-33 Processor, Loans
3312-34 Supervisor, Credit:
3312-35 Underwriter, Loans
3312-36 Underwriter, Mortgages
3312-37 Writer, Loan
3312-38 Writer, Mortgage

UNIT GROUP 3313: ACCOUNTING ASSOCIATE PROFESSIONALS

Accounting Associate Professionals maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions.

Tasks performed are maintaining complete records of all financial transactions of an undertaking according to general bookkeeping principles, with guidance from accountants; verifying accuracy of documents and records relating to payments, receipts and other financial transactions; preparing financial statements and reports for specified periods; applying knowledge of bookkeeping principles and practices in order to identify and solve problems arising in the course of their work; using standard computer software packages to perform accounting and related calculations; and supervising the work of accounts and bookkeeping clerks.

For effective and efficient performance of tasks in this unit group, one should have training in Accountancy and bookkeeping principles, ability to generate financial statements; strong analytical, numerical skills

and computer literacy.

Occupations classified in this unit group are: -

3313-11 Assistant, Accounting

3313-12 Auditor, Night: Hotel

3313-13 Bookkeeper

UNIT GROUP 3314:

**STATISTICAL, MATHEMATICAL AND RELATED
ASSOCIATE PROFESSIONALS**

Statistical, Mathematical and Related Associate Professionals assist in planning the collection, processing and presentation of statistical, mathematical or actuarial data and in carrying out these operations, usually working under the guidance of statisticians, mathematicians and actuaries.

Tasks performed are assisting in planning and performing statistical, mathematical, actuarial, and related calculations; preparing detailed estimates of quantities and costs of materials and labour required for statistical census and survey operations; performing technical tasks connected with establishing, maintaining and using registers and sampling frames for census and survey operations; performing technical tasks connected with data collection and quality control operations in censuses and surveys; using standard computer software packages to perform mathematical, actuarial, statistical, accounting and related calculations; preparing statistical, mathematical, actuarial, accounting and other results for presentation in graphical or tabular form; applying knowledge of statistical, mathematical, actuarial, accounting and related principles and practices in order to identify and solve problems arising in the course of their work; and supervising the work of statistical clerks.

For effective and efficient performance of tasks in this unit group, one should have middle level training in Economics, Mathematics, Demography and Statistics. One should also have and knowledge and skills in

Operations Research, Survey Techniques and Computer literacy.

Occupations classified in this unit group are: -

3314-11 Assistant, Actuarial

3314-12 Assistant, Mathematical

3314-13 Assistant, Statistical

UNIT GROUP 3315:

VALUERS AND LOSS ASSESSORS

Valuers and Loss Assessors value property and various goods, assess losses covered by insurance policies, determine the quality or value of raw materials, real estate, industrial equipment; Value personal and household effects, work of art, gems and other effects offered for sale or to be auctioned.

Tasks performed are determining the quality or value of raw materials, real estate, industrial equipment, personal and household effects, work of art, gems and other effects offered for sale or to be auctioned; Inspecting insured properties to evaluate conditions affecting underwriting standards and develops and promotes safety programmes; Compiles data affecting premiums and prepares reports and recommendations to reduce risks; Analysing claims and accident history data or inspects scenes of accident to determine causes and effects. Developing safety programmes compatible with the needs and recourses of the policy holders valuing property and various goods and assess losses covered by insurance policies; Assessing the extent of damage or loss and liabilities of insurance companies and underwriters for losses covered by insurance policies; Obtaining records of sales and value of similar items or property; Inspecting items or property to evaluate condition, size and construction; and Preparing reports of value outlining the estimation factors and methods used.

For effective and efficient performance of tasks in this unit group, one requires to tertiary level training Insurance, Valuation or any other related field.

Occupations classified in this unit group are: -

3315-11 Adjuster, Claims
3315-12 Appraiser
3315-13 Appraiser, Real Estate
3315-14 Assessor, Claims
3315-15 Assessor, Insurance
3315-16 Assessor, Loss
3315-17 Examiner, Claims
3315-18 Inspector, Claims
3315-21 Inspector, Insurance: Claims
3315-22 Representative, Insurance: Assessor
3315-23 Representative, Insurance: Claims
3315-24 Valuer

MINOR GROUP 332:

SALES AND PURCHASING AGENTS AND BROKERS

Sales and Purchasing Agents and Brokers represent companies, governments and other organizations to buy and sell commodities, goods, insurance, shipping and other services to industrial, professional, commercial or other establishments, or act as independent agents to bring together buyers and sellers of commodities and services.

Tasks performed usually include obtaining information about employers' and competitors' goods and services; monitoring and analysing market trends and conditions; obtaining information about clients' needs and identifying suitable products and services; explaining and demonstrating products and services to clients; negotiating prices, contracts, terms, conditions and shipping arrangements for purchase or sale of goods, services or commodities. Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

3321: Insurance Representatives

3322: Commercial Sales Representatives

3323: Buyers

3324: Trade Brokers

UNIT GROUP 3321:

INSURANCE REPRESENTATIVES

Insurance Representatives advise on and sell life, accident, automobile, liability, endowment, fire, marine and other types of insurance to clients; and negotiates with customers to determine type and degree of risk for which insurance is derived, extent of coverage and terms of payment.

Tasks performed are obtaining information about customers' circumstances necessary to determine appropriate type of insurance and conditions; negotiating with customers to determine type and degree of risk for which insurance is required; Explaining details of insurance and conditions, risk coverage premiums and benefits to customers; assisting clients to determine the type and level of coverage required, calculating premiums and establishing method of payment; Negotiating and placing reinsurance contracts; Advising on, negotiating terms for and placing insurance contracts for large or special types of projects, installations or risks; Selling life, fire, accident, industrial and marine insurance for companies. Interviewing and advising prospective and present customers on policies, risks covered, rates and benefits. Checking details of insurance companies' policies; Selecting the cover most appropriate for customers' requirements; Negotiating with customers to determine type and degree of risk for which insurance is derived, extent of coverage and terms of payment; and Selling life, accident, endowment, fire, marine and other types of insurance; compiles lists of prospective customers from directories and other sources, interviews prospective customers, determines their insurance needs to sell suitable policies by explaining the risks covered, the premium rates and benefits and initiates arrangements for medical examination or other policy stipulation.

For effective and efficient performance of tasks in this

unit group, one requires training in a business-related field coupled with good presentation and negotiation skills.

Occupations classified in this unit group are: -

3321-11 Agent, Group Insurance
3321-12 Agent, Insurance
3321-13 Agent, Sales: Insurance
3321-14 Broker, Insurance
3321-15 Dealer, Insurance
3321-16 Representative, Insurance: Sales
3321-17 Underwriter, Insurance

**UNIT GROUP 3322:
COMMERCIAL SALES REPRESENTATIVES**

Commercial Sales Representatives represent companies to sell various goods and services to businesses and other organizations and provide product specific information as required.

Tasks performed are soliciting orders and selling goods to retail, industrial, wholesale and other establishments; selling equipment, supplies and related services to business establishments or individuals; obtaining and updating knowledge of market conditions and of employer's and competitors' goods and services; providing prospective customers with information about the characteristics and functions of the products and equipment for sale, and demonstrating its use or qualities; quoting prices and credit terms, recording orders and arranging deliveries; reporting customers' reactions and requirements to suppliers and manufacturers; and following up clients to ensure satisfaction with products purchased.

For effective and efficient performance of tasks in this unit group, one should have middle level training in either Sales & Marketing, Business Administration, Public relations or relevant field coupled with excellent communication and persuasive skills.

Occupations classified in this unit group are: -

3322-11 Adviser, After-Sales Service
3322-12 Agent, Sales: Commercial
3322-13 Agent, Sales: Manufacturing
3322-14 Canvasser
3322-15 Consultant, Sales: Manufacturing
3322-16 Executive, Account: Sales (Except ICT, Industrial, Medical and Pharmaceutical Products)
3322-17 Manager, Account: Sales (Except ICT, Industrial, Medical and Pharmaceutical Products)
3322-18 Representative, Sales
3322-21 Representative, Sales: Manufacturing
3322-22 Salesperson, Commercial
3322-23 Salesperson, Manufacturing
3322-24 Salesperson, Travelling
3322-25 Traveler, Commercial

**UNIT GROUP 3323:
BUYERS**

Buyers buy goods and services for use or resale on behalf of industrial, commercial, government or other establishments and organizations. Negotiate and contract for the purchase of equipment, raw materials, products and supplies for industrial plant utilities, government departments or other establishments.

Tasks performed are determining or negotiating contract terms and conditions, awarding supplier contracts or recommending contract awards for the purchase of equipment, raw materials, products, services and merchandise for resale; obtaining information about requirements and stock and developing specifications for quantity and quality to be purchased, costs, delivery dates and other contract conditions; purchasing general and specialized equipment, materials or business services for use or for further processing by their establishment; inviting tenders, consulting with suppliers and reviewing quotations; purchasing merchandise for resale by retail or wholesale establishments; studying market reports, trade periodicals and sales promotion materials and visiting trade shows, showrooms,

factories and product design events; selecting the merchandise or products that best fit the establishment's requirements; interviewing suppliers and negotiating prices, discounts, credit terms and transportation arrangements; overseeing distribution of merchandise to outlets and maintaining adequate stock levels; and establishing delivery schedules, monitoring progress and contacting clients and suppliers to resolve problems.

For effective and efficient performance of tasks in this unit group, one should have middle level training in Commerce, Business Administration, Economics, Procurement and Supplies Management, Contract Management, logistics or its equivalent qualification coupled with analytical and negotiation skills.

Occupations classified in this unit group are: -

3323-11 Agent, Procurement
 3323-12 Agent, Purchasing
 3323-13 Buyer
 3323-14 Merchandiser, Buying
 3323-15 Merchandiser, Purchasing
 3323-16 Officer, Procurement
 3323-17 Officer, Purchasing
 3323-18 Officer, Supply

**UNIT GROUP 3324:
 TRADE BROKERS**

Trade brokers buy and sell commodities and shipping services, usually in bulk, on behalf of their own company or for customers on a commission basis.

Tasks performed are establishing contact between buyers and sellers of commodities; discussing buying or selling requirements of clients and giving advice accordingly; buying and selling cargo space on ships; negotiating purchase or sale of commodities and commodity futures; finding cargo and/or storage space for commodities and negotiating freight, shipping and storage charges; and monitoring and analysing market trends and other factors affecting the supply and

demand for commodities and shipping services.

For effective and efficient performance of tasks in this unit group, one should have middle level training in economics, business administration and finance coupled with good communication and negotiation skills.

Occupations classified in this unit group are: -

3324-11 Broker, Commodities
 3324-12 Broker, Futures: Commodities
 3324-13 Broker, Shipping
 3324-14 Broker, Trade
 3324-15 Dealer, Commodities
 3324-16 Dealer, Commodity Futures
 3324-17 Dealer, Livestock
 3324-18 Dealer, Textiles
 3324-21 Shipbroker
 3324-22 Trader,
 3324-23 Trader, Futures: Commodities
 3324-24 Dealer Scrap Metal

**MINOR GROUP 333:
 BUSINESS SERVICES AGENTS**

Business Services agents sell various services and goods such as advertising services, materials and space in the media; carry out customs clearance activities; match jobseekers with vacancies; find workers for employers; arrange contracts for the performance of athletes, entertainers and artists, as well as for the publication of books, the production of plays, or the recording, performance and sale of music; and plan and organize conferences and similar events.

Tasks performed usually include carrying out customs clearance procedures for exports or imports; arranging and coordinating conference and event services, such as conference facilities, catering, signage, displays, audio-visual and computer equipment, accommodation, transport and social events for participants; matching jobseekers with vacancies; finding workers for vacant posts for employers;

showing real estate properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease; selling by auction various kinds of property, cars, commodities, livestock, art, jewellery and other objects; arranging contracts for performers and performances. Most occupations in this major group require skills at the 3rd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

3331: Clearing and Forwarding Agents

3332: Conference and Event Planners

3333: Employment Agents and Contractors

3334: Real Estate Agents and Property Managers

3339: Other Business Services Agents

UNIT GROUP 3331:

CLEARING AND FORWARDING AGENTS

Clearing and Forwarding agents carry out customs clearance procedures and ensure that insurance, export/import licences and other formalities are in order.

Tasks performed are carrying out customs clearance procedures for exports or imports; ensuring that insurance is in order; ensuring that export/import licences and other formalities are in order; signing and issuing bills of lading; checking import/export documentation to determine cargo contents, and classifying goods into different fee or tariff groups, using a tariff coding system.

For effective and efficient performance of tasks in this unit group; one requires tertiary level training in Clearing and forwarding, knowledge of local and international carriers and routes and ability to organize shipments.

Occupations classified in this unit group are: -

3331-11	Agent, Clearing
3331-12	Agent, Export

3331-13	Agent, Forwarding
3331-14	Agent, Import
3331-15	Agent, Shipping
3331-16	Broker, Cargo
3331-17	Broker, Customs

UNIT GROUP 3332:

CONFERENCE AND EVENT PLANNERS

Conference and Event planners organize and coordinate services for conferences, events, functions, banquets and seminars.

Tasks performed are planning, organizing, advising, controlling, directing and coordinating conferences and events; promoting conferences, conventions and trade shows to potential customers; responding to inquiries concerning services provided and costs for room and equipment hire, catering and related services; meeting with clients to discuss their needs and outlining package options to meet these needs; arranging and coordinating services such as conference facilities, catering, signage, displays, audio-visual and computer equipment, accommodation, transport and social events for participants, and logistical arrangements for presenters; organizing registration of participants; negotiating the type and costs of services to be provided within budget; overseeing work by contractors and reporting on variations to work orders.

For effective and efficient performance of tasks in this unit group; one requires knowledge and skills in Events and Convention Management, hospitality management and related fields.

Occupations classified in this unit group are: -

3332-11	Administrator, Conference
3332-12	Consultant, Events Management
3332-13	Coordinator, Conference
3332-14	Coordinator, Events
3332-15	Coordinator, Function
3332-16	Coordinator, Wedding
3332-17	Manager, Account: Organizing Conferences

or Events
 3332-18 Manager, Conference
 3332-21 Manager, Events
 3332-22 Manager, Functions
 3332-23 Manager, Reception: Weddings
 3332-24 Officer, Activities: Organizing Conferences
 or Events
 3332-25 Officer, Protocol
 3332-26 Organizer, Conference And Event
 3332-27 Organizer, Exhibition
 3332-28 Organizer, Function
 3332-31 Planner, Conference
 3332-32 Planner, Wedding
 3332-33 Producer, Conference
 3332-34 Producer, Events

UNIT GROUP 3333: EMPLOYMENT AGENTS AND CONTRACTORS

Employment Agents and Contractors match jobseekers with vacancies, find workers for employers and contract labour for particular projects at the request of enterprises and other organizations including government and other institutions, or find places for jobseekers for a commission.

Tasks performed are matching jobseekers with vacancies; finding workers for vacant posts against a commission from the employer or worker; discussing with employers the skills and other characteristics required of the workers to be employed or contracted; finding workers with appropriate skills, and undertaking the necessary formalities according to national or international regulations and requirements; ensuring that the employment contracts meet legal requirements and signing them; and advising on training schemes.

For effective and efficient performance of tasks in this unit group, one requires skills and knowledge in Human Resource Management and related fields.

Occupations classified in this unit group are:-

3333-11 Agent, Employment
 3333-12 Contractor, Labour
 3333-13 Officer, Job Placement
 3333-14 Officer, Youth Employment

UNIT GROUP 3334: REAL ESTATE AGENTS AND PROPERTY AGENTS

Real Estate Agents and property managers arrange the sale, purchase, rental and lease of real property, on behalf of clients and for a commission.

Tasks performed are arranging the sale and leasing of real estate and property on behalf of owners as a commission agent; assisting buyers to find suitable properties. May arrange for land brokerage and conveyancing, arrange rent collection, and overseeing the maintenance of premises; obtaining information about properties to be sold or leased, the circumstances of their owner and the needs of prospective buyers or tenants; showing properties to be sold or leased to prospective buyers or tenants and explaining terms of sale or conditions of rent or lease; facilitating negotiations with tenants and owners on rents and fees; drawing up leasing and sale agreements and estimating costs; Arranging signing of lease agreements and transfer of property rights; collecting rent and bond monies on behalf of owners and inspecting properties before, during and after tenancies; ensuring the availability of workers to perform maintenance of the properties.

For effective and efficient performance of tasks in this unit group, one requires basic skills and knowledge in Sales, Marketing and Property Management, coupled with knowledge of contract clauses, obligations as a broker and disclosure policies.

Occupations classified in this unit group are: -

3334-11 Agent, Estate
 3334-12 Agent, House
 3334-13 Agent, Property

3334-14 Agent, Real Estate
3334-15 Agent, Rental: Apartment
3334-16 Manager, Property
3334-17 Realtor
3334-18 Salesperson, Property
3334-21 Salesperson, Real Estate

UNIT GROUP 3339: OTHER BUSINESS SERVICE AGENTS

Other Business Service Agents sell business services such as, transport, credit and other information; arranges contracts for athletes, entertainers and artists; publication of books, production of plays, recording, performing and sale of music, sell property and goods by auction and who design and organize package and group tours.

Tasks performed are obtaining information about services to be sold and needs of prospective buyers; Selling by auction various kinds of property, commodities, cars, real estate, livestock, jewellery and other objects; Selling business, financial and related services such as credit information and debt collection; Providing information on market services, consumer information, business publications and training; Negotiating contracts on behalf of seller or buyer and explaining terms of sale and signing agreements; organizing group tours for business or vacation travel and making bulk travel and accommodation bookings; and selling advertising services, materials and space in the media, and ensuring that the service purchased is made available to the buyer in the agreed form at the agreed time.

For effective and efficient performance of tasks in this unit group, one requires skills and knowledge in business management and related fields, coupled with good communication and presentation skills.

Occupations classified in this unit group are:-

3335-11 Agent, Literary
3335-12 Agent, Musical Performance

3335-13 Agent, Patent
3335-14 Agent, Sports
3335-15 Agent, Theatrical
3335-16 Auctioneer
3335-17 Dealer, Art
3335-18 Operator, Tour
3335-21 Promoter, Sports
3335-22 Salesperson, Advertising
3335-23 Salesperson, Business Services

MINOR GROUP 334: ADMINISTRATIVE AND SPECIALIZED SECRETARIES

Administrative and Specialized Secretaries provide organizational, communication and documentation support services, utilizing specialized knowledge of the business activity of the organization in which they are employed. They take supervisory responsibility for office clerks in the organization.

Tasks performed usually include: coordinating, assigning and reviewing the work of clerical support workers; desktop publishing; preparing and processing legal documents and papers such as deeds, wills, affidavits and briefs; implementing and supporting the communication, documentation and internal managerial coordination activities of an organizational unit, on some occasions utilizing specialized knowledge of the business activity of the organization; scheduling and confirming meetings and appointments and communicating messages for clients; compiling, recording and reviewing legal and medical records, reports, documents and correspondence. Competent performance in most occupations in this minor group requires skills at the **3rd KeSCO** skill level

Occupations in this minor group are classified into the following unit groups:

3341: Office Supervisors
3342: Legal Secretaries
3343: Administrative and Executive Secretaries
3344: Medical Secretaries

UNIT GROUP 3341: OFFICE SUPERVISORS

Office Supervisors supervise and coordinate the activities Secretarial, Clerical Support Workers. They assist the head of units in administrative matters.

Tasks performed are coordinating, assigning and reviewing the work of clerks engaged in the following duties: word processing, record keeping and filing, operating telephones and switchboards; data entry, desktop publishing and other activities involving general office and administrative skills; establishing work schedules and procedures and coordinating activities with other work units or departments; resolving work-related problems and preparing and submitting progress and other reports; training and instructing employees in job duties, safety procedures and company policies, or arranging for training to be provided; evaluating employees' job performance and conformity with regulations, and recommending appropriate personnel action; and assisting in recruitment, interviewing and selection of employees.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in business studies, excellent communication and interpersonal skills.

Occupations classified in this unit group are:-

3341-11 Administrator, Officer
3341-12 Controller, Typist
3341-13 Coordinator, Administration: Office
Administration or Management
3341-14 Leader, Team: Call Centre
3341-15 Leader, Team: Contact Centre
3341-16 Manager, Call Centre Team
3341-17 Manager, Contact Centre Team
3341-18 Manager, Front Office: Hospital Or School
3341-21 Manager, Office
3341-22 Planner, Call Centre Workforce
3341-23 Planner, Contact Centre Workforce

3341-24 Supervisor, Call Centre
3341-25 Supervisor, Clerical
3341-26 Supervisor, Contact Centre
3341-27 Supervisor, Data Entry
3341-28 Supervisor, Filing Clerks
3341-31 Supervisor, Personnel Clerks
3341-32 Supervisor, Switchboard
3341-33 Supervisor, Typist
3341-34 Supervisor, Word Processing

UNIT GROUP 3342: LEGAL SECRETARIES

Legal Secretaries apply specialized knowledge of legal terminology and procedures in providing support to legal professionals with communication, documentation and internal managerial coordination activities, in law offices, legal departments of large firms and governments.

Tasks performed include: preparing and processing legal documents and papers, such as deeds, wills, affidavits and briefs; reviewing and proofreading documents and correspondence to ensure compliance with legal procedures; mailing, faxing or arranging for delivery of legal correspondence to clients, witnesses and court officials; organizing and maintaining documents, case files and law libraries; screening requests for meetings, scheduling and organizing meetings; assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders; and supervising the work of office support workers.

For effective and efficient performance of tasks in this unit group, one requires middle level training Legal Secretarial coupled knowledge and skills in management of a legal Unit.

Occupations classified in this unit group are: -

3342-11 Assistant, Administrative: Legal
3342-12 Assistant, Executive: Legal
3342-13 Assistant, Legal: Secretarial Tasks

3342-14 Office Manager, Legal Practice/Office
 Supervisor Legal Practice
 3342-15 Paralegal, Secretarial Tasks
 3342-16 Secretary, Conveyancing
 3342-17 Secretary, Legal
 3342-18 Secretary, Litigation
 3342-21 Stenographer, Legal

**UNIT GROUP 3343:
 ADMINISTRATIVE AND EXECUTIVE
 SECRETARIES**

Administrative and Executive Secretaries perform liaison, coordination and organizational tasks in support of managers and professionals, prepare correspondence, reports and records of proceedings and other specialized documentation.

Tasks performed are drafting administrative correspondence and minutes; obtaining, proposing and monitoring deadlines and follow-up dates; screening requests for meetings, scheduling and organizing meetings and travel arrangements; assisting in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders; liaising with other staff about a range of matters relating to the organization's operations; writing and answering business or technical letters and other similar correspondence; preparing verbatim reports of proceedings in legislative assemblies, courts of law or other places, using shorthand or specialized office equipment; and supervising the work of clerical support workers

For effective and efficient performance of tasks in this unit group, one requires middle level training in Secretarial Studies or business management coupled with excellent communication and interpersonal skills.

Occupations classified in this unit group are:-

3343-11 Assistant, Administrative
 3343-12 Assistant, Correspondence
 3343-13 Assistant, Executive

3343-14 Assistant, Personal
 3343-15 Reporter, Administrative: Verbatim
 3343-16 Reporter, Court
 3343-17 Reporter, Verbatim
 3343-18 Secretary, Administrative
 3343-21 Secretary, Committee
 3343-22 Secretary, Executive

**UNIT GROUP 3344:
 MEDICAL SECRETARIES**

Medical Secretaries, using specialized knowledge of medical terminology and health care delivery procedures, assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions, to support health workers in medical facilities and other health-care related organizations.

Tasks performed are scheduling and confirming medical appointments and communicating messages for medical staff and patients; compiling, recording and reviewing medical charts, reports, documents and correspondence; interviewing patients to complete forms, documents and case histories; completing insurance and other claims forms; maintaining medical files and records and technical library; preparing financial statements and billing procedures; assisting in the preparation of budgets, drafting of contracts and purchasing or acquisition orders; and supervising the work of office support workers and other office staff.

For effective and efficient performance of tasks in this unit group, one middle level training in Secretarial duties coupled with communication and interpersonal skills.

Occupations classified in this unit group are: -

3344-11 Assistant, Administrative: Doctors Surgery
 3344-12 Assistant, Administrative: Medical Office
 3344-13 Assistant, Secretarial: Doctors Surgery
 3344-14 Assistant, Secretarial: Medical

3344-15 Office Supervisor, Medical Practice
 3344-16 Secretary, Dental
 3344-17 Secretary, Doctor's
 3344-18 Secretary, Hospital Ward
 3344-21 Secretary, Medical
 3344-22 Secretary, Medical Insurance Billing
 3344-23 Secretary, Medical Laboratory
 3344-24 Secretary, Pathology
 3344-25 Secretary, Patient Care
 3344-26 Stenographer, Medical
 3344-27 Transcriptionist, Medical

**MINOR GROUP 335:
 REGULATORY GOVERNMENT ASSOCIATE
 PROFESSIONALS**

Government Regulatory Associate Professionals perform technical tasks connected with practical application of knowledge relating to business enterprises, administration, bookkeeping, legal, statistical; activities relating to crime investigations, customs, travel, tax, welfare, licensing as well as social work, land and agricultural extension work; administrative duties relating to job placements, factory and school's inspections, industrial development, computing and other services.

The tasks include: investigating, detecting and preventing crimes; issuing travel documents and checking persons and goods crossing international borders; determining types and amounts of tax to be paid; providing social support to individuals and groups and advising individuals and organisations on the determination of employment benefits; licensing, regulation of prices and inspection of weights and measures; personnel services; handling goods; carrying out statistical surveys, assisting in planning and implementation of economic policy, determining and projecting manpower needs and controlling data bases; advising farmers, overseeing wildlife activities, providing information to tourists; occupational health inspections, Employment services wages and disputes; schools inspection, advising on health, socio and economic issues of the community and disseminating information.

Competent performance in most occupations in this minor group requires skills at the 3rd KeSCO skill level
 Occupations in this minor group are classified into the following unit groups:

3351: Customs and Border Officials
3352: Government Tax and Excise Officials
3353: Government Social Benefits Officials
3354: Government Licensing Officials
3355: Police Inspectors and Detectives
3356: Other Government Regulatory Associate Professionals

**UNIT GROUP 3351:
 CUSTOMS AND BORDER OFFICIALS**

Customs and Border officials inspect the luggage of persons crossing the national borders to ensure that it conforms to government rules and regulations concerning import or export of goods and currencies; Check transport documents and freight of vehicles crossing national borders to ensure conformity with government rules and regulations concerning goods in transit and the import and export of goods and verify that necessary payment has been made.

Tasks performed are patrolling national borders and coastal waters to stop persons from illegally entering or leaving the country and from illegally importing or exporting currency or goods; checking travel documents of persons crossing national borders to ensure that they have the necessary authorizations and certificates such as medical certificates; inspecting the luggage of persons crossing national borders to ensure that it conforms to government rules and regulations concerning import or export of goods and currencies; examining transport documents and freight of vehicles crossing national borders to ensure conformity with government rules and regulations concerning goods in transit and the import and export of goods, and to verify that necessary payments have been made; detaining persons and seizing prohibited and undeclared goods found to be in violation of immigration and customs laws; coordinating and

cooperating with other agencies involved in law enforcement, deportation and prosecution; performing related administrative tasks to record findings, transactions, violations and determinations; and when necessary, testifying in a court of law about the circumstances and results of investigations carried out.

For effective and efficient performance of tasks in this unit group, one should have middle level training in the relevant field.

Occupations classified in this unit group are: -

3351-11 Guard, Border
3351-12 Guard Coast
3351-13 Inspector, Border
3351-15 Inspector, Customs
3351-16 Officer, Customs
3351-17 Officer, Immigration
3351-18 Officer, Passport: Checking

UNIT GROUP 3352:

GOVERNMENT TAX AND EXCISE OFFICIALS

Government Tax and Excise officials examine tax returns, bills of sale and other documents to determine the type and amount of taxes, duties and other types of fees to be paid by individuals or businesses and collect revenue from the public on behalf of the Government. Inspect places of business and examines business records, bills of sale and other relevant records to ensure that government rules and regulations concerning the determination, type and amount of levy to be paid are complied with.

Tasks performed are collecting revenue from the public on behalf of the government; advising organizations, enterprises and the public on government laws, rules and regulations concerning the determination and payment of taxes, duties and other government fees, and on the public's rights and obligations; examining tax returns, bills of sale and other relevant documents to determine types and amounts of taxes, duties and other types of fees to be paid; investigating filed tax

returns and accounting records, systems and internal controls of organizations to ensure compliance with taxation laws and regulations; taking charge of government revenue collecting offices and remits the revenue collected to National Treasury; performing related administrative tasks to document findings, maintain records and report on actions taken for cases; and inspecting places of business and examines business records, bills of sale and other relevant records to ensure that government rules and regulations concerning the determination, type and amount of levy to be paid are complied with.

For effective and efficient performance of tasks in this unit group, one should have middle level training in Business, accountancy or related field.

Occupations classified in this unit group are:-

3352-11 Collector, tax
3352-12 Examiner, tax
3352-13 Inspector, taxation
3352-14 Officer, excise
3352-15 Officer, tax
3352-16 Inspector, levy
3352-17 Revenue Officer

UNIT GROUP 3353:

GOVERNMENT SOCIAL BENEFITS OFFICIALS

Government Social Benefits officials examine applications for benefits, in cash or kind, to determine eligibility and amount of benefit. Advise on laws, rules and regulations concerning pensions: determination and disbursement of payments. Provide social support and advice to individuals or group of people experiencing social, emotional or financial difficulties. Assist social workers in specialised welfare areas, involving children, older people, persons living with disabilities, families, single parents, refugees and people in institutions.

Tasks performed are examining applications and other relevant documents to determine types and amounts of benefit which individuals are eligible to receive;

advising individuals and organizations on government laws, rules and regulations concerning government benefit programmes and the determination and disbursement of payments or referral to services, as well as on the public's rights and obligations; assessing documentation and interviewing benefit recipients to ensure eligibility for continuing benefits or services; and performing related administrative tasks to maintain client records and prepare reports on determinations regarding eligibility, referral decisions, termination of benefits and abuse or fraud.

For effective and efficient performance of tasks in this unit group, one required middle level training Development studies, Social Work, Sociology, Community development or relevant field.

Occupations classified in this unit group are: -

3353-11 Inspector, Pensions
3353-12 Officer, Pensions
3353-13 Officer, Social Benefits
3353-14 Officer, Social Security: Claims
3353-15 Officer, Public Trustee

**UNIT GROUP 3354:
GOVERNMENT LICENSING OFFICIALS**

Government Licensing Officials examine applications for licences to export or import goods, set up a business, build a house or other structures, and determine whether applications are to be approved and whether specific conditions are to be attached to the licence and determine eligibility of applications for issuing licences or passports.

Tasks performed are advising individuals on government laws and regulations concerning the type of licence required and the conditions attached to such licences, and on the public's rights and obligations; examining applications and relevant documents and determining whether a licence can be granted and the conditions which should be attached; examining applications other relevant documents and determines

whether a passport, residential, working, visiting and other immigration permits and passes can be granted, the conditions which should be attached and approving the issue of passports; performing related administrative tasks to process applications, document activities, evaluations and determinations, and to prepare correspondence to inform applicants of licensing decisions; and administering and scoring tests required to license applicants.

For effective and efficient performance of tasks in this unit group, one should have middle level training in a business related course.

Occupations classified in this unit group are: -

3354-11 Inspector, Licensing
3354-12 Officer, Building Permit: Licensing
3354-13 Officer, Business Permit: Licensing
3354-14 Officer, Licensing
3354-15 Officer, Passport: Issuing

**UNIT GROUP 3355:
POLICE INSPECTORS AND DETECTIVES**

Police Investigators and Detectives investigate facts and circumstances relating to crimes committed in order to identify suspected offenders and obtain information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, mostly in order to prevent crimes. Investigate events and circumstances suspected of being criminal in nature to obtain evidence and identify the perpetrators. Investigate possible cases of theft of any nature from business and other possible cases of unlawful behaviour and may facilitate prosecution of offenders in a court of law.

Tasks performed are controlling and directing the activities of junior policemen/women in the investigation, detection and prevention of crime; prosecuting offenders in a court of law; establishing contacts and sources of information about crimes planned or committed, in order to prevent crimes or identify culprits; obtaining and verifying evidence by examining crime and

accident scenes for clues and physical evidence, interviewing witnesses and suspects and analysing documents and computer files; analysing evidence in order to solve crimes, identify criminal activity and gather information for court cases; establishing contacts and sources of information not readily available or apparent concerning establishments or the circumstances and behaviour of persons, usually with the aim of preventing a crime; making arrests; and testifying in courts of law or reporting to superiors about circumstances and results of investigations. Investigating events and circumstances suspected of being criminal in nature to obtain evidence and identify the perpetrators; and investigating possible cases of theft of any nature from business and other possible cases of unlawful behaviour.

For effective and efficient performance of tasks in this unit group, one should have basic training in law enforcement.

Occupations classified in this unit group are: -

3355-11 Agent, Inquiry: Police
 3355-12 Constable, Detective
 3355-13 Detective, Police
 3355-14 Investigator, Police
 3355-15 Officer, Police: Detective
 3355-16 Officer, Police: Inspector
 3355-17 Sergeant, Detective

UNIT GROUP 3356:

**OTHER GOVERNMENT REGULATORY
 ASSOCIATE PROFESSIONALS**

Other government regulatory associate professionals examine places of business to ensure compliance with correct business practices in carriage, weights and measures, prices, pay for work and quality of goods and services.

Tasks performed are examining places of business to ensure the use of correct packaging, carriage, weights and measures in trade; monitoring price regulations to

assess appropriateness of costs for goods and services to protect consumer interests; monitoring wage regulations to ensure appropriate levels of pay for work performed and to assess compliance with employment standards legislation; Inspecting places of business such as shops, butcheries and supermarkets to ensure that price regulations are being adhered to; Initiating action such as the preparation of reports and documents, when a breach of price regulations is detected with a view to prosecuting the offenders; and performing related investigative and administrative tasks to record findings, document compliance problems or inappropriate business practices and to prepare reports and correspondence.

For effective and efficient performance of tasks in this unit group, one should have middle level training in the requisite trade area.

Occupations classified in this unit group are: -

3356-11 Courier, Diplomatic
 3356-12 Inspector, Agricultural
 3356-13 Inspector, Civil Service
 3356-14 Fisheries
 3356-15 Forestry
 3356-16 Inspector, Government: Administration
 3356-17 Inspector, Prices
 3356-18 Inspector, Wages
 3356-21 Inspector, Weights And Measures
 3356-22 Official, Consular
 3356-23 Official, Electoral

SUB-MAJOR GROUP 34:

**LEGAL, SOCIAL, CULTURAL AND RELATED
 ASSOCIATE PROFESSIONALS**

Legal, Social, Cultural and Related Associate professionals perform technical tasks connected with the practical application of knowledge relating to legal services, social work, culture, food preparation, sport and religion.

Tasks performed by workers in this sub-major group

usually include: providing technical and practical services and support functions in legal processes and investigations, social and community assistance programmes, and religious and cultural activities; participating and adjudicating in sporting events; developing and delivering sports coaching, fitness and recreational programmes; combining creative and technical skills in a variety of artistic, cultural and culinary activities; creating dishes and menus and overseeing the preparation of meals. Competent performance in most occupations in this sub-major group requires skills at the 3rd KeSCO skill level.

Occupations in this sub-major group are classified into the following minor groups: -

341: Legal, Social and Religious Associate Professionals

342: Sports and Fitness Workers

343: Artistic, Cultural and Culinary Associate Professionals

MINOR GROUP 341:

LEGAL, SOCIAL AND RELIGIOUS ASSOCIATE PROFESSIONALS

Legal, Social and Religious Associate Professionals provide technical and practical services and support functions in legal processes and investigations, social and community assistance programmes and religious activities.

Tasks performed usually include: assisting and supporting legal, social work and religious professionals; obtaining and analysing evidence, preparing legal documents and serving court orders; administering and implementing social assistance programmes and community services; assisting clients to deal with personal and social problems; providing practical assistance, guidance and moral support to individuals and communities. Competent performance in most occupations in this sub-major group requires skills at the 3rd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

3411: Legal and Related Associate Professionals

3412: Social Work Associate Professionals

3413: Religious Associate Professionals

UNIT GROUP 3411:

LEGAL AND RELATED ASSOCIATE PROFESSIONALS

Legal and related Associate Professionals perform support functions in courts of law or in law offices, provide services related to such legal matters as insurance contracts, the transferring of property and the granting of loans and other financial transactions, or conduct investigations for clients.

Tasks performed are documenting court proceedings and judgements; serving statements of claims, summonses, warrants, subpoenas and other court orders; maintaining order in court and hearing rooms; preparing legal documents including trial briefs, pleadings, appeals, wills and contracts, and preparing papers summarizing legal positions or setting out conditions of loans or insurance; investigating facts, assembling evidence and researching relevant statutes, decisions and other legal documents to prepare cases; advising clients on legal matters; examining documentation such as mortgages, liens, judgements, easements, contracts and maps in order to verify properties' legal descriptions and ownership; preparing documents relating to transfer of real estate, stocks or other matters requiring formal registration; investigating possible cases of theft of goods, money or information from business establishments and of other possible cases of unlawful behaviour by customers or employees; investigating establishments or the circumstances and behaviour of persons on behalf of clients.

For effective and efficient performance of tasks in this unit group; one requires to have middle level training in Law, Business Management, Criminal Justice or a

related field.

Occupations classified in this unit group are: -

3411-11 Agent, Inquiry: Private
3411-12 Assistant, Barrister's
3411-13 Assistant, Legal
3411-14 Assistant, Solicitor's
3411-15 Bailiff
3411-16 Clerk, Conveyancing
3411-17 Clerk, Court
3411-18 Clerk, Judge's
3411-21 Clerk, Law
3411-22 Clerk, Probate
3411-23 Detective, Private
3411-24 Detective, Store
3411-25 Investigator, Private
3411-26 Justice Of The Peace
3411-27 Paralegal
3411-28 Registrar, Court
3411-31 Searcher, Title

**UNIT GROUP 3412:
SOCIAL WORK ASSOCIATE PROFESSIONALS**

Social work associate professionals administer and implement social assistance programmes and community services and assist clients to deal with personal and social problems.

Tasks performed are collecting information relevant to clients' needs and assessing their relevant skills, strengths and deficits; helping persons with disabilities or the elderly to obtain services and to improve their ability to function in society; assisting clients to identify options and develop plans of action, while providing necessary support and assistance; assisting clients to identify and access community resources including legal, medical and financial assistance, housing, employment, transportation, assistance with moves, day care and other referral services; clients living in group homes and half-way houses, supervising their activities and assisting in pre-release and release planning; participating in the selection and admission

of clients to appropriate programmes; evaluating resources devoted to health, welfare, recreation, housing, employment, training and other community facilities, interpreting identified needs for community organisations, social agencies and groups, and stimulates their interest and enlists co-operation, providing leadership and co-ordinates programmes; providing crisis intervention and emergency shelter services; implementing life skills workshops, substance abuse treatment programmes, behaviour management programmes, youth services programmes and other community and social service programmes under the supervision of social work or health care professionals; preparing reports for courts on social and personal aspects of cases and supervises offenders who have been released from corrective institutions on condition that they report regularly. Interviewing offenders, their families, employers and teachers to obtain relevant information; rehabilitation of offenders as directed by courts, maintains contact with families to help solve problems of readjustment; assisting in evaluating the effectiveness of interventions and programmes by monitoring and reporting on clients' progress; maintaining contact with other social service agencies, schools and health care providers involved with clients to provide information and obtain feedback on clients' overall situation and progress.

For effective and efficient performance of tasks in this unit group, one requires to have middle level training in either Medical Social Work, Sociology, Community Development or any other related field.

Occupations classified in this unit group are: -

3412-11 Almoner, Associate Professional
3412-12 Caseworker, Associate Professional
3412-13 Housefather, Associate Professional
3412-14 Housemaster, Associate Professional:
Approved School
3412-15 Housemistress, Associate Professional:
Approved School
3412-16 Housemother, Associate Professional

3412-17 Instructor, Life Skills
 3412-18 Officer, Parole: Associate Professional
 3412-21 Officer, Probation: Associate Professional
 3412-22 Supervisor, Women's Shelter
 3412-23 Warden, Community Centre: Associate Professional
 3412-24 Warden, Probation Home: Associate Professional
 3412-25 Worker, Community Development
 3412-26 Worker, Community Services
 3412-27 Worker, Crisis Intervention
 3412-28 Worker, Delinquency: Associate Professional
 3412-31 Worker, Disability Services
 3412-32 Worker, Family Services
 3412-33 Worker, Mental Health Support
 3412-34 Worker, Social: Associate Professional
 3412-35 Worker, Welfare Support
 3412-36 Worker, Youth Services

UNIT GROUP 3413: RELIGIOUS ASSOCIATE PROFESSIONALS

Religious Associate Professionals provide support to ministers of religion or to a religious community, undertake religious works, preach and propagate the teachings of a particular religion and endeavour to improve well-being through the power of faith and spiritual advice.

Tasks performed are undertaking religious works; preaching and propagating the teachings of a particular religious faith; assisting at services of public worship and religious rites; providing religious education, spiritual guidance and moral support to individuals and communities; administering and participating in programmes to provide food, clothing and shelter to those in need; advising communities and individuals on proper behaviour and faith to preserve or improve well-being.

For effective and efficient performance of tasks in this unit group; one requires middle level training in level training in theology or Divinity with strong reading and writing skills.

Occupations classified in this unit group are: -

3413-11 Brother
 3413-12 Evangelist
 3413-13 Friar
 3413-14 Healer, Faith
 3413-15 Monk
 3413-16 Muezzin
 3413-17 Nun
 3413-18 Preacher, Lay
 3413-21 Salvationist
 3413-22 Sister, Religious
 3413-23 Worker, Lay
 3413-24 Worker, Parish
 3413-25 Worker, Religious

MINOR GROUP 342: SPORTS AND FITNESS WORKERS

Sports and fitness workers prepare for and compete in sporting events for financial gain; train amateur and professional sportsmen and women to enhance performance; promote participation and standards in sport; organize and officiate sporting events; and provide instruction, training and supervision for various forms of exercise and other recreational activities.

Tasks performed usually include: participating in competitive sporting events; conducting sports training to develop ability in and knowledge of the sport; compiling rules concerning the conduct of sporting competitions, and controlling the progress of these events; planning, organizing and conducting practice sessions; developing and designing fitness programmes; delivering group exercise classes and personal tuition in a variety of fitness activities; promoting sports and sports skills development; and overseeing the participation of young people in sport. Occupations in this minor group are classified into the following unit groups:

3421: Athletes and Sports Players

3422: Sports Coaches, Instructors and Officials

3423: Fitness and Recreation Instructors and Programme Leaders

UNIT GROUP 3421: ATHLETES AND SPORTS PLAYERS

Athletes and sport players participate in competitive sporting events. They train and compete, either individually or as part of a team, in their chosen sport.

Tasks performed include participating in competitive sporting events; participating in regular practice and training sessions and undertaking private training to maintain the required standard of fitness and skill; undertaking sports promotional activities and media interviews; maintaining a high degree of expertise in a particular sport; deciding on strategies in consultation with coaches; assessing other competitors and conditions at venues; competing in sporting events; adhering to the rules and regulations associated with a specific sport.

For effective and efficient performance of tasks in this unit group, one must have the requisite talent and prowess in the relevant sporting activity.

Occupations classified in this unit group are: -

3421-11 Aerialist, sport
3421-12 Athlete
3421-14 Bodybuilder, muscles
3421-15 Boxer
3421-16 Cricketer
3421-17 Cyclist, racing
3421-18 Diver, springboard or platform
3421-21 Driver, racing
3421-22 Fighter
3421-23 Footballer
3421-24 Gambler
3421-25 Golfer
3421-26 Gymnast, sport
3421-27 Jockey
3421-28 Jumper, show
3421-31 Goal keeper

3421-32 Motorcyclist: racing
3421-33 Player, cards
3421-34 Player, chess
3421-35 Player, hockey
3421-36 Player, poker
3421-37 Player, sports
3421-38 Player, tennis
3421-41 Racer, automobile
3421-42 Racer, bicycle
3421-43 Racer, motor cycle
3421-44 Rider, horse: sport
3421-45 Skier
3421-46 Sportsman
3421-47 Sportswoman
3421-48 Wrestler

UNIT GROUP 3422: SPORTS COACHES, INSTRUCTORS AND OFFICIALS

Sports coaches, instructors and officials work with amateur and professional sportspersons to enhance performance and encourage greater participation in sport, and organize and officiate in sporting events according to established rules.

Tasks performed in this unit group include ;identifying strengths and weaknesses of athletes or teams; planning, developing and implementing training and practice sessions; developing, planning and coordinating competitive schedules and programmes; motivating and preparing athletes or teams for competitive events or games; formulating competitive strategy, developing game plans and directing athletes and players during games or athletic events; analysing and evaluating athletes' or teams' performances and modifying training programmes; monitoring and analysing technique and performance, and determining how future improvements can be made; officiating at sporting events or athletic competitions to maintain standards of play and to ensure that game rules and safety regulations are observed; recording lapsed time and keeping score during events or competitions; judging the performance of competitors,

awarding points, imposing penalties for infractions and determining results; compiling scores and other athletic records.

For effective and efficient performance of tasks in this unit group; one may require formal education, knowledge and skills in Sports Administration and Management.

Occupations classified in this unit group are: -

3422-11 Coach, athletic
3422-12 Coach, games
3422-13 Coach, sports
3422-14 Instructor, billiards
3422-15 Instructor, bridge
3422-16 Instructor, chess
3422-17 Instructor, ski
3422-18 Instructor, sports
3422-21 Instructor, swimming
3422-22 Judge, sports
3422-23 Official, sports
3422-24 Referee, sports
3422-25 Teacher, bridge
3422-26 Trainer, boxing
3422-27 Trainer, golf
3422-28 Trainer, martial arts
3422-31 Trainer, sports
3422-32 Trainer, wrestling
3422-33 Umpire, sports

**UNIT GROUP 3423:
FITNESS AND RECREATION INSTRUCTORS AND
PROGRAMME LEADERS**

Fitness and recreation instructors and programme leaders lead, guide and instruct groups and individuals in recreational, fitness or outdoor adventure activities. Tasks performed are planning and carrying out recreational and fitness activities; monitoring recreational, sports or fitness activities to ensure safety and provide emergency or first aid assistance when required; evaluating and monitoring clients' abilities and fitness and recommending activities;

demonstrating and teaching body movements, concepts and skills used in fitness routines and recreational activities; instructing in the use of equipment; explaining and enforcing safety procedures, rules and regulations.

For effective and efficient performance of tasks in this unit group; one requires middle level training in either Sports Science, Health Fitness Instruction or Life Sciences.

Occupations classified in this unit group are: -

3423-11 Guide, outdoor adventure
3423-12 Instructor, aerobics
3423-13 Instructor, fitness
3423-14 Instructor, horse riding
3423-15 Instructor, recreation
3423-16 Instructor, sailing
3423-17 Instructor, underwater diving
3423-18 Leader, program: recreation
3423-21 Trainer, aerobics
3423-22 Trainer, fitness
3423-23 Trainer, personal
3423-24 Trainer, physical
3423-25 Trainer, yoga

**MINOR GROUP 343:
ARTISTIC, CULTURAL AND CULINARY
ASSOCIATE PROFESSIONALS**

Artistic, Cultural and Culinary Associate Professionals combine creative skills and technical and cultural knowledge in taking and processing still photographs; design and decoration of theatre sets, shop displays and the interiors of homes; preparation of objects for display; maintenance of library and gallery collections, records and cataloguing systems; creation of menus and preparation and presentation of food; provision of support for stage, film and television production; and in other areas of artistic and cultural endeavor.

Tasks performed in this minor group usually include: operating still cameras to photograph people, events,

scenes, materials, products and other subjects; applying artistic techniques to product design, interior decoration and sales promotion; mounting and preparing objects for display; designing and arranging exhibit furnishings, display cases and display areas; designing menus and overseeing the preparation of food; assisting directors and performers with the staging of theatrical, motion picture, television or commercial productions. Competent performance of tasks in most occupations in this minor group requires skills at the **3rd KeSCO skill level**.

Occupations in this minor group are classified into the following unit groups:

3431: Photographers

3432: Interior Designers and Decorators

3433: Gallery, Museum and Library Technicians

3434: Chefs

3435: Other Artistic and Cultural Associate Professionals

**UNIT GROUP 3431
PHOTOGRAPHERS**

Photographers operate still cameras to photograph people, events, scenes, places, merchandise, materials, products and other subjects; Use the photographs for advertising, or for any other commercial, industrial or scientific purposes and to illustrate stories and articles in newspapers, magazines and other publications.

Tasks performed in this unit group include:- Taking photographs for advertising, or other commercial, industrial or scientific purposes and to illustrate stories and articles in newspapers, magazines and other publications; taking portrait photographs of persons and groups of persons; studying requirements of a particular assignment and decide on type of camera, film, lighting and background accessories to be used; determining picture composition, making technical adjustments to equipment and photograph subject; operating scanners to transfer photographic images to

computers operating computers to manipulate photographic images; adapting existing photographic images to create new digitized images to be included in multimedia products; using airbrush, computer or other techniques to create the desired visual effect.

For effective and efficient performance of tasks in this unit group, one requires knowledge, skills and practical application in use of camera equipment and the art of photography together with good artistic vision, effective networking is also required.

Occupational titles classified here are:

- 3431-11 Journalist, photo
- 3431-12 Operator, camera: still photography
- 3431-13 Photographer
- 3431-14 Photographer, advertising
- 3431-15 Photographer, aerial
- 3431-16 Photographer, architecture
- 3431-17 Photographer, commercial
- 3431-18 Photographer, fashion
- 3431-21 Photographer, industrial
- 3431-22 Photographer, medical
- 3431-23 Photographer, microphotography
- 3431-24 Photographer, news
- 3431-25 Photographer, police
- 3431-26 Photographer, portrait
- 3431-27 Photographer, press
- 3431-28 Photographer, scientific

**UNIT GROUP 3432
INTERIOR DESIGNERS AND DECORATORS**

Interior designers and decorators plan and design commercial, industrial, public, retail and residential building interiors to produce an environment tailored to a purpose, taking into consideration factors that enhance living and working environments and sales promotion. They coordinate and participate in their construction and decoration.

Tasks performed in this unit group include:- Determining the objectives and constraints of the

design brief by consulting with clients and stakeholders; researching and analysing spatial, functional, efficiency, safety and aesthetic requirements; formulating design concepts for the interiors of buildings; preparing sketches, diagrams, illustrations and plans to communicate design concepts; negotiating design solutions with clients, management, suppliers and construction staff; selecting, specifying and recommending functional and aesthetic materials, furniture and products for interiors; detailing and documenting selected design for construction; coordinating the construction and the decoration of interiors; designing and painting stage scenery; designing and decorating show windows and other display areas to promote products and services

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under interior design and decoration is required. Application of artistic techniques to product design, interior decoration and sales promotion is required too. In addition, skills such as attention to detail, aesthetic appreciation, creativity and originality is also required.

Occupational titles classified here are:

3432-11 Decorator, display
 3432-12 Decorator, film set
 3432-13 Decorator, interior
 3432-14 Designer, armorial
 3432-15 Designer, decoration
 3432-16 Designer, display
 3432-17 Designer, exhibition
 3432-18 Designer, interior
 3432-21 Designer, scenery
 3432-22 Designer, set
 3432-23 Designer, stage
 3432-24 Dresser, window
 3432-25 Merchandiser, visual

UNIT GROUP 3433: GALLERY, MUSEUM AND LIBRARY TECHNICIANS

Gallery, museum and library technicians prepare artworks, specimens and artefacts for collections, arrange and construct gallery exhibits, and assist Librarians to organize and operate systems for handling recorded material and files.

Tasks performed in this unit group include:- mounting and preparing objects for display; designing and arranging exhibit furnishings, display cases and display areas; assisting in setting up lighting and display equipment; receiving, shipping, packing and unpacking exhibits; ordering new library materials and maintaining library records and circulation systems; cataloguing printed and recorded material; entering data into databases and editing computer records; operating audio-visual and reprographic equipment; searching and verifying bibliographic data

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in artistic techniques, to mounting and preparing objects for display, cataloguing printed and recorded material and entering data into databases is also required. Creativity, aesthetic appreciation and good organizational skills is required too.

Occupational titles classified here are:

3433-11 Accessioner, library
 3433-12 Assistant, curatorial
 3433-13 Officer, reference: library
 3433-14 Taxidermist
 3433-15 Technician, curatorial
 3433-16 Technician, gallery
 3433-17 Technician, library
 3433-18 Technician, museum

UNIT GROUP 3434: CHEFS

Chefs design menus, create dishes and oversee the planning, organization, preparation and cooking of meals in hotels, restaurants and other eating places, on board ships, on passenger trains and in private

households.

Tasks performed in this unit group include:- Planning and developing recipes and menus, estimating food and labour costs, and ordering food supplies; monitoring quality of dishes at all stages of preparation and presentation; discussing food preparation issues with managers, dieticians, kitchen and waiting staff; supervising and coordinating the activities of cooks and other workers engaged in food preparation; inspecting supplies, equipment, and work areas to ensure conformance to established standards; determining how food should be presented, and creating decorative food displays. Instructing cooks and other workers in the preparation, cooking, garnishing, and presentation of food; participating on the recruitment of kitchen staff and monitoring their performance; preparing, seasoning and cooking speciality foods and complex dishes; explaining and enforcing hygiene and food safety regulations.

For effective and efficient performance of tasks in this unit group, knowledge and skills in culinary science is required. Application of theoretical and practical culinary knowledge about ingredients' properties, and being sensitive in identification of flavours using senses of smell and taste is also required. In addition, possession of high level commitment, passion, creativity, perseverance, effective planning and management skills is required too

Occupational titles classified here are:

3434-11 Chef
3434-12 Chef de cuisine
3434-13 Chef, executive
3434-14 Chef, head
3434-15 Chef, pastry
3434-16 Cook, chief
3434-17 Cook, head
3434-18 Saucier
3434-21 Sous-chef

UNIT GROUP 3435:

OTHER ARTISTIC AND CULTURAL ASSOCIATE PROFESSIONALS

This unit group covers other Artistic and Cultural Associate Professionals and include those who assist directors or actors with staging of theatrical, motion picture, and television or commercial productions.

Tasks performed in this unit group include decorating, ornamenting or tattooing skin; performing or coordinating dare-devil feats such as diving stunts, perilous rides, or spectacular jumps for dramatic production; theatrical dressing for entertainment; managing stage, broadcasting floor, theatre floor, lighting or special effects; prompting actors who forget their lines in operatic productions by whispering to them from behind stage; designing, cuttings, and arranging live, dried, or artificial flowers and foliage; conferring with clients regarding price and type of arrangement desired and the date, time, and place of delivery. Planning, arrangements according to client's requirements, utilizing knowledge of design and properties of materials.

For effective and efficient performance of tasks in this unit group, formal training in fine arts is required together with application of technical knowledge to artistic expressions, broadcasting floor management and diving stunts.

Occupational titles classified here are:

3435-11 Artist, body
3435-12 Artist, stunt
3435-13 Artist, tattoo
3435-14 Boy, script
3435-15 Coordinator, program: broadcasting
3435-16 Coordinator, stunt
3435-17 Dresser, theatrical
3435-18 Girl, script
3435-21 Man, stunt
3435-22 Manager, floor: broadcasting
3435-23 Manager, stage
3435-24 Master, property: broadcasting

3435-25 Painter, body
 3435-26 Prompter
 3435-27 Tattooist
 3435-28 Technician, lighting
 3435-31 Technician, special effects
 3435-32 Technician, stage
 3435-33 Technician, theatre
 3435-34 Walker-on
 3435-35 Comedian

SUB-MAJOR GROUP 35: INFORMATION AND COMMUNICATIONS TECHNICIANS

Information and Communications Technicians provide support for the day-to-day running of computer systems, communications systems and networks and perform technical tasks related to telecommunications, broadcast of image and sound as well as other types of telecommunications signals on land, sea or in aircraft.

The tasks performed by professionals in this sub-major group usually include: Providing assistance to information and communications systems users; installing new programs and equipment; establishing, operating and maintaining network and other data communications systems; installing, monitoring and supporting Internet and Intranet websites or web server hardware or software; modifying web pages; and performing web server backup and recovery operations; controlling equipment to record sound, edit and mix image and sound recordings; controlling and maintaining transmitting and broadcast systems and satellite systems for radio and television programmes; controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft; providing technical assistance connected with research and the development of computer systems and telecommunications equipment, or testing prototypes; designing and preparing blueprints of circuitry according to the specifications given; providing technical supervision of the manufacture, utilization, maintenance and repair of

telecommunications systems. Competent performance of tasks in most occupations in this sub-major group requires skills at the **3rd and 4th KeSCO** skill level.

Occupations in this sub-major group are classified into following minor groups: -

- 351: Information and Communications
Technology Operations and User Support
Technicians**
- 352: Telecommunications and Broadcasting
Technicians.**

MINOR GROUP 351: INFORMATION AND COMMUNICATIONS TECHNOLOGY OPERATIONS AND USER SUPPORT TECHNICIANS

Information and Communications Technology Operations and User Support Technicians provide support for the day-to-day running of communications systems, computer systems and networks and provide technical assistance to users.

Tasks performed usually include: operating and controlling peripheral and related computer equipment; monitoring systems for equipment failure or errors in performance; loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral equipment operators; answering user inquiries regarding software or hardware operation to resolve problems; installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications; overseeing the daily performance of systems; setting up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software; establishing, operating and maintaining network and other data communications systems; installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software; modifying web pages; and performing web server backup and

recovery operations. . Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th **KeSCO skill level**.

Occupations in this minor group are classified into the following unit groups:

- 3511: Information and Communications Technology Operations Technicians**
- 3512: Information and Communication Technology User Support Technicians**
- 3513: Computer Network Systems Technicians**
- 3514: Web Technicians**

UNIT GROUP 3511: INFORMATION AND COMMUNICATIONS TECHNOLOGY OPERATIONS TECHNICIANS

Information and communications technology operations technicians support the day-to-day processing, operation and monitoring of information and communications technology systems, peripherals, hardware, software and related computer equipment to ensure optimal performance, and identify any problems

Tasks performed in this unit group include:- Operating and controlling peripheral and related computer equipment; entering commands, using computer terminal, and activating controls on computer and peripheral equipment to integrate and operate equipment; monitoring systems for equipment failure or errors in performance; notifying supervisor or maintenance technician of equipment malfunctions; responding to program error messages by finding and correcting problems, escalating the problem to other staff or terminating the program; reading job set-up instructions to determine equipment to be used, order of use, material such as disks and paper to be loaded, and control settings; retrieving, separating and sorting program output as needed, and sending data to specified users; loading peripheral equipment, such as printers, with selected materials for operating runs, or oversee loading of peripheral equipment by peripheral

equipment operators.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under information and communication technology is required and possession of in-depth knowledge of systems operations, peripherals, hardware, software and related computer equipment operations. In addition, possession of analytical skills is also required.

Occupational titles classified here are:

- 3511-11 Assistant, computer: engineering (operations)
- 3511-12 Operator, computer
- 3511-13 Operator, computer printer: high-speed
- 3511-14 Operator, peripheral equipment: computer
- 3511-15 Technician, engineering: systems (computers)

UNIT GROUP 3512: INFORMATION AND COMMUNICATION TECHNOLOGY USER SUPPORT TECHNICIANS

Information and Communications Technology User support technicians provide technical assistance to users, either directly or by telephone, e-mail or other electronic means, including diagnosing and resolving issues and problems with software, hardware, computer peripheral equipment, networks, databases and the Internet, and providing guidance and support in the deployment, installation and maintenance of systems.

Tasks performed in this unit group include:- Answering user inquiries regarding software or hardware operation to resolve problems; entering commands and observing system functioning to verify correct operations and detect errors; installing and performing minor repairs to hardware, software, or peripheral equipment, following design or installation specifications; overseeing the daily performance of communications and computer systems; setting up equipment for employee use, performing or ensuring

proper installation of cables, operating systems, or appropriate software; maintaining records of daily data communication transactions, problems and remedial actions taken, or installation activities; emulating or reproducing technical problems encountered by users; consulting user guides, technical manuals and other documents to research and implement solutions.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under information and communication technology is required and possession of knowledge on computer equipment diagnosis. Application of technical knowledge on guidance support in the deployment, installation and maintenance of systems together with analytical skills is also required.

Occupational titles classified here are:

3512-11 Agent, technical support: Information Communication Technology
 3512-12 Analyst, application support
 3512-13 Analyst, computer: helpdesk
 3512-14 Analyst, computer: software support
 3512-15 Analyst, desktop: support
 3512-16 Analyst, IT helpdesk
 3512-17 Analyst, PC support
 3512-18 Analyst, software: support
 3512-21 Assistant, computer: database
 3512-22 Assistant, computer: engineering (software support)
 3512-23 Assistant, computer: programming
 3512-24 Assistant, computer: systems analysis
 3512-25 Assistant, computer: user services
 3512-26 Consultant, internet: helpdesk
 3512-27 Consultant, internet: support
 3512-28 Consultant, it helpdesk
 3512-31 Consultant, software support
 3512-32 Consultant, support: Information Communication Technology
 3512-33 Consultant, technical: software support
 3512-34 Engineer, computer: computer support
 3512-35 Engineer, customer service: computer helpdesk

3512-36 Engineer, desktop support
 3512-37 Engineer, internet: helpdesk
 3512-38 Installer, software
 3512-41 Officer, computer services: helpdesk
 3512-42 Officer, customer service: computer support
 3512-43 Officer, desktop applications support
 3512-44 Officer, desktop support
 3512-45 Officer, helpdesk: IT
 3512-46 Officer, internet: helpdesk
 3512-47 Officer, internet: support
 3512-48 Officer, network support
 3512-51 Officer, support: IT
 3512-52 Operator, computer helpdesk
 3512-53 Operator, helpdesk: IT
 3512-54 Operator, helpdesk: software
 3512-55 Operator, internet helpdesk
 3512-56 Representative, internet helpdesk
 3512-57 Representative, technical: computer support
 3512-58 Support, computer
 3512-61 Support, internet
 3512-62 Support, IT
 3512-63 Technician, computer support
 3512-64 Technician, computer: user support
 3512-65 Technician, customer service support: computing
 3512-66 Technician, end user: computing
 3512-67 Technician, helpdesk: computing
 3512-68 Technician, internet helpdesk
 3512-71 Technician, software
 3512-72 Data Centre Hardware Specialist
 3512-73 Data Centre Operations Specialist

UNIT GROUP 3513: COMPUTER NETWORK SYSTEMS TECHNICIANS

Computer Network and Systems Technicians establish, operate and maintain network and other data communications systems.

Tasks performed in this unit group include:- Operating, maintaining and troubleshooting network systems; operating and maintaining data communications systems other than networks; assisting users with network and data communications problems;

identifying areas needing upgraded equipment and software; installing computer hardware, network software, operating system software and applications software; performing start up and close down as well as backup and disaster recovery operations for computer networks.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under information and communication technology is required and possession of knowledge on computer network and systems operation and maintenance together with analytical skills.

Occupational titles classified here are:

3513-11 Assistant, communications: ICT
3513-12 Assistant, computer: network
3513-13 Assistant, computer: systems design
3513-14 Technician, computer: network
3513-15 Technician, network support
3513-16 Technician, system: computer

**UNIT GROUP 3514:
WEB TECHNICIANS**

Web Technicians maintain, monitor and support the optimal functioning of Internet and Intranet websites and web server hardware and software.

Tasks performed in this unit group include:- Installing, monitoring and supporting the reliability and usability of Internet and Intranet websites or web server hardware or software; developing and maintaining documentation, policies and instructions, recording operational procedures and system logs; developing, coordinating, implementing and monitoring security measures; analyzing and making recommendations to enhance performance, including upgrading and acquiring new systems; liaising with, and providing guidance to, clients and users; modifying web pages; performing web server backup and recovery operations.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under information and communication technology is required in addition to the knowledge on functioning of Internet and Intranet websites and web server hardware and software. In addition, possession of analytical skills is required too.

Occupational titles classified here are:

3514-11 Administrator, website
3514-12 Coordinator, web: managing website
3514-13 Engineer, internet: managing websites
3514-14 Manager, e-commerce: managing website
3514-15 Manager, information: website management
3514-16 Manager, internet: managing website
3514-17 Manager, website
3514-18 Master, web
3514-21 Officer, web development
3514-22 Publisher, desk-top: web
3514-23 Publisher, electronic: internet
3514-24 Publisher, web
3514-25 Technician, website
3514-26 Webmaster

**MINOR GROUP 352:
TELECOMMUNICATIONS AND BROADCASTING
TECHNICIANS**

Telecommunications and Broadcasting Technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft, perform technical tasks connected with telecommunications engineering research and with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems.

Tasks performed usually include: Controlling equipment to record sound, edit and mix image and sound recordings; controlling and maintaining transmitting and broadcast systems and satellite

systems for radio and television programmes; controlling and maintaining radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft; providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes; designing and preparing blueprints of circuitry according to the specifications given; providing technical supervision of the manufacture, utilization, maintenance and repair of telecommunications systems. Competent performance of tasks in most occupations in this minor group requires skills at the 3rd and 4th KeSCO skill level

Occupations in this minor group are classified into the following unit groups:

3521: Broadcasting and audio-visual technicians

3522: Telecommunications engineering technicians

UNIT GROUP 3521:

BROADCASTING AND AUDIO-VISUAL TECHNICIANS

Broadcasting and audio-visual technicians control technical functioning of equipment to record and edit images and sound and for transmitting radio and television broadcasts of images and sounds, as well as other types of telecommunication signals on land, sea or in aircraft.

Tasks performed in this unit group include:- controlling equipment to record sound; controlling equipment to edit and mix image and sound recordings to ensure satisfactory quality and to create special image and sound effects; applying knowledge of principles and practices of image and sound recording and editing in order to identify and solve problems; controlling transmitting and broadcast systems and satellite systems for radio and television programmes; controlling radio communications systems, satellite services, and multiplex systems on land, sea or in aircraft; applying knowledge of principles and practices

of broadcasting, telecommunications terminals and transmissions systems, in order to identify and solve problems; making emergency repairs to equipment.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under telecommunications engineering technology is required together with technical application of knowledge to functioning of telecommunication equipment.

Occupational titles classified here are:

3521-11 Assistant, production: media
 3521-12 Assistant, production: motion picture
 3521-13 Cameraman, motion picture
 3521-14 Cameraman, video
 3521-15 Camerawoman, motion picture
 3521-16 Camerawoman, video
 3521-17 Cinematographer
 3521-18 Editor, sound
 3521-21 Mixer, sound
 3521-22 Operator, audio equipment: radio
 3521-23 Operator, audio equipment: television
 3521-24 Operator, audio-visual
 3521-25 Operator, broadcasting equipment
 3521-26 Operator, camera: motion picture
 3521-27 Operator, camera: television
 3521-28 Operator, camera: video
 3521-31 Operator, control-panel: radio
 3521-32 Operator, control-panel: television
 3521-33 Operator, dubbing equipment
 3521-34 Operator, microphone
 3521-35 Operator, public address equipment
 3521-36 Operator, recording equipment
 3521-37 Operator, studio equipment: radio
 3521-38 Operator, studio equipment: television
 3521-41 Operator, transmitting equipment: radio
 3521-42 Operator, transmitting equipment: television
 3521-43 Projectionist, cinema
 3521-44 Technician, broadcasting
 3521-45 Technician, sound: studio (radio)
 3521-46 Technician, sound: studio (television)
 3521-47 Technician, sound-effects

3521-48 Technician, sound-testing
3521-51 Technician, video

UNIT GROUP 3522: TELECOMMUNICATIONS ENGINEERING TECHNICIANS

Telecommunications Engineering Technicians perform technical tasks connected with telecommunications engineering, research, as well as with the design, manufacture, assembly, construction, operation, maintenance and repair of telecommunications systems

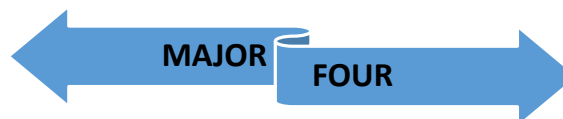
Tasks performed in this unit group include:- Providing technical assistance connected with research and the development of telecommunications equipment, or testing prototypes; studying technical material such as blue prints and sketches to determine the method of work to be adopted; preparing detailed estimates of quantities and costs of materials and labour required for the manufacture and installation of telecommunications equipment, according to the specifications given; providing technical supervision of the manufacture, utilization, maintenance and repair of telecommunications systems to ensure satisfactory performance and compliance with specifications and regulations; applying technical knowledge of telecommunications engineering principles and practices in order to identify and solve problems arising in the course of their work.

For effective and efficient performance of tasks in this unit group, formal training in one or more fields under telecommunication engineering technology together with possession of knowledge on maintenance and repair of telecommunications systems.

Occupational titles classified here are:

3522-11 Officer, ship: radio
3522-12 Operator, Morse code
3522-13 Operator, radio equipment: flight
3522-14 Operator, radio equipment: land-based

3522-15 Operator, radio equipment: sea-based
3522-16 Operator, telecommunications: equipment
3522-17 Operator, telegraphic equipment
3522-18 Technician, engineering: radar
3522-21 Technician, engineering: radio
3522-22 Technician, engineering: signal systems
3522-23 Technician, engineering: telecommunications
3522-24 Technician, engineering: telegraph
3522-25 Technician, engineering: telephone
3522-26 Telegrapher



SECRETARIAL, CLERICAL SERVICES AND RELATED WORKERS

Secretarial, Clerical Services and Related Workers record, organize, store, compute and retrieve related information, and perform a number of clerical duties in connection with money-handling operations, travel arrangements, requests for information, and appointments. Most occupations in this major group require skills at the 2nd KeSCO skill level.

Tasks performed by secretarial, clerical services and related workers usually include: carrying out secretarial duties, stenography, typing; operating word processors and other office machines; data entry; compiling numerical data; keeping records relating to stocks, production and transport; passenger and freight transport; carrying out clerical duties in libraries; filing documents; carrying out duties in connection with mail services; preparing and checking material for printing; correspondence handling; performing money-handling operations; supplying information to clients and making appointments; operating a telephone switchboard. Supervision of other workers may be included.

This major group is sub-divided into the following four sub-major groups: -

41: General and Keyboard Clerks

42: Customer Service Clerks**43: Numerical and Material Recording Clerks****44: Other Clerical Support Workers****SUB-MAJOR GROUP 41:****GENERAL AND KEYBOARD CLERKS**

General and Keyboard Clerks record, organize, store and retrieve information and perform a range of clerical and administrative tasks according to established procedures.

Tasks performed usually include: operating computers; word-processing or typewriting, recording, inputting and processing data; recording input and processing text, calculating and bookkeeping; performing a wide range of general clerical duties including preparing invoices, checking figures, filing, faxing or processing mail. Competent performance of tasks in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Occupations in this sub-major group are classified into the following three minor groups: -

411: General Office Clerks**412: Office Secretaries****413: Keyboard Operators****MINOR GROUP 411:****GENERAL OFFICE CLERKS**

General Office Clerks perform a range of clerical and administrative tasks according to established procedures.

Tasks performed usually include: Recording, preparing, sorting, classifying and filing information; sorting, opening and sending mail; photocopying and faxing documents; preparing routine reports and correspondence; recording and issuing of equipment to staff; responding to telephone or electronic enquiries or forwarding to appropriate person; checking figures, preparing invoices and recording details of financial

transactions made; transcribing information onto computers, and proofreading and correcting copy. Competent performance of tasks in most occupations in this minor group require skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit group:

UNIT GROUP 4110:**GENERAL OFFICE CLERKS**

General office clerks perform a wide range of general clerical and administrative tasks according to established procedures and mostly connected with keeping of various office records.

Tasks performed in this unit group include:- Recording, preparing, sorting, classifying and filing information; sorting, opening and sending mail; photocopying and faxing documents; preparing reports and correspondence of a routine nature; recording and issuing of equipment to staff; responding to telephone or electronic enquiries or forwarding to appropriate person; checking figures, preparing invoices and recording details of financial transactions made; transcribing information onto computers, and proof-reading and correcting copy; checking and recording time and transport schedules.

For effective and efficient performance of tasks in this unit group, one requires proficiency in clerical work which may be acquired through vocational training or work experience. In addition, communication and organization skills and basic computing proficiency are necessary.

Occupational titles classified in this unit group are:

4110-11 Clerk

4110-12 Clerk, General: Office

4110-13 Clerk, Enquiry

4110-14 Clerk, Copyright

4110-15 Copy Holder

4110-16 Timekeeper
4110-17 Timekeeper, Motor Transport

MINOR GROUP 412: OFFICE SECRETARIES

Office Secretaries use typewriters or word-processing equipment to check and transcribe correspondence and other documents, record oral or written matter to produce documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, organise and supervise filing systems, deal with routine correspondence on their own initiatives and perform a variety of administrative support tasks.

Tasks performed usually include: checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment; using various computer software packages, including spreadsheets, to provide administrative support; dealing with incoming or outgoing mail; scanning, recording and distributing mail, correspondence and documents; screening requests for meetings or appointments and helping to organize meetings; screening and recording leave and other staff-members' entitlements; organizing and supervising filing systems; dealing with routine correspondence on their own initiative. Competent performance of tasks in most occupations in this minor group, require skills at the 3rd KeSCO skill level.

Occupations in this minor group are classified into the following unit group:

UNIT GROUP 4120: OFFICE SECRETARIES

Office Secretaries use type writers or word-processing equipment to check and transcribe correspondence and other documents, record oral or written matter to

produce documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, screen requests for meetings or appointments, organise and supervise filing systems, deal with routine correspondence on their own initiatives and perform a variety of administrative support tasks.

Tasks performed in this unit group include:- Checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts to conform to office standards, using typewriter, personal computer or other word processing equipment; using various computer software packages including spreadsheets to provide administrative support; dealing with incoming or outgoing mail; scanning, recording and distributing mail, correspondence and documents; screening requests for meetings or appointments and helping to organize meetings; screening and recording leave and other staff-members' entitlements; organizing and supervising filing systems; dealing with routine correspondence on their own initiative.

For effective and efficient performance of tasks in this unit group, formal training in secretarial studies or its equivalent together with proficiency in computer applications is required. In addition, possession of good communication skills, effective time management, interpersonal skills and proficiency in word processing and file maintenance is required too.

Occupational titles classified in this unit group are:

4120-11 Secretary
4120-12 Secretary, Stenography
4120-13 Secretary, Typing
4120-14 Secretary, Word Processing
4120-15 Secretary, Executive
4120-16 Secretary, Personal

MINOR GROUP 413: KEYBOARD OPERATORS

Keyboard Operators input and process text and data, and prepare, edit and generate documents for storage, processing, publication and transmission.

Tasks performed usually include: Entering data and codes required to process information; retrieving, confirming and updating data in storage and keeping records of data input; taking records of proceedings in rapid shorthand using computerized equipment and shorthand-writing machines; transcribing information recorded in shorthand and on sound recording equipment, and proofreading and correcting copy; reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming. Competent performance of tasks in most occupations in this minor group, require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

4131: Typists and Word Processing Operators

4132: Data Entry Clerks

UNIT GROUP 4131:

TYPISTS AND WORD PROCESSING OPERATORS

Typists and Word Processing Operators transcribe type, edit and print using typewriter, tele-printer, braille, personal computer or other word processor, and record oral or written matter in shorthand.

Tasks performed in this unit group include: transcribing in typewritten form, letters, reports, documents, accounts and other material from rough drafts, corrected copies, voice recordings, or shorthand using a computer, word processor or typewriter, tele-printer, braille; checking completed work for proper spelling, grammar, punctuation and formatting; gathering and arranging the material to be typed, vari-printed, justo-printed following instructions; filing and storing completed documents on computer hard drive or disk, or maintaining a computer filing system to store, retrieve or update documents; taking dictation and

recording other matter in shorthand; reproducing the spoken word, environmental sounds and song lyrics as captions for cinema and television programming; transcribing information recorded in shorthand and on sound recording equipment.

For effective and efficient performance of tasks in this unit group, one requires proficiency in typing and word processing which may be acquired through vocational training or work experience. In addition, communication skills and basic computing proficiency are necessary.

Occupational titles classified in this unit group are:

4131-11 Clerk, Justo Writing
4131-12 Clerk, Telefax
4131-13 Clerk, Telegraph
4131-14 Clerk, Teleprinter
4131-15 Clerk, Telex
4131-16 Clerk, Typing
4131-17 Clerk, Word Processing
4131-18 Justowriter
4131-21 Operator, Word Processing
4131-22 Stenographer
4131-23 Stenographer, Typing
4131-24 Tele Typist
4131-25 Typist
4131-26 Typist, Shorthand
4131-27 Vari- Typist
4131-28 Typist, Copy
4131-31 Braille Typist
4131-32 Reporter
4131-33 Tele-Printer Operator
4131-34 Computer Operator

UNIT GROUP 4132:

DATA ENTRY CLERKS

Data Entry Clerks enter coded, statistical, financial and other numerical data into electronic equipment, computerized databases, spread sheets or other data repositories using a keyboard, mouse, or optical scanner, speech recognition software or other data

entry tools. They enter data into mechanical and electronic devices to perform mathematical calculations.

Tasks performed in this unit group include: Receiving and registering invoices, forms, records and other documents for data capture; entering numerical data, codes and text from source material into computer-compatible storage and processing devices; verifying accuracy and completeness of data and correcting entered data; operating bookkeeping and calculating machines; importing and exporting data between different database systems and soft wares

For effective and efficient performance of tasks in this unit group, possession of secondary school level education is required and proficiency in data entry and computing skills which may be acquired through vocational training or work experience.

Occupational titles classified in this unit group are:

4132-11 Clerk, Accounting
4132-12 Clerk, Adding
4132-13 Clerk, Bookkeeping
4132-14 Clerk, Calculating
4132-15 Clerk, Comptometer
4132-16 Clerk, Computing
4132-17 Clerk, Data Entry
4132-18 Clerk, Data Input
4132-21 Clerk, Invoicing
4132-22 Clerk, Payment Entry
4132-23 Clerk, Posting Machine
4132-24 Operator, Accounting
4132-25 Operator, Adding
4132-26 Operator, Bookkeeping
4132-27 Operator, Calculating
4132-28 Operator, Data Entry
4132-31 Operator, Invoicing
4132-32 Operator, Data Entry Machine
4132-33 Operator, Domestic Data Entry
4132-34 Operator, Coding Machine
4132-35 Duplicating Machine Operator/Photocopier
4132-36 Operator, Embossing Machine

4132-37 Operator, Addressing Machine

4132-38 Operator, Book Keeping

4132-41 Bill Processing Clerk

4132-42 Data Digitization Clerk

4132-43 Data Digitization Analyst

**SUB-MAJOR GROUP 42:
CUSTOMER SERVICE CLERKS**

Customer Services Clerks deal with clients in connection with money-handling operations, travel arrangements, requests for information, making appointments, operating telephone switchboards, and interviewing for surveys or to complete applications for eligibility for services.

Tasks performed usually include: Performing money-handling operations in banks, post offices, betting and gambling establishments or dealing with travel arrangements; supplying information requested by clients and making appointments; operating telephone switchboards; greeting and receiving visitors; interviewing survey respondents; interviewing applicants for services. Competent performance of tasks in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub-major group are classified into two minor groups: -

**421: Tellers, Money Collectors and Related Clerks
422: Client Information Workers**

**MINOR GROUP 421:
TELLERS, MONEY COLLECTORS AND RELATED
CLERKS**

Tellers, Money Collectors and Related Clerks perform money-handling operations in establishments relating to banking, postal services, betting or gambling, pawning and debt-collecting.

Tasks performed usually include: Dealing with clients in banks or post offices in connection with money

operations or postal services; receiving and paying off bets on results of sporting events; conducting gambling games; lending money against articles deposited or other securities; collecting debts and other payments. Competent performance of tasks in most occupations in this minor group, require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

4211: Bank Tellers and Related Clerks

4212: Bookmakers, Croupiers and Related Gaming Workers

4213: Pawnbrokers and Money Lenders

4214: Debt Collectors and Related Workers
GAMING WORKERS

UNIT GROUP 4211:

BANK TELLERS AND RELATED CLERKS

Bank Tellers and Related Clerks deal directly with clients in banks or post offices in connection with receiving, changing and paying out money, or providing mail services.

Tasks performed in this unit group include: Processing customer cash deposits and withdrawals, cheques, transfers, bills, credit card payments, money orders, certified cheques and other related banking transactions; crediting and debiting clients' accounts; paying bills and making money transfers on clients' behalf; receiving mail, selling postage stamps and conducting other post office counter business such as bill payments, money transfers and related business; changing money from one currency to another, as requested by clients; making records of all transactions and reconciling them with cash balance.

For effective and efficient performance of tasks in this unit group, one requires proficiency in banking which may be acquired through tertiary training. In addition, communication and basic computing skills are necessary.

Occupational titles classified in this unit group are:

4211-11 Assistant, Bank
4211-12 Cashier, Bank
4211-13 Cashier, Change-Booth
4211-14 Cashier, Currency: Exchange
4211-15 Changer, Money
4211-16 Clerk, Bank
4211-17 Clerk, Post Office: Counter
4211-18 Teller, Bank
4211-21 Cashier
4211-22 Teller
4211-23 Clerk, Ticket

UNIT GROUP 4212:

BOOKMAKERS, CROUPIERS AND RELATED

Bookmakers, Croupiers and Related Gaming Workers determine odds and receive and pay off bets on results of sporting or other events, or conduct games of chance in gambling establishments.

Tasks performed in this unit group include: Determining risks to decide odds and to hedge or refuse bets; preparing and issuing lists of approximate odds; distributing cards, rolling dice or spinning a roulette wheel: explaining and interpreting operating rules of a gambling establishment; announcing winning numbers, paying winners and collecting payments from losers.

For effective and efficient performance of tasks in this unit group, one requires numeracy skills and an understanding of odds in gambling and betting which may be acquired through work experience. In addition, organisational and financial management skills are necessary.

Occupational titles classified in this unit group are:

4212-11 Bookmaker
4212-12 Clerk, Bookmaking
4212-13 Croupier

4212-14 Croupier, Gambling-Table
4212-15 Dealer, Gaming

UNIT GROUP 4213: PAWNBROKERS AND MONEY-LENDERS

Pawnbrokers and Money-Lenders lend money against articles deposited as pledges, or against property or other security.

Tasks performed in this unit group include: Evaluating articles offered as pledges, calculating interest, and lending money; returning articles when the loan is paid or, in the event of non-payment, selling pledged articles; lending money as personal loans against success of future harvest and other similar undertakings; collecting loans when the pledge involved the success of future harvest and other similar undertakings; keeping a record of items received and money distributed and received.

For effective and efficient performance of tasks in this unit group, one requires proficiency in financial management may be acquired through vocational training or work experience. In addition, communication skills and ability to persuade clients is necessary.

Occupational titles classified in this unit group are:

4213-11 Lender, Money
4213-12 Pawnbroker

UNIT GROUP 4214: DEBT COLLECTORS AND RELATED WORKERS

Debt Collectors and Related Workers collect payments on overdue accounts, bad cheques and charity payments.

Tasks performed in this unit group include: - Tracing and locating debtors; telephoning, visiting, or writing to customers to collect money or arrange for later payments; preparing reports including amounts

collected and maintain records and files related to collection work; recommending legal action or discontinuation of service when payment cannot be otherwise obtained; asking for and collecting charity payments.

For effective and efficient performance of tasks in this unit group, one requires proficiency in financial management may be acquired through vocational training or work experience. In addition, negotiations, communication and record keeping skills are necessary.

Occupational titles classified in this unit group are:

4214-11 Clerk, Bills
4214-12 Collector, Account
4214-13 Collector, Bill and Account
4214-14 Collector, Charity
4214-15 Collector, Debt
4214-16 Collector, Payment
4214-17 Collector, Rent

MINOR GROUP 422: CLIENT INFORMATION WORKERS

Client Information Workers provide or obtain information in person, by telephone or electronic means such as e-mail in connection with making travel arrangements, describing the products or services of an organization, registering and greeting guests and visitors, making appointments, connecting telephone calls and collecting information from survey respondents or applicants for services.

Tasks performed usually include: Preparing itineraries and making travel and hotel reservations for clients; greeting and receiving clients and visitors; registering accommodation guests; providing information concerning the goods, services or policies of an organization; making appointments; operating a telephone switchboard; interviewing survey respondents and applicants for eligibility. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

- 4221: Travel Consultants and Clerks**
- 4222: Contact Centre Information Clerks**
- 4223: Telephone and Switchboard Operators**
- 4224: Hotel Receptionists**
- 4225: Inquiry Clerks**
- 4226: Receptionists General**
- 4227: Survey and Market Research Interviewers**
- 4228: Other Client Information Workers**

UNIT GROUP 4221: TRAVEL CONSULTANTS AND CLERKS

Travel Consultants and Clerks supply information, arrange travel itineraries, obtain travel and accommodation reservations and organize group tours.

Tasks performed include: obtaining information about the availability, cost and convenience of different types of transport and accommodation, ascertaining customer's requirements and advising them on travel arrangements; preparing itineraries; making and confirming reservations; issuing tickets and vouchers; helping customers in obtaining necessary travel documents such as visas; preparing bills and receiving payments; organizing group tours for business or vacation travel and selling them to groups or individuals.

For effective and efficient performance of tasks in this unit group, possession of formal secondary school level education is required. In addition, possession of excellent communication and interpersonal skills, attention to details and excellent organizational skills is also required.

For effective and efficient performance of tasks in this unit group, one requires proficiency in tour and travel management and may be acquired through vocational training or work experience. In addition, ability to

ensure safety of clients and communication skills are necessary.

Occupational titles classified in this unit group are:

- 4221-11 Adviser, Travel
- 4221-12 Agent, Booking: Travel
- 4221-13 Agent, Check-In
- 4221-14 Agent, Ticket: Airline
- 4221-15 Agent, Ticket: Travel
- 4221-16 Agent, Travel
- 4221-17 Attendant, Airport: Check-In
- 4221-18 Attendant, Check-In: Airline
- 4221-21 Clerk, Bookings: Travel
- 4221-22 Clerk, Check-In: Airport
- 4221-23 Clerk, Information: Travel
- 4221-24 Clerk, Reservations: Travel
- 4221-25 Clerk, Ticket Issuing: Travel
- 4221-26 Clerk, Tourism Information
- 4221-27 Clerk, Travel
- 4221-28 Clerk, Travel Agency
- 4221-31 Clerk, Travel Desk
- 4221-32 Consultant, Travel
- 4221-33 Counsellor, Tourism Information
- 4221-34 Counsellor, Travel
- 4221-35 Counsellor, Visitor Information
- 4221-36 Officer, Tourism Information
- 4221-37 Travel Consultant and Organizers
- 4221-38 Flight Attendants and Travel Stewards

UNIT GROUP 4222: CONTACT CENTRE INFORMATION CLERKS

Contact Centre Information Clerks provide advice and information to clients; respond to queries regarding a company's or an organization's goods, services or policies, and process financial transactions using the telephone or electronic communications media, such as email. They are located in premises that may be remote from clients or other operations of the organizations or companies about whom information is provided.

Tasks performed in this unit group include dealing with

incoming calls and messages from clients, whether to answer queries, handle calls for service or sort out complaints; identifying requirements and entering events into a computer system; dispatching tasks to other units, when relevant; invoicing or handling payments, where necessary; sending letters, information sheets and other documents to clients; advising clients of additional products or services

For effective and efficient performance of tasks in this unit group, one requires proficiency in information and communication may be acquired through vocational training or work experience. In addition, etiquette, record keeping and interpersonal skills are necessary.

Occupational titles classified in this unit group are:

4222-11 Agent, Directory Assistance
4222-12 Assistant, Call Centre
4222-13 Clerk, Call Centre
4222-14 Clerk, Customer Contact Centre
4222-15 Clerk, Information: Call Centre
4222-16 Clerk, Information: Customer Contact Centre
4222-17 Coach, Call Centre
4222-18 Coach, Contact Centre
4222-21 Coach, Phone
4222-22 Officer, Customer Service: Call Centre
4222-23 Officer, Customer Service: Directory Assistance
4222-24 Operator, Call Centre
4222-25 Operator, Directory Assistance

**UNIT GROUP 4223:
TELEPHONE AND SWITCHBOARD OPERATORS**

Telephone and Switchboard Operators operate telephone communications switchboards and consoles to establish telephone connections, receive caller inquiries and service problem reports, and record and relay messages to staff or clients.

Tasks performed usually include: operating switchboards and consoles to connect, hold, transfer, and disconnect telephone calls; making connections

for outgoing calls; dealing with telephone inquiries and recording messages; forwarding messages to staff or clients; investigating operating system problems and informing repair services.

For effective and efficient performance of tasks in this unit group, one requires proficiency in information and communication may be acquired through vocational training or work experience. In addition, etiquette, record keeping and interpersonal skills are necessary.

Occupational titles classified in this unit group are:

4223-11 Operator, Answering Service
4223-12 Operator, Switchboard: Telephone
4223-13 Operator, Telephone

**UNIT GROUP 4224:
HOTEL RECEPTIONISTS**

Hotel Receptionists register guests, assign rooms, issue keys, provide information concerning the hotel services, make room reservations, keep a record of rooms available for occupancy and present statements of charges to departing guests and receive payment. Tasks performed usually include: maintaining an inventory of rooms available for occupancy, reservations and room assignments; registering arriving guests, assigning rooms; verifying customer's credit and issuing room keys; providing information regarding hotel services and services available in the community; providing information about availability of accommodation and making room reservations; responding to guests' requests for housekeeping and maintenance services as well as complaints; contacting housekeeping or maintenance services when guests report problems; compiling and checking guest accounts for charges using computerized or manual systems; receiving and forwarding messages in person or using telephone or telephone switchboard; reviewing statements of charges to departing guests and receiving payment

For effective and efficient performance of tasks in this

unit group, one requires proficiency in hospitality may be acquired through vocational training or work experience. In addition, communication, etiquette, record keeping and interpersonal skills are necessary.

Occupational titles classified in this unit group are:

4224-11 Clerk, Hotel Front Desk
4224-12 Receptionist, Hotel

**UNIT GROUP 4225:
INQUIRY CLERKS**

Enquiry clerks respond to personal, written, electronic mail, and telephone enquiries and complaints about the organization's goods, services and policies, provide information and refer people to other sources; are employed in locations which put them in direct contact with clients or with the production of the goods and services provided.

Tasks performed in this unit group include answering inquiries about goods, services, and policy and providing information about their availability, location, price and related issues; responding to enquiries about problems and providing advice, information and assistance; recording information about enquiries and complaints; referring complex enquiries to team leaders or expert advisers; issuing relevant forms, information kits and brochures to interested parties.

For effective and efficient performance of tasks in this unit group, one requires proficiency in communications may be acquired through vocational training or work experience. In addition, customer services, etiquette, record keeping and interpersonal skills are necessary.

Occupational titles classified in this unit group are:

4225-11 Clerk, Enquiry
4225-12 Clerk, Information
4225-13 Clerk, Inquiries: Counter

UNIT GROUP 4226

RECEPTIONISTS (GENERAL)

Receptionists (General) receive and welcome visitors, clients, or guests and respond to enquiries and requests including arranging for appointments.

Tasks performed in this unit group include: -Receiving and welcoming visitors, guests or clients; making appointments for clients; dealing with telephone requests for information or appointments; directing clients to appropriate location or person; supplying information pamphlets, brochures or forms.

For effective and efficient performance of tasks in this unit group, one requires secondary level of education and training in customer care. In addition, etiquette, record keeping and interpersonal skills are necessary.

Occupational titles classified in this unit group are:

4226-11 Clerk, Appointments
4226-12 Receptionist
4226-13 Receptionist, Dental
4226-14 Receptionist, Medical Office

**UNIT GROUP 4227:
SURVEY AND MARKET RESEARCH
INTERVIEWERS**

Survey and Market Research Interviewers interview people and record their responses to survey and market research questions on a range of topics.

Tasks performed include: contacting individuals by telephone or in person and explaining the purpose of the interview; asking questions following the outlines of questionnaires and surveys; recording responses on paper or entering responses directly into a computer database through computer- assisted interviewing systems; identifying and resolving inconsistencies in responses; providing feedback to survey sponsors concerning problems in obtaining valid data.

For effective and efficient performance of tasks in this

unit group, one requires communication skills and basic understanding of research methods.

Occupational titles classified in this unit group are:

4227-11 Assistant, Survey: Interviewing
4227-12 Interviewer, Market Research
4227-13 Interviewer, Public Opinion
4227-14 Interviewer, Survey
4227-15 Officer, Field: Interviewing
4227-16 Officer, Field: Market Research
4227-17 Operator, Call Centre: Conducting Surveys
4227-18 Operator, Telephone: Market Research
4227-21 Operator, Telephone: Surveying
4227-22 Researcher, Interviewing: Market Research
4227-23 Researcher, Interviewing: Surveys
4227-24 Researcher, Market: Cold Calling
4227-25 Researcher, Market: Interviewing or
Conducting Surveys
4227-26 Researcher, Market: Telephone
4227-27 Supervisor, Market Research: Interviewing
4227-28 Surveyor, Market Research
4227-31 Surveyor, Telephone

UNIT GROUP 4228:

OTHER CLIENT INFORMATION WORKERS

Other client information workers obtain and process information from clients needed to determine eligibility for services.

Tasks performed in this unit group include: interviewing patients to obtain and process information required to provide hospital services; interviewing applicants for public assistance to gather information pertinent to their application; verifying the accuracy of information provided; initiating procedures to grant, modify, deny or terminate assistance; providing information and answering questions concerning benefits and claims procedures; referring patient or applicant to other organizations if they are ineligible for services.

For effective and efficient performance of tasks in this unit group, one requires communication and

interviewing skills.

Occupational titles classified in this unit group are:

4228-11 Clerk, Hospital Admissions
4228-12 Clerk, Ward
4228-13 Consultant, Eligibility
4228-14 Interviewer, Eligibility
4228-15 Specialist, Eligibility

SUB-MAJOR GROUP 43:

NUMERICAL AND MATERIAL RECORDING CLERKS

Numerical and Material Recording Clerks obtain, compile and compute accounting, book keeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters. Some occupations classified here are to keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Tasks performed usually include: Helping with accounting and bookkeeping records and computations; calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages, taking charge of cash transactions incidental to the business; obtaining, compiling and computing statistical or actuarial data; performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment; recording produced, stocked, ordered and dispatched goods; recording production materials received, put into stock or issued; computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules; keeping records of operational aspects and coordinating the timing of passenger and freight transport. Competent performance of tasks in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub-major group are classified into two minor groups: -

431: Numerical Clerks

432: Material Recording and Transport Clerks

**MINOR GROUP 431:
NUMERICAL CLERKS**

Numerical Clerks obtain, compile and compute accounting, bookkeeping, statistical, financial, and other numerical data, and take charge of cash transactions incidental to business matters.

Tasks performed usually include: helping with accounting and bookkeeping records and computations; calculating unit production costs; calculating wages and in some cases preparing wage packets and paying wages; taking charge of cash transactions incidental to the business; obtaining, compiling and computing statistical or actuarial data; performing clerical tasks relating to the financial transactions of an insurance establishment, bank or similar establishment. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

4311: Accounting and Book Keeping Clerks

4312: Statistical, Finance and Insurance Clerks

4313: Payroll Clerks

**UNIT GROUP 4311:
ACCOUNTING AND BOOK KEEPING CLERKS**

Accounting and Book Keeping Clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

Tasks performed in this unit group include Checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes; operating computers programmed with accounting software to record, store, and analyze information; classifying, recording, and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers; calculating, preparing, and issuing bills, invoices, account statements, and other financial statements according to established procedures; compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.

For effective and efficient performance of tasks in this unit group, one requires numeracy, financial, communication and computing skills. In addition, record keeping and organizational skills are also necessary.

Occupational titles classified in this unit group are:

4311-11 Clerk, Accounts

4311-12 Clerk, Auction

4311-13 Clerk, Bookkeeping

4311-14 Clerk, Cash-Accounting

4311-15 Clerk, Cost Computing

4311-16 Clerk, Invoice

4311-17 Clerk, Ledger

4311-18 Clerk, Office Cash

**UNIT GROUP 4312:
STATISTICAL, FINANCE AND INSURANCE
CLERKS**

Statistical, Finance and Insurance Clerks obtain, compile and compute statistical or actuarial data or perform clerical tasks relating to the transactions of insurance establishments, banks and other financial establishments.

Tasks performed include: processing insurance enrolments, cancellations, claims transactions, policy changes and payments; obtaining and compiling statistical or actuarial data based on routine or special sources of information; calculating totals, averages, percentages and other details and presenting them in the required tabular form; preparing financial documents, and calculating interest or brokerage charges and stamp duties payable; maintaining records of bonds, shares and other securities bought or sold on behalf of clients or employer

For effective and efficient performance of tasks in this unit group, one requires basic insurance, statistical and financial training. In addition, computing, record keeping and organizational skills are necessary.

Occupational titles classified in this unit group are:

4312-11 Assistant, Broker's
4312-12 Assistant, Insurance: Adjustment
4312-13 Assistant, Insurance: Claims
4312-14 Assistant, Insurance: Policy
4312-15 Clerk, Actuarial
4312-16 Clerk, Adjustment
4312-17 Clerk, Audit
4312-18 Clerk, Bond
4312-21 Clerk, Brokerage
4312-22 Clerk, Collateral
4312-23 Clerk, Credit
4312-24 Clerk, Estimating
4312-25 Clerk, Finance
4312-26 Clerk, Insurance
4312-27 Clerk, Investment
4312-28 Clerk, Mortgage
4312-31 Clerk, Rating
4312-32 Clerk, Securities
4312-33 Clerk, Statistical
4312-34 Clerk, Tax
4312-35 Enumerator, Field

**UNIT GROUP 4313:
PAYROLL CLERKS**

Payroll Clerks collect, verify and process payroll information and compute pay and benefit entitlements for employees within a department, company or other establishment.

Tasks performed include: maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems; preparing and verifying statements of earnings for employees, indicating gross and net salaries and deductions such as taxes, union dues, garnishments and insurance and pension plans; preparing employee payments and benefit payments by cheque or electronic transfer; reviewing time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies; verifying attendance, hours worked, and pay adjustments, and posting information onto designated records

For effective and efficient performance of tasks in this unit group, one requires basic knowledge finance and accounting. In addition, computing, record keeping and organizational skills are necessary.

Occupational titles classified in this unit group are:

4313-11 Clerk, Payroll
4313-12 Clerk, Salaries
4313-13 Clerk, Wages

**MINOR GROUP 432:
MATERIAL RECORDING AND TRANSPORT
CLERKS**

Material Recording and Transport Clerks keep records of goods produced, purchased, stocked, dispatched, and of materials needed at specified production dates, or keep records of operational aspects and coordinate the timing of passenger and freight transport.

Tasks performed usually include: recording produced, stocked, ordered and dispatched goods; recording production materials received, put into stock or issued;

computing quantities of the production materials required at specified dates and helping with preparation and checking of production operation schedules; keeping records of operational aspects and coordinating the timing of passenger and freight transport. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

4321: Stock Clerks

4322: Production Clerks

4323: Transport Clerks

UNIT GROUP 4321:

STOCK CLERKS

Stock Clerks maintain records of goods produced and production materials received, weighed, issued, dispatched or put into stock.

Tasks performed are: arranging and controlling receipt and dispatch of goods and keeping relevant records; maintaining stock records, verifying issue of goods, estimating needs and making requisitions of new stocks; receiving, storing and issuing tools, spare parts, or various equipment and maintaining relevant records; weighing goods received, issued, produced, or dispatched and maintaining relevant records; compiling inventories of furniture and other items received for storage;

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in supply chain. In addition, computing, record keeping, material recording and organizational skills are necessary.

Occupational titles classified in this unit group are:

4321-11 Attendant, Tool Crib
4321-12 Clerk, Control: Stock
4321-13 Clerk, Depository: Furniture

4321-14 Clerk, Dispatch: Stock
4321-15 Clerk, Freight
4321-16 Clerk, Freight: Dispatching
4321-17 Clerk, Freight: Inward
4321-18 Clerk, Goods: Inward
4321-21 Clerk, Inventory: Stock Control
4321-22 Clerk, Receiving
4321-23 Clerk, Records: Stock Control
4321-24 Clerk, Scale
4321-25 Clerk, Stock
4321-26 Clerk, Storeroom
4321-27 Clerk, Supply
4321-28 Clerk, Tally
4321-31 Clerk, Warehouse
4321-32 Clerk, Weighbridge
4321-33 Clerk, Weighing
4321-34 Operator, Weighbridge
4321-35 Meter Reader
4321-36 Meter Reader, Electricity
4321-37 Meter Reader, Water
4321-38 Keeper, Stock Records
4321-41 Clerk, Store
4321-42 Store Man
4321-43 Storekeeper

UNIT GROUP 4322:

PRODUCTION CLERKS

Production Clerks compute quantities of materials required at specified dates for manufacturing, construction and similar production programmes, and prepare and check production operation schedules.

Tasks performed usually include: computing quantities, qualities and types of materials required by production programme; preparing production requirements schedules, ensuring that materials are available when needed, and keeping relevant records; preparing or assisting in the preparation of production operation schedules on the basis of customers' orders and production capacity and performance; verifying stocks, arranging deliveries and investigating delays; recording and coordinating the flow of work and materials between departments.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in production process. In addition, record keeping computing and organizational skills are necessary.

Occupational titles classified in this unit group are:

4322-11 Clerk, Order: Materials
 4322-12 Clerk, Planning: Materials
 4322-13 Clerk, Production
 4322-14 Clerk, Production Planning: Coordination
 4322-15 Clerk, Production Planning: Schedule
 4322-16 Clerk, Schedule: Materials
 4322-17 Clerk, Production Dispatching
 4322-18 Clerk, Production Receiving

**UNIT GROUP 4323:
 TRANSPORT CLERKS**

Transport Clerks keep records of operational aspects and coordinate the timing of train, road and air passenger and freight transport, and prepare reports for management.

Tasks performed are: keeping records of operational aspects and coordinating the timing of passenger and freight transport; directing train routings within a division or zone of a railway system and keeping related records; directing, controlling and keeping records of freight handling at a railway yard; coordinating and keeping records of operational activities concerning road transport, such as allocation and scheduling of vehicles and drivers, loading and unloading of vehicles and storage of goods in transit; coordinating and keeping records of operational activities concerning air transport of passengers and freight, such as passenger lists and freight manifests; preparing reports for management.

For effective and efficient performance of tasks in this unit group, one requires knowledge in transport management. In addition, record keeping, report

writing and computing skills are necessary.

Occupational titles classified in this unit group are:

4323-11 Clerk, Air Transport Operations
 4323-12 Clerk, Dispatch: Air Transport
 4323-13 Clerk, Flight Operations
 4323-14 Clerk, Freight: Receiving
 4323-15 Clerk, Freight: Routing
 4323-16 Clerk, Freight: Shipping
 4323-17 Clerk, Freight: Traffic
 4323-18 Clerk, Goods: Railway
 4323-21 Clerk, Logistics
 4323-22 Clerk, Transport
 4323-23 Controller, Clerical: Air Transport Service
 4323-24 Controller, Clerical: Airline Traffic
 4323-25 Controller, Clerical: Railway Service
 4323-26 Controller, Clerical: Train
 4323-27 Controller, Clerical: Transport Service
 4323-28 Dispatcher, Clerical: Aircraft
 4323-31 Dispatcher, Clerical: Boat
 4323-32 Dispatcher, Clerical: Bus
 4323-33 Dispatcher, Clerical: Gas Pipelines
 4323-34 Dispatcher, Clerical: Oil Pipelines
 4323-35 Dispatcher, Clerical: Railway
 4323-36 Dispatcher, Clerical: Train
 4323-37 Dispatcher, Clerical: Transport Service
 4323-38 Dispatcher, Clerical: Truck
 4323-41 Inspector, Clerical: Railway Transport
 (Service)
 4323-42 Inspector, Clerical: Road Transport (Service)
 4323-43 Master, Float
 4323-44 Superintendent, Clerical: Barge
 4323-45 Superintendent, Clerical: Cargo
 4323-46 Superintendent, Clerical: Ferry
 4323-47 Superintendent, Clerical: Quay
 4323-48 Superintendent, Clerical: Railway (Depot)
 4323-51 Superintendent, Clerical: Road Transport
 (Depot)
 4323-52 Superintendent, Clerical: Road Transport
 (Traffic)
 4323-53 Superintendent, Clerical: Water Transport
 (Terminal)
 4323-54 Superintendent, Clerical: Wharf

4323-55 Wharfinger
4323-56 Yardmaster, Railway
4323-57 Clerk, Freight
4323-58 Clerk, Railway Transport Services
4323-61 Clerk, Road Transport Services
4323-62 Clerk, Traffic
4323-63 Clearing and Forwarding Clerk

SUB-MAJOR GROUP 44: OTHER CLERICAL SUPPORT WORKERS

Other Clerical Support Workers perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, maintain personnel records, check material for consistency with original source material and write on behalf of illiterate persons.

Tasks performed usually include: Recording information regarding acquisition, issue and return of library books; maintaining personnel records; classifying and filing various documents and other records; sorting, recording and delivering mail from post offices, as well as from or within an enterprise; coding; correcting proofs; performing a number of miscellaneous clerical duties; writing on behalf of persons who are unable to read and write. Competent performance of tasks in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub-major group are classified into one minor group: -

441: Other Clerical Support Workers

MINOR GROUP 441: OTHER CLERICAL SUPPORT WORKERS

Other Clerical Support Workers perform clerical duties in newspapers, courts, libraries and post offices, file documents, prepare information for processing, check material for consistency with original source material, maintain personnel records and write on behalf of persons who are unable to read or write.

Tasks performed usually include: recording information regarding acquisition, issue and return of library books; classifying and filing various documents and other records; maintaining personnel records; sorting, recording and delivering mail from post offices, as well as from or within an enterprise; coding; correcting proofs; performing a number of miscellaneous clerical duties; writing on behalf of persons who are unable to read or write. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

- 4411: Library, Mail and Related Clerks**
- 4412: Mail Carriers and Sorting Clerks**
- 4413: Coding, Proof Reading and Related Clerks**
- 4414: Scribes and Related Workers**
- 4415: Filing and Copying Clerks**
- 4416: Personnel Clerks**
- 4417: Other clerical Workers**

UNIT GROUP 4411: LIBRARY, MAIL AND RELATED CLERKS

Library Clerks issue and receive library materials, sort and shelve books, sound and vision recordings, periodicals, journals, magazines and newspapers and provide general library information to library users.

Tasks performed in this unit group include: issuing and receiving library books and other materials; re-shelving books and other library materials; performing clerical activities such as manual and electronic filing, word processing and occasional typing; maintaining journal subscriptions; assisting library users in accessing basic library materials and making interlibrary loans; maintaining library records relating to the acquisition, issue and return of books and other materials.

For effective and efficient performance of tasks in this unit group, one requires basic training in library

science. In addition, possession of excellent organizational and record keeping skills are necessary.

Occupational titles classified in this unit group are:

4411-11 Assistant, Library
4411-12 Clerk, Acquisitions: Library
4411-13 Clerk, Book-Loan
4411-14 Clerk, Classification: Library
4411-15 Clerk, Franking Machine
4411-16 Clerk, Index
4411-17 Clerk, Library
4411-18 Clerk, Loans: Library
4411-21 Filer, Library
4411-22 Mimeographer
4411-23 Officer, Loans: Library
4411-24 Attendant, Library

**UNIT GROUP 4412:
MAIL CARRIERS AND SORTING CLERKS**

Mail Carriers and Sorting Clerks perform sorting, recording, delivery and other duties in connection with mail services from post offices or related organizations, as well as from or within an establishment.

Tasks performed include: performing mail-handling duties in public post offices or privately owned delivery establishments; sorting and delivering mail to private houses and businesses; providing delivery confirmation records when requested by the client; sorting and keeping simple records of incoming and outgoing correspondence and dispatching outgoing mail in various establishments;

For effective and efficient performance of tasks in this unit group, one requires organisational, integrity and communication skills.

Occupational titles classified in this unit group are:

4412-11 Carrier, Post
4412-12 Clerk, Dispatch: Mail

4412-13 Clerk, Mail
4412-14 Clerk, Sorting: Mail
4412-15 Controller, Clerical: Mail
4412-16 Controller, Clerical: Postal Service
4412-17 Mailman/Post Man
4412-18 Mailwoman/Post Woman
4412-21 Officer, Postal
4412-22 Postie

**UNIT GROUP 4413:
CODING, PROOF READING AND RELATED CLERKS**

Coding, Proof Reading and Related Clerks convert information into codes, verify and correct proofs, and perform a number of miscellaneous clerical duties.

Tasks performed usually include: converting information into codes and classifying information by codes for data-processing purposes; comparing proofs of texts and related material prepared for printing with original material, correcting errors and marking texts for printer according to the established rules; sorting forms and marking them with identification numbers; sorting documents for filing or to collate sets of pages; addressing circulars and envelopes by hand.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in editing, fact-checking in addition to communication skills.

Occupational titles classified in this unit group are:

4413-11 Clerk, Classification: Data Processing
4413-12 Clerk, Classification: Statistics
4413-13 Clerk, Coding
4413-14 Clerk, Coding: Data-Processing
4413-15 Clerk, Coding: Statistics
4413-16 Clerk, Listing
4413-17 Clerk, Proofreading
4413-21 Clerk, Scripts
4413-22 Coder, Clerical
4413-23 Coder, Data-Processing
4413-24 Coder, Statistics

4413-25 Proof Reader

**UNIT GROUP 4414:
SCRIBES AND RELATED WORKERS**

Scribes and Related Workers write letters and complete forms on behalf of illiterate persons.

Tasks performed in this unit group include: reading letters and other written matter to persons who are unable to read or write and providing necessary interpretation and information; writing letters and completing forms on behalf of others; offering advice to individuals and interpreting and helping with the completion of government and other official forms;

For effective and efficient performance of tasks in this unit group, one requires proficiency in writing and ability to multi-task, interpret and communicate effectively.

Occupational titles classified in this unit group are:

4414-11 Clerk, Form Filling: Assistance
4414-12 Scribe
4414-13 Writer, Public

**UNIT GROUP 4415:
FILING AND COPYING CLERKS**

Filing and Copying Clerks file correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. They locate and remove material from file when requested and photocopy, scan or fax documents.

Tasks performed include: sorting or classifying materials according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order; filing material in drawers, cabinets and storage boxes; locating and removing materials from files when required; keeping records of materials filed and removed; photocopying, scanning or faxing documents.

For effective and efficient performance of tasks in this unit group, one requires proficiency in record keeping and attention to details, adept typing and word processing.

Occupational titles classified in this unit group are:

4415-11 Clerk, Copying
4415-12 Clerk, Document Duplication
4415-13 Clerk, Filing
4415-14 Clerk, Photocopying
4415-15 Clerk, Reproduction Processes: Office
4415-16 Operator, Cyclo - Styling Machine
4415-17 Registry Clerk

**UNIT GROUP 4416:
PERSONNEL CLERKS**

Personnel Clerks Personnel clerks maintain and update personnel records such as information on transfers and promotions, performance evaluations, employee leave taken and accumulated, salaries, qualifications and training.

Tasks performed include: updating information on, employment history, salaries, performance evaluations, qualifications and training and leave taken and accumulated; initiating records for newly appointed workers and checking records for completeness; processing applications for employment and promotions and advising applicants of results; receiving and answering inquiries about employment entitlements and conditions; sending out job applications and announcements of job openings and job examinations; maintaining and updating manual and computerized filing and registration systems, and compiling and preparing reports and documents relating to personnel activities; storing and retrieving personnel records and files on request.

For effective and efficient performance of tasks in this unit group, one requires proficiency in training in human resource management and record keeping.

Occupational titles classified in this unit group are:

4416-11 Assistant, Human Resource
4416-12 Clerk, Human Resources
4416-13 Clerk, Leave
4416-14 Clerk, Personnel
4416-15 Clerk, Records: Personnel
4416-16 Clerk, Recruitment
4416-17 Clerk, Roster
4416-18 Clerk, Rostering Workers
4416-21 Clerk, Staff
4416-22 Coordinator, Crewing
4416-23 Officer, Crewing
4416-24 Officer, Rostering
4416-25 Programmer, Workforce
4416-26 Scheduler, Crew

**UNIT GROUP 4417:
OTHER CLERICAL WORKERS**

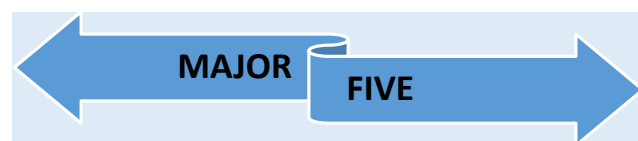
This unit group covers clerical support workers as correspondence clerks, press clippers and publication clerks.

Tasks performed include: receiving customers' orders for classified advertising, writing and editing copy, calculating advertising rates and billing customers; writing business and government correspondence such as replies to requests for information and assistance, damage claims, credit and billing enquiries and service complaints; assisting in the preparation of periodicals, advertisements, catalogues, directories and other material for publication; reading newspapers, magazines, press releases and other publications to locate and file articles of interest to staff and clients.

For effective and efficient performance of tasks in this unit group, one requires proficiency in record keeping, organization, writing, confidentiality and attention to detail.

Occupational titles classified here are:

4417-11 Clerk, Addressing Machine
4417-12 Clerk, Advertising
4417-13 Clerk, Classified Advertising
4417-14 Clerk, Compilation: Directory
4417-15 Clerk, Correspondence
4417-16 Clerk, List: Addresses
4417-17 Clerk, List: Mail
4417-18 Clerk, Publication
4417-21 Clipper, Press
4417-22 Compiler, Directory



**SERVICE WORKERS, SHOP AND MARKET SALES
WORKERS**

Service Workers provide personal and protective services related to travel, housekeeping, catering, personal care, protection against fire and unlawful acts. Shop and Market Sales Workers display and sell goods in wholesale or retail shops and similar establishments, as well as at stalls and in markets.

Tasks performed by services, shop and market sales workers usually include: organizing and providing services during travel; housekeeping; preparing and serving of food and beverages; caring for children; providing personal and basic health care at homes or in institutions, as well as hairdressing, beauty treatment and companionship; telling fortunes; embalming and arranging funerals; providing security services and protecting individuals and property against fire and unlawful acts; enforcing of law and order; posing as models for advertising, artistic creation and display of goods; selling goods in wholesale or retail establishments, as well as at stalls and on markets; and demonstrating goods to potential customers. Supervision of other workers may be included. Competent performance in most occupations

in this major group requires skills at the **2nd and 3rd KeSCO** skill level.

This major group is divided into the following sub-major groups: -

51: Personal Services Workers

52: Sales Workers

53: Personal Care Workers

54: Protective Services Workers

SUB-MAJOR GROUP 51: PERSONAL SERVICES WORKERS

Personal Services Workers provide personal services related to travel, housekeeping, catering and hospitality, hairdressing and beauty treatment, animal care grooming and training, companionship and other services of a personal nature.

Tasks performed by workers in this sub-major group usually include; organizing and providing services in connection with travel and sightseeing; housekeeping; preparing and serving food and beverages; hairdressing and beauty treatment; telling fortunes; embalming and arranging funerals; grooming, caring for and training animals; teaching people to drive motor vehicles; providing companionship and other personal services. Supervision of other workers may be included. Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub- major group are classified into the following minor groups: -

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

MINOR GROUP 511:

TRAVEL ATTENDANTS, CONDUCTORS AND GUIDES

Travel Attendants, Conductors and Guides provide various personal services in connection with travelling by aircraft, train, ship, bus or other vehicle, and escorting individuals and groups on travel tours, sightseeing visits and excursions.

Tasks performed in this minor group usually include: ensuring the comfort and safety of passengers; serving food and refreshments; providing information and answering questions in connection with travel; collecting or issuing tickets on board public transport; accompanying individuals or groups on sightseeing tours or excursions and describing points of interest. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups: -

5111: Travel Attendants and Travel Stewards

5112: Transport Conductors

5113: Travel Guides

UNIT GROUP 5111: TRAVEL ATTENDANTS AND TRAVEL STEWARDS

Travel Attendants and Travel Stewards ensure the comfort and safety of passengers, serve meals and beverages and render personal services, usually on aircraft and on-board ships. They may plan and coordinate housekeeping and social activities on ships.

Tasks performed usually include: greeting passengers entering aircraft or ships, checking tickets or boarding passes, and directing passengers to their seats or berths; announcing, explaining and demonstrating safety and emergency procedures such as the use of oxygen masks, seat belts and life jackets; assembling and serving pre-prepared meals and beverages; selling duty-free and other goods; taking care of general needs and comfort of passengers, answering

inquiries, and keeping cabins clean and tidy; directing and assisting passengers and following prescribed procedures in the event of an emergency, such as evacuating an aircraft following an emergency landing; verifying that first aid kits and other emergency equipment are in working order; administering first aid to passengers in distress; attending pre-flight briefings concerning weather, altitudes, routes, emergency procedures, crew coordination, lengths of flights, food and beverage services offered, and numbers of passengers; preparing passengers and aircraft for take-off and landing; and determining special assistance needs of passengers such as small children, the elderly or disabled persons.

For effective and efficient performance of tasks in this unit group, one requires excellent communication skills and competencies in customer care and service; public safety and security acquired through training or work experience.

Occupational titles classified in this unit group are:

5111-11 Attendant, Cabin
 5111-12 Attendant, Flight
 5111-13 Hostess, Air
 5111-14 Purser, Aircraft
 5111-15 Purser, Flight
 5111-16 Steward, Cabin
 5111-17 Steward, Chief: Ship
 5111-18 Steward, Ship's
 5111-21 Stewardess, Cabin
 5111-22 Stewardess, Chief: Ship
 5111-23 Stewardess, Ship

UNIT GROUP 5112:

TRANSPORT CONDUCTORS

Transport conductors check and issue tickets and ensure the safety and comfort of passengers on trains, trams, buses and other public transport vehicles.

Tasks performed are: collecting and issuing tickets, passes or fares, and checking the validity of tickets

issued previously; attending to sleeping-cars and their occupants on passenger trains; providing assistance with boarding, seating and luggage as required, especially to elderly, sick or injured people; opening and closing doors for passengers; performing equipment safety checks prior to departure; signalling to drivers to stop or proceed; greeting passengers boarding transportation equipment, and announcing routes and stops; ensuring that safety regulations are respected; responding to passengers' requests and complaints and providing information about stops and connections; and taking appropriate action in case of emergencies or accidents.

For effective and efficient performance of tasks in this unit group, one requires basic competencies in literacy and numeracy, communication and interpersonal skills, problem-solving skills acquired through training or work experience.

Occupational titles classified in this unit group are:

5112-11 Attendant, Pullman Car
 5112-12 Attendant, Sleeping Car
 5112-13 Conductor, Bus
 5112-14 Conductor, Cable Car
 5112-15 Conductor, Ferryboat
 5112-16 Conductor, Hovercraft
 5112-17 Conductor, Pullman Car
 5112-18 Conductor, Sleeping Car
 5112-21 Conductor, Train
 5112-22 Conductor, Tram
 5112-23 Conductor, Trolley-Bus
 5112-24 Guard, Train: Passengers
 5112-25 Inspector, Ticket: Public Transport
 5112-26 Conductor, Transport

UNIT GROUP 5113:

TRAVEL GUIDES

Travel Guides accompany individuals or groups on trips, sightseeing tours and excursions and on tours of places of interest such as historical sites, industrial establishments and theme parks. They describe points

of interest and provide background information on interesting features.

Tasks performed include: escorting and guiding tourists on cruises and sightseeing tours; escorting visitors through places of interest such as museums, exhibitions, theme parks, factories and other industrial establishments; describing and providing information on points of interest and exhibits and responding to questions; conducting educational activities for schoolchildren; monitoring visitors' activities to ensure compliance with establishment or tour regulations and safety practices; greeting and registering visitors and tour participants, and issuing any required identification badges or safety devices; distributing brochures, showing audio-visual presentations, and explaining procedures and operations at tour sites; providing for physical safety of groups, and performing activities such as providing first aid and directing emergency evacuations; and resolving any problems with tour itineraries, service or accommodation.

For effective and efficient performance of tasks in this unit group, one requires expertise and knowledge on the subjects or areas they guide. In addition, good communication, interpersonal, adaptability and flexibility skills are necessary.

Occupational titles classified in this unit group are:

5113-11 Docent
5113-12 Educator, Museum
5113-13 Escort, Tour
5113-14 Guide, Art Gallery
5113-15 Guide, Discovery
5113-16 Guide, Industrial Establishment
5113-17 Guide, Museum
5113-18 Guide, Nature Park
5113-21 Guide, Safari
5113-22 Guide, Sightseeing
5113-23 Guide, Theme Park
5113-24 Guide, Tour
5113-25 Guide, Tourist
5113-26 Guide, Travel

5113-27 Interpreter, Historical

5113-28 Interpreter, Science

MINOR GROUP 512:

COOKS

Cooks plan, organize, prepare and cook meals, according to recipes or under the supervision of chefs, in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks performed are; planning meals, preparing and cooking foodstuffs; planning, supervising and coordinating the work of kitchen helpers; checking the quality of food; weighing, measuring and mixing ingredients according to recipes and personal judgement; regulating the temperature of ovens, grills, roasters and other cooking equipment; inspecting and cleaning the kitchen, kitchen equipment and serving areas to ensure safe and sanitary food handling practices; and operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Competent performance in most occupations in this minor group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit group: -

5120: Cooks

UNIT GROUP 5120:

COOKS

Cooks plan, organize, prepare and cook meals, according to recipes or under the supervision of chefs, in hotels, restaurants and other eating places, on board ships, on passenger trains and in private households.

Tasks performed in this unit group include; Planning meals, preparing and cooking foodstuffs; planning, supervising and coordinating the work of kitchen helpers; checking the quality of food; weighing, measuring and mixing ingredients according to recipes

and personal judgement; regulating the temperature of ovens, grills, roasters and other cooking equipment; inspecting and cleaning the kitchen, kitchen equipment and serving areas to ensure safe and sanitary food handling practices; and operating large-volume cooking equipment such as grills, deep-fat fryers, or griddles.

For effective and efficient performance of tasks in this unit group, one is required to have competencies in culinary skills acquired through training or work experience.

Occupational titles classified in this unit group are:

5120-11 Cook
5120-12 Cook, Mess
5120-13 Cook, Restaurant
5120-14 Cook, Ship
5120-15 Cook, Special Diets
5120-16 Cook, Vegetable
5120-17 Cook, Work Camp

**MINOR GROUP 513:
WAITERS AND BARTENDERS**

Waiters and Bartenders serve food and beverages in commercial dining and drinking places, clubs, institutions and canteens, on board ships and on passenger trains. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Tasks performed in this minor group usually include; Assisting in keeping the bar properly stocked; washing used glassware and cleaning the bar area; serving alcoholic and non-alcoholic drinks at a bar; setting tables with clean linen, cutlery, crockery and glassware; serving food and beverages; advising on the choice of wines and serving them; taking orders for food and/or drinks and passing the orders to the kitchen; presenting bills and accepting payment.

Occupations in this minor group are classified into the

following unit groups: -

5131: Waiters

5132: Bartenders

**UNIT GROUP 5131:
WAITERS**

Waiters serve food and beverages at tables in dining and drinking places, clubs, institutions and canteens, on board ships and on passenger trains.

Tasks performed usually include: setting tables with clean linen, cutlery, crockery and glassware; greeting customers and presenting them with menus and beverage lists; advising on food and beverage choices; taking orders for food and drinks and passing orders to kitchen or bar staff; serving food and beverages to clients at tables; clearing tables and returning dishes and cutlery to the kitchen; and presenting bills, accepting payment and operating point-of-sales machines and cash registers.

For effective and efficient performance of tasks in this unit group, one is required to have customer care, communication and interpersonal skills in addition to basic competencies in literacy and numeracy.

Occupational titles classified in this unit group are:

5131-11 Attendant, Restaurant Seating
5131-12 Maitre D'hotel
5131-13 Sommelier
5131-14 Steward, Mess
5131-15 Steward, Ship: Dining Saloon
5131-16 Steward, Ship: Mess
5131-17 Steward, Wine
5131-18 Stewardess, Mess
5131-21 Stewardess, Ship: Dining Saloon
5131-22 Stewardess, Ship: Mess
5131-23 Stewardess, Wine
5131-24 Waiter
5131-25 Waiter, Head
5131-26 Waiter, Wine

5131-27 Waitress
5131-28 Waitress, Head
5131-31 Waitress, Wine

UNIT GROUP 5132: BARTENDERS

Bartenders prepare, mix and serve alcoholic and non-alcoholic drinks directly to customers in a bar or over the counter, or through waiters.

Tasks performed include: taking beverage orders from serving staff or directly from patrons; preparing and serving alcoholic and non-alcoholic drinks at a bar; washing used glassware, cleaning and maintaining bar service areas, tea- and coffee-making areas and equipment such as espresso machines; collecting payment for sales, operating cash registers and balancing cash receipts; tapping kegs and attaching supply lines; assisting in keeping the bar properly stocked and arranging bottles and glasses; checking identification of customers to verify age requirements for purchase of alcohol; taking steps to limit problems related to excessive drinking, such as persuading customers to stop drinking, declining further service or ordering transportation; mixing ingredients to prepare cocktails and other drinks; and serving snacks or other food items to customers at the bar.

For effective and efficient performance of tasks in this unit group, one requires good customer service, communication, interpersonal and numeracy skills. This may be acquired through work experience or on the job training.

Occupational titles classified in this unit group are:

5132-11 Attendant, Bar: Drinks Service
5132-12 Barista
5132-13 Barkeeper
5132-14 Barmaid
5132-15 Barman
5132-16 Bartender

MINOR GROUP 514: HAIRDRESSERS, BEAUTICIANS AND RELATED WORKERS

Hairdressers, Beauticians and Related Workers cut and dress hair, shave and trim beards, give beauty treatments, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance.

Tasks performed include: discussing customers' requirements; cutting and dressing hair; shaving and trimming beards; giving beauty treatments; applying cosmetics and make-up; shaping and polishing fingers and toenails and treating minor ailments of the human foot; attending clients taking baths and administering elementary massage. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups: -

5141: Hairdressers

5142: Beauticians and Related Workers

UNIT GROUP 5141: HAIRDRESSERS

Hairdressers cut, style, colour, straighten and wave hair, shave or trim facial hair and treat scalp conditions. Tasks performed include: cutting, washing, tinting and waving hair; shaving or trimming beards and moustaches; giving scalp treatments; fitting wigs according to customers' preference ; providing advice on hair care, beauty products and hairstyles; styling hair into dreadlocks and braids and adding hair extensions; arranging appointments and collecting payments; and cleaning work areas and sanitizing instruments.

For effective and efficient performance of tasks in this unit group, one requires hair dressing skills in addition to good communication and interpersonal skills. This

may be acquired through vocational training or work experience.

Occupational titles classified in this unit group are:

5141-11 Barber
5141-12 Consultant, Hair Care
5141-13 Dresser, Hair
5141-14 Dresser, Wig
5141-15 Hairdresser
5141-16 Hairstylist
5141-17 Specialist, Hair Care
5141-18 Stylist, Hair

**UNIT GROUP 5142:
BEAUTICIANS AND RELATED WORKERS**

Beauticians and Related Workers give facial and body beauty treatments, apply cosmetics and make-up and give other kinds of treatment to individuals in order to improve their appearance.

Tasks performed includes: cleaning and applying creams, lotions and related products to face and other parts of the body; giving facial and body massage; applying make-up to clients of a beauty parlour or to actors and other performers; cleaning, shaping and polishing fingers and toenails and treating ailments of the human foot such as corns, calluses or deformed toenails; attending to clients taking baths and administering elementary massage; using waxing, sugaring and depilation techniques to remove unwanted bodily hair; advising clients on diet and exercise to assist in weight loss and slimming; and arranging appointments and collecting payments.

For effective and efficient performance of tasks in this unit group, one requires skills and competencies in beauty services, cosmetology, communication and interpersonal skills acquired through vocational training or work experience.

Occupational titles classified in this unit group are:

5142-11 Artist, Make-Up
5142-12 Attendant, Bath
5142-13 Attendant, Hot-Room
5142-14 Attendant, Sauna
5142-15 Attendant, Spa
5142-16 Attendant, Turkish Bath
5142-17 Beautician
5142-18 Consultant, Beauty
5142-21 Consultant, Slimming
5142-22 Consultant, Weight Loss
5142-23 Cosmetologist
5142-24 Manicurist
5142-25 Pedicurist
5142-26 Therapist, Beauty

**MINOR GROUP 515:
BUILDING AND HOUSEKEEPING SUPERVISORS**

Building and Housekeeping Supervisors coordinate, schedule and supervise the work of cleaners and other housekeeping staff in commercial, industrial and residential premises. They take responsibility for housekeeping and caretaking functions in hotels, offices, apartments, houses and private dwellings.

Tasks performed in this minor group usually include: assigning tasks and inspecting building areas to see that cleaning, housekeeping and maintenance work has been done properly; issuing of supplies and equipment and inventory stocks to ensure that the supplies on hand are adequate; screening and hiring job applicants; training both new and experienced employees; recommending promotions, transfers or dismissals; performing some cleaning, housekeeping and maintenance tasks. Competent performance in most occupations in this minor group requires skills at the 2nd KeSCO skill levels.

Occupations in this minor group are classified into the following unit groups: -

**5151: Cleaning and Housekeeping Supervisors in
Offices, Hotels and Other Establishments**
5152: Domestic Housekeepers

5153: Building Caretakers

UNIT GROUP 5151: CLEANING AND HOUSEKEEPING SUPERVISORS IN OFFICES, HOTELS AND OTHER ESTABLISHMENTS

Cleaning and Housekeeping Supervisors in Offices, Hotels and Other Establishments organize, supervise and carry out housekeeping functions in order to keep clean and tidy the interiors, fixtures and facilities in these establishments.

Tasks performed usually include: engaging, training, discharging, organizing and supervising helpers, cleaners and other housekeeping staff; purchasing or controlling the purchase of supplies; controlling storage and issue of supplies; supervising general welfare and conduct of individuals in institutions; sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures; making beds, cleaning bathrooms, supplying towels, soap and related items; cleaning kitchens and generally helping with kitchen work, including dishwashing; and restocking mini-bars and replenishing items such as drinking glasses and writing equipment.

For effective and efficient performance of tasks in this unit group, one requires organisational and management skills.

Occupational titles classified in this unit group are:

5151-11 Housekeeper, Executive
5151-12 Housekeeper, Hotel
5151-13 Matron, Housekeeping
5151-14 Steward, Chief: Hotel
5151-15 Steward, Hotel
5151-16 Steward, House
5151-17 Stewardess, Chief: Hotel
5151-18 Stewardess, Hotel
5151-21 Stewardess, House
5151-22 Supervisor, Housekeeping: Hotel
5151-23 Warden, Camp

5151-24 Warden, Dormitory
5151-25 Matron (Non – Medical Institution)
5151-26 Matron, College
5151-27 Matron, Hotel
5151-28 Matron, School

UNIT GROUP 5152: DOMESTIC HOUSEKEEPERS

Domestic Housekeepers organize, carry out housekeeping functions in private households and small accommodation establishments with the support of subordinate staff.

Tasks performed include: supervising workers employed in households as domestic staff; purchasing or controlling the purchase of supplies; controlling storage and issue of supplies; assisting in cases of minor injury or illness by performing tasks such as taking temperature, giving medicine, putting on bandages; sweeping or vacuum-cleaning, washing and polishing floors, furniture and other fixtures; making beds, cleaning bathrooms, supplying towels, soap and related items; taking care of household pets and plants, receiving visitors, answering telephones, delivering messages and shopping for groceries; preparing and cooking meals, setting and clearing tables and serving food and beverages; and cleaning kitchens and generally helping with kitchen work, including dishwashing.

For effective and efficient performance of tasks in this unit group, one requires skills and competencies in cleaning and sanitation services, basic housekeeping, cooking and home management skills.

Occupational titles classified here are: -

5152-11 Butler
5152-12 Housekeeper, Domestic
5152-13 Operator, Bed and Breakfast
5152-14 Operator, Guest House

UNIT GROUP 5153:

BUILDING CARETAKERS

Building Caretakers maintain and take care of residential houses, offices, churches and other buildings. They may supervise other workers and contractors depending on the size and nature of the building concerned.

Tasks performed usually include: supervising the cleaning and maintenance of buildings; housekeeping and supervising other staff and contractors; participating in cleaning, simple repairs and maintenance of building interiors; tending furnaces and boilers to ensure provision of heat and hot water; regulating conduct of tenants and visitors in such matters as noise abatement or misuse of property; providing small services to absent tenants such as accepting deliveries on their behalf or providing requested information to callers; notifying management and owners of buildings of the need for major repairs; patrolling buildings to ensure security is maintained; and filling out registration forms and providing tenants with copies of rules.

For effective and efficient performance of tasks in this unit group, one requires skills and competencies in communication, organization and recordkeeping in addition to housekeeping skills.

Occupational titles classified here are: -

5153-11 Caretaker, Building
5153-12 Concierge, Building
5153-13 Janitor
5153-14 Sacristan
5153-15 Sexton
5153-16 Superintendent, Building
5153-17 Verger

MINOR GROUP 516: FUNERAL HOME ATTENDANTS

Funeral Home Attendants oversee funeral arrangements; work with grieving family members,

manage and maintain the funeral home facilities.

The tasks performed include: picking up bodies of deceased patients from the hospital wards and moving them to the mortuary; preparing bodies, specimens of human organs and the morgue room to assist pathologists in post mortem examinations; preparing for and conducting funeral services, cremations and burials, embalm human bodies to retard or arrest the process of decay; incising and closing incisions on various parts of the body and reshaping or reconstructing disfigured or maimed human remains when necessary; dressing human bodies and placing them in caskets; and conducting interviews to arrange for preparation of obituary notices, to assist with the selection of caskets or urns, and may determine the location and time of burials or cremations in cases of mass burials. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit group: -

5160: Funeral Home Attendants

UNIT GROUP 5160: FUNERAL HOME ATTENDANTS

Funeral Home Attendants coordinate, supervise and advise funeral workers on funeral arrangements, including selection of coffins, types of service and publication of press notices.

Tasks performed in this unit group usually include: making arrangements for and conducting funerals, cremations and burials; embalming human remains to retard or arrest the process of decay; conforming to health and sanitation and ensuring that legal requirements concerning embalming are met; incising and closing incisions on various parts of the body and reshaping or reconstructing disfigured or maimed human remains when necessary; dressing human bodies and placing them in caskets; conducting

interviews to arrange for preparation of obituary notices, to assist with the selection of caskets or urns, and to determine the location and time of burials or cremations.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in mortuary science coupled with good management, communication and interpersonal skills acquired through tertiary level training or on-the-job training.

Occupational titles classified here are: -

5160-11 Attendant, Funeral
5160-12 Attendant, Undertakers
5160-13 Embalmer
5160-14 Mortician
5160-15 Undertaker
5160-16 Attendant, Cemetery

MINOR GROUP 517:

OTHER PERSONAL SERVICE WORKERS

Other Personal Service Workers include fortune tellers, astrologers, pet groomers, animal trainers, driving instructors and other personal services. Competent performance in most occupations in this minor group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups: -

5171: Astrologers, Fortune-tellers and Related Workers

5172: Pet Groomers and Animal Care Workers

5173: Companions and Valets

5174: Driving Instructors

UNIT GROUP 5171:

ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS

Astrologers, fortune-tellers and related workers

recount past and predict future events in persons' lives by practicing astrology, on the basis of characteristics of the clients' palms, samples of playing cards drawn or other techniques.

Tasks performed in this unit group usually include; Predicting future events in a person's life by studying the positions of stars and gives warnings and advice on possible courses of action; casting horoscopes of individuals at birth or later to recount past and forecast future events and conditions of their lives; interpreting characteristics of clients' palms, samples of playing cards, position of tea leaves or coffee remnants in a cup, shapes and patterns of bones of dead animals, and many other observations and gives interpretations. Forecasts events on the basis of these interpretations and gives warnings and advice on possible courses of action; determining auspicious times for various human activities such as inaugurations, marriages, journeys and religious and other ceremonies; Using traditional knowledge to explain events including sickness in a client's life and advising individuals on precautions to be taken to avoid evil influences, and may administer or prescribe concoctions meant to exorcise spirits or otherwise gives advice on possible courses of action.

For effective and efficient performance of tasks in this unit group, basic competencies in literacy and numeracy, communication and interpersonal skills acquired through apprenticeship and work experience are required.

Occupational titles classified here are:

5171-11 Astrologer
5171-12 Fortune-Teller
5171-13 Numerologist
5171-14 Palmist
5171-15 Seer: soothsayer
5171-16 Oracle
5171-17 Traditional Medicine Men: black magician
5171-18 Traditional Medicine Women: black magician

UNIT GROUP 5172: PET GROOMERS AND ANIMAL CARE WORKERS

Pet Groomers and Animal Care Workers feed, handle, train and groom animals and may assist, to a limited extent, in diagnostic, preventive and curative veterinary duties.

Tasks performed usually include: bathing and feeding animals; leading or carrying animals to treatment rooms and holding them during treatment; cleaning and sterilizing veterinary surgical instruments; cleaning, organizing and disinfecting animal quarters such as pens, stables, cages and yards, and animal equipment such as saddles and bridles; collecting and recording animal information such as weight, size, physical condition, treatments received, medications given and food intake; training animals to develop and maintain desired behaviours for competition, entertainment, obedience, security, riding and other activities; and grooming animals by performing tasks such as washing, brushing, clipping and trimming coats, cutting nails and cleaning ears.

For effective and efficient performance of tasks in this unit group, one must have sound understanding of animal behaviour, professional grooming experience, ability to treat all animals with compassion and well developed level of communication and interpersonal skills acquired through education, training and work experience.

Occupational titles classified here are:

5172-11 Aide, Veterinary
5172-12 Attendant, Animal
5172-13 Attendant, Kennel
5172-14 Attendant, Laboratory: Animal
5172-15 Breaker, Horse
5172-16 Breeder, Laboratory: Animal
5172-17 Gamekeeper
5172-18 Keeper, Animal Reserve
5172-21 Keeper, Aviary
5172-22 Keeper, Kennel

5172-23 Keeper Zoo
5172-24 Raiser, Laboratory: Animal
5172-25 Trainer, Dog
5172-26 Trainer, Horse
5172-27 Trainer, Horse-Breaking
5172-28 Trainer, Racehorse
5172-31 Worker, Kennel
5172-32 Worker, Kennel: Skilled
5172-33 Worker, Laboratory: Skilled (Animals)
5172-34 Worker, Zoo: Skilled

UNIT GROUP 5173: COMPANIONS AND VALETS

Companions and Valets provide companionship services and attend to various needs of the client or employer such as dancing partners, social escorts and night-club hostesses or hosts.

Tasks performed usually include: providing companionship to the employer by accompanying them to various places; reading, conversing and participating in activities such as sports; assisting in entertaining visitors in the employer's home; keeping wardrobe and personal effects of the employer in good order; accompanying clients to restaurants and other outings; acting as a dancing partner; and welcoming clients to a night-club and ensuring that they are well entertained.

For effective and efficient performance of tasks in this unit group, one requires good communication and interpersonal skills acquired through education and training or work experience..

Competent performance in most occupations in this major group requires skills at the 2nd KeSCO skill level.

Occupational titles classified here are: -

5173-11 Companion, Except Health or Aged Care
5173-12 Maid, Personal
5173-13 Manservant

5173-14 Valet, Personal
5173-15 Escort, Social
5173-16 Host, Club
5173-17 Hostess, Club
5173-18 Partner, Dancing

UNIT GROUP 5174: DRIVING INSTRUCTORS

Driving Instructors teach people how to drive motor vehicles, plan and prepare learning and instruction programmes and accompanies trainees on practical lessons

Tasks performed usually include: instructing students during practical driving sessions; explaining and demonstrating the operation of brakes, clutch, gear selection, automatic transmission, signals and lights; teaching road traffic regulations; teaching road craft and road safety; advising students when they are ready to undergo driving examination; advising on and teaching advanced driving techniques required for emergency situations; and illustrating, explaining and handling mechanical operation of motor vehicles and driving techniques using blackboard diagrams and audio-visual aids.

For effective and efficient performance of tasks in this unit group, one requires skills and knowledge in driving, safety regulations and traffic laws in addition to basic motor vehicle maintenance, good communication and interpersonal skills, which may be acquired through vocational training or work experience.

Occupational titles classified in this unit group are:

5174-11 Examiner, Driving
5174-12 Instructor, Driving
5174-13 Tester, Driving

SUB-MAJOR GROUP 52: SALES WORKERS

Sales Workers sell and demonstrate operations of goods in wholesale or retail shops, at stalls and markets, door-to-door, via telephone or customer contact centres. They may record and accept payment for goods and services purchased, and may operate small retail outlets.

Tasks performed usually include: selling goods in wholesale or retail establishments, at street or market stalls, door-to-door, via telephone or customer contact centres; demonstrating and displaying goods to potential customers; selling and serving food for immediate consumption at counters and in the street; buying or contracting a regular supply of products to be sold; stacking and displaying goods for sale and wrapping or packing goods purchased; determining product mix, stock and price levels for goods to be sold; operating cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods and services. Supervision of other workers may be required in some occupations classified here. Competent performance of tasks in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub- major group are classified into the following minor groups: -

521: Street and Market Salespersons
522: Shop Salespersons
523: Cashiers and Ticket Clerks
524: Other Sales Workers

MINOR GROUP 521: STREET AND MARKET SALESPERSONS

Street and Market Salespersons sell goods from stalls in markets or in streets and; prepare for sale, hot or cold foods and beverages ready for immediate consumption in streets and Public places.

Tasks performed usually include: selling various goods from stalls in open-air or streets, covered markets;

selling previously prepared hot or cold foods, vegetables, fruit, ice-cream and beverages ready for immediate consumption in streets and public places such as stations, cinemas or theatres. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

5211: Stall and Market Salespersons

5212: Street Food Salespersons

UNIT GROUP 5211:

STALL AND MARKET SALESPERSONS

Stall and Market Salespersons sell various goods from stalls; on open-air or covered markets or from stalls in streets or other open spaces.

Tasks performed group usually include: obtaining license to set up a stand at a particular site in streets, markets or other open spaces; determining product mix, stock and price levels for goods to be sold; buying or contracting a regular supplier for goods to be sold; erecting and dismantling stalls and stands, and transporting, storing, loading and unloading goods for sale; demonstrating and selling goods and accepting payment; stacking and displaying goods for sale, sells household goods, foodstuffs and other related items at stalls or kiosks; wrapping and packing goods sold; and keeping accounts and maintaining a record of stock levels.

For effective and efficient performance of tasks in this unit group, one requires basic literacy, numeracy, communication and interpersonal skills.

Occupational titles classified in this unit group are:

5211-11 Assistant, Sales: Market Stall
5211-12 Assistant, Sales: Street Stall
5211-13 Salesperson, Kiosk
5211-14 Salesperson, Market

5211-15 Stallholder, Market

5211-16 Vendor, Market

UNIT GROUP 5212:

STREET FOOD SALESPERSONS

Street Food Salespersons prepare and sell, or sell previously prepared hot or cold foods, vegetables, fruit, ice-cream and beverages ready for immediate consumption in streets and public places such as stations, cinemas or theatres.

Tasks performed include: obtaining permits or licence to sell food and drinks on the street or in a public place; obtaining food and drinks for sale; preparing, either beforehand or on the spot, food and drinks for sale; loading and unloading, pushing, pedalling or carrying handcarts, trucks, trays or baskets to bring food and drinks to the desired place in the street, or to public places such as stations or cinemas; and displaying and selling food and drinks and accepting payment.

For effective and efficient performance of tasks in this unit group, one requires basic literacy, numeracy, communication and interpersonal skills.

Occupational titles classified in this unit group are:

5212-11 Hawker, Food
5212-12 Peddler, Food
5212-13 Vendor, Fresh-Water: Street
5212-14 Vendor, Refreshments: Street
5212-15 Vendor, Street: Drinks
5212-16 Vendor, Street: Food

MINOR GROUP 522:

SHOP SALESPERSONS

Shop Salespersons sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments. They explain the functions and qualities of these goods and services, and may operate small shops or supervise the activities of shop sales assistants and cashiers.

Tasks performed usually include: determining customer requirements and advising on product range, price, delivery, warranties and product use and care; demonstrating, explaining and selling goods and services to customers; accepting payment for goods and services by a variety of payment methods, and preparing sales invoices; undertaking or assisting with the ongoing management of stock such as product inventories, and participating in stock takes; stacking and displaying goods for sale, and wrapping and packing goods sold; determining product mix, stock and price levels for goods to be sold; supervising and coordinating the activities of shop sales assistants, checkout operators and other workers in supermarkets and department stores. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups: -

5221: Shopkeepers

5222: Shop Supervisors

5223: Shop Sales Assistants

UNIT GROUP 5221: SHOPKEEPERS

Shopkeepers operate small retail shops either independently or as a partnership; plans and controls the operations of a retail trading establishment; ensures the display and sale of merchandise; prepares floral arrangements and organizes storage, sale and delivery of arrangements and flowers; makes budgetary estimates; negotiates with suppliers and customers including credit, quality and discount terms; authorizes the purchase of goods; provides information about merchandise to staff and customers; plans and controls the use of resources.

Tasks performed include: determining product mix, stock and price levels for goods to be sold; purchasing and ordering goods from markets, wholesalers and

other suppliers for sale; budgeting and maintaining records of stock levels and financial transactions; determining prices and displaying goods for sale; selling goods to customers and advising them on product use; examining returned goods and deciding on appropriate action; and taking inventory of goods in stock.

For effective and efficient performance of tasks in this unit group, one requires basic literacy, numeracy, communication and interpersonal skills.

Occupational titles classified in this unit group are:

5221-11 Florist, Operating A Shop

5221-12 Grocer

5221-13 Keeper, Shop

5221-14 News Agent

5221-15 Retailer

5221-16 Retailer, Internet

5221-17 Retailer, Online

UNIT GROUP 5222: SHOP SUPERVISORS

Shop Supervisors oversee and coordinate the activities of shop sales assistants, checkout operators and other workers in retail and wholesale shops such as supermarkets and department stores.

Tasks performed include: planning and preparing work schedules and assigning staff to specific duties; guiding staff on sales procedures, including how to handle difficult or complex cases; ensuring that customers receive prompt service; participating in and providing advice to managers on interviewing, hiring, training, evaluating, promoting and dismissing staff, and resolving staff grievances; examining returned goods and deciding on appropriate action; taking inventory of goods for sale and ordering new stock; ensuring that goods and services are correctly priced and displayed; and ensuring that safety procedures are enforced.

For effective and efficient performance of tasks in this unit group, one requires good numeracy, communication and supervisory skills.

Occupational titles classified in this unit group are:

5222-11 Supervisor, Checkout
5222-12 Supervisor, Sales Assistants
5222-13 Supervisor, Shop
5222-14 Supervisor, Supermarket

**UNIT GROUP 5223:
SHOP SALES ASSISTANTS**

Shop Sales Assistants sell a range of goods and services directly to the public or on behalf of retail and wholesale establishments or retailers' showrooms; and explain the functions and qualities of these goods and services.

Tasks performed include: determining customer requirements and advising on product range, price, delivery, warranties and product use and care; demonstrating and explaining to customers the establishment's goods and services; selling goods and services, accepting payment by a variety of payment methods, preparing sales invoices and recording sales using cash registers; assisting with the ongoing management of stock such as product inventories, and participating in stock takes; and stacking and displaying goods for sale, and wrapping and packing goods sold.

For effective and efficient performance of tasks in this unit group, one needs to have good literacy, numeracy, communication and good customer-focus skills.

Occupational titles classified in this unit group are:

5223-11 Agent, Leasing: Vehicle
5223-12 Assistant, Pharmacy: Sales
5223-13 Assistant, Sales: Shop
5223-14 Attendant, Shop
5223-15 Clerk, Sales

5223-16 Clerk, Store: Sales
5223-17 Consultant, Sales: Automobile
5223-18 Representative, Automobile Leasing
5223-21 Representative, Sales: Automobile
5223-22 Salesperson, Automobile
5223-23 Salesperson, Car
5223-24 Salesperson, Retail Establishment
5223-25 Salesperson, Shop
5223-26 Salesperson, Wholesale Establishment
5223-27 Demonstrator, Shop

**MINOR GROUP 523:
CASHIERS AND TICKET CLERKS**

Cashiers and Ticket Clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks performed usually include: receiving and verifying payment by cash, cheque, credit card or automatic debit in stores, ticket offices or similar establishments; giving change and issuing receipts; issuing tickets at ticket offices and taking corresponding payments; counting and recording money received or paid out and balancing against cash register sales records; receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank; operating cash registers to calculate totals to be paid from or to clients; scanning, weighing and recording prices of goods; wrapping and placing merchandise in bags. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit group: -

5230: Cashiers and Ticket Clerks

**UNIT GROUP 5230:
CASHIERS AND TICKET CLERKS**

Cashiers and Ticket Clerks operate cash registers, optical price scanners, computers or other equipment to record and accept payment for the purchase of goods, services and admissions in settings such as stores, restaurants and ticket offices.

Tasks performed usually include: receiving and verifying payment by cash, cheque, credit card or automatic debit in stores, ticket offices or similar establishments; giving change and issuing receipts; issuing tickets at ticket offices and taking corresponding payments; counting and recording money received or paid out and balancing against cash register sales records; receiving incoming cash, checking it against sales slips and other documents, and preparing it for deposit at bank; operating cash registers to calculate totals to be paid from or to clients; scanning, weighing and recording prices of goods; wrapping and placing merchandise in bags.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5230-11 Agent, Ticket: Entertainment and Sporting Events
 5230-12 Assistant, Sales: Checkout
 5230-13 Assistant, Shop: Checkout
 5230-14 Attendant, Checkout
 5230-15 Attendant, Gas Station: Cashier
 5230-16 Attendant, Service Station: Cashier
 5230-17 Attendant, Service Station: Console
 5230-18 Cashier, Booking-Office
 5230-21 Cashier, Box-Office
 5230-22 Cashier, Cash Desk
 5230-23 Cashier, Check-Out: Self-Service Store
 5230-24 Cashier, Office
 5230-25 Cashier, Restaurant
 5230-26 Cashier, Store
 5230-27 Cashier, Supermarket
 5230-28 Clerk, Ticket Issuing: Entertainment and

Sporting Events

5230-31 Clerk, Toll Collection

5230-32 Operator, Checkout

5230-33 Operator, Service Station Console

MINOR GROUP 524:

OTHER SALES WORKERS

Other Sales Workers display, demonstrate and sell goods, food and services, usually to the general public, in contexts other than sales in markets, streets and shops.

Tasks performed in this minor group usually include: - displaying and demonstrating items for sale; posing for photographs, film and video, advertising, still photography or for artistic creation; answering questions and offering advice on the use of goods and services; taking orders and making arrangements for payment, delivery and collection of goods or for provision of services; selling goods and services and soliciting business by approaching potential customers by going from door to door or using the telephone or other electronic communications media; selling fuel, lubricants and other automotive products at service stations; providing services such as fuelling, cleaning, lubricating and performing minor repairs to motor vehicles. Competent performance of tasks in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups: -

5241: Fashion and Other Models

5242: Sales Demonstrators

5243: Door-to-door Salespersons

5244: Contact Centre Salespersons

5245: Service Station Attendants

5246: Food Service Counter Attendants

5247: Car sales and Hire Assistants

UNIT GROUP 5241:

FASHION AND OTHER MODELS

Fashion and Other Models wear and display clothing and accessories and; pose for photographs, film and video, advertising, still photography or for artistic creation.

Tasks performed include: dressing in sample apparel of new or current styles or of type wanted by customer; walking, turning and posing to demonstrate, to best advantage, style and characteristics of garments, fashion accessories and other merchandise; posing as subject for sculpture, painting and other types of visual art; posing for still photography for magazines and other advertising media; posing for television, video and cinema commercials and other productions; and posing as model for advertising or for artistic creation.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5241-11 Mannequin
5241-12 Model, Advertising
5241-13 Model, Artist's
5241-14 Model, Clothing Display
5241-15 Model, Fashion

**UNIT GROUP 5242:
SALES DEMONSTRATORS**

Sales Demonstrators demonstrate goods at commercial premises, exhibitions and private homes. Tasks performed include: setting up displays and demonstrating articles for sale to inform customers about their characteristics and mode of use, as well as to stimulate buying interest; answering questions and offering advice on the use of goods; selling goods or directing customers to sales staff; taking orders and making arrangements for payment, delivery and collection of goods; and offering sample goods and distributing catalogues and advertising material.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5242-11 Demonstrator, Sales
5242-12 Merchandiser, Demonstrating
5242-13 Merchandiser, Sales

**UNIT GROUP 5243:
DOOR-TO-DOOR SALESPERSONS**

Door-to-door Salespersons describe, demonstrate and sell goods and services and solicit business for establishments by approaching or visiting potential customers, usually residents in private homes, by going from door to door.

Tasks performed include: giving details of various goods or services and of terms of sale by visiting clients and potential clients in private homes; demonstrating or describing goods or services on offer; recording orders and transactions and placing orders received with suppliers; preparing invoices and sales contracts and accepting payment; distributing letters, information sheets and other documents to clients; compiling lists of prospective clients and calling on them to obtain new business; and travelling between sales areas and clients and transporting samples or goods for sale.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5243-11 Canvasser, Door-To-Door
5243-12 Consultant, Party Plan
5243-13 Consultant, Sales: Door-To-Door

5243-14 Distributor, Party Plan
 5243-15 Distributor, Selling Door-To-Door
 5243-16 Host, Party Plan
 5243-17 Hostess, Party Plan
 5243-18 Representative, Sales: Door-To-Door
 5243-21 Salesperson, Direct: Door-To-Door
 5243-22 Salesperson, Party Plan

UNIT GROUP 5244: CONTACT CENTRE SALESPERSONS

Contact Centre Salespersons contact existing and prospective customers, using the telephone or other electronic communications media, to promote goods and services, obtain sales and arrange sales visits. They may work from a customer contact centre or from non-centralized premises.

Tasks performed include: promoting goods and services by telephone or electronic mail, following scripts and working from lists of contacts; creating interest in goods and services, and seeking a sale or an agreement to see sales representatives; arranging processing and dispatch of goods and services, information kits and brochures to customers; arranging appointments for sales representatives; recording notes for follow-up action and updating marketing databases to reflect changes to the status of each customer; reporting competitor activities and issues raised by contacts for attention by managers; maintaining statistics of calls made and successes achieved; and submitting periodic reports on telemarketing activities and results.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5244-11 Consultant, Sales: Outbound Calls
 5244-12 Consultant, Sales: Telemarketing
 5244-13 Consultant, Tele Sales: Cold Calling

5244-14 Consultant, Tele Sales: Outbound Calls
 5244-15 Manager, Sales Team: Call Centre
 5244-16 Manager, Sales: Call Centre
 5244-17 Marketer, Telemarketing
 5244-18 Marketer, Tele Sales
 5244-21 Operator, Call Centre: Cold Calling
 5244-22 Operator, Call Centre: Outbound Calls
 5244-23 Operator, Telephone: Canvassing
 5244-24 Operator, Telephone: Telemarketing
 5244-25 Representative, Telephone: Canvassing for Donations
 5244-26 Salesperson, Call Centre
 5244-27 Salesperson, Canvassing on Telephone
 5244-28 Salesperson, Customer Contact Centre
 5244-31 Salesperson, Internet
 5244-32 Salesperson, Telemarketing
 5244-33 Salesperson, Telephone
 5244-34 Seller, E-bay
 5244-35 Telemarketer
 5244-36 Trader, E-bay
 5244-37 Worker, Sex: Telephone or Internet

UNIT GROUP 5245: SERVICE STATION ATTENDANTS

Service Station Attendants sell fuel, lubricants and other automotive products and provide services such as fuelling, cleaning, lubricating and performing minor maintenance and repairs to motor vehicles at retail service stations.

Tasks performed usually include: filling fuel tanks and containers to level specified by customer; checking and replenishing air pressure in vehicle tyres, oil and other vehicle fluid levels; washing vehicle windscreens and windows; performing minor repair work to vehicles such as replacing tyres, light bulbs and windscreen wiper blades; maintaining and operating automatic car wash facilities; collecting payments from customers for purchases; cleaning petrol pumps and surrounding driveways, shops and facilities; and undertaking stock control and preparing reports on fuel, oil, accessories and other items sold.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5245-11 Attendant, Driveway
5245-12 Attendant, Gas Station: Gas Pump
5245-13 Attendant, Marina
5245-14 Attendant, Petrol Pump
5245-15 Attendant, Service Station

**UNIT GROUP 5246:
FOOD SERVICE COUNTER ATTENDANTS**

Food Service Counter Attendants serve customers at food counters and finish preparation of simple food items in restaurants, cafés, hotels, fast food outlets, cafeterias, hospitals and other settings.

Tasks performed usually include: serving food to customers at counters; ascertaining the products desired by customers, assisting them in making choices and taking orders; cleaning, peeling, slicing and trimming foodstuffs, using manual and electric appliances; preparing simple food items and reheating prepared meals; portioning and wrapping food or placing it directly on plates for service to patrons; packaging takeaway food; stocking refrigerators, salad and buffet bars and keeping records of the quantities of food used; and receiving payment for food items purchased.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5246-11 Attendant, Bar: Food Service
5246-12 Attendant, Canteen: Food Service
5246-13 Attendant, Counter: Cafeteria

5246-14 Attendant, Counter: Food Service
5246-15 Attendant, Salad Bar
5246-16 Salesperson, Kiosk: Food Service
5246-17 Salesperson, Market: Food Service

**UNIT GROUP 5247:
CAR SALES AND HIRE ASSISTANTS**

Car Sales and Hire Assistants are responsible for selling a range of vehicles including cars, trucks and vans for personal and commercial use, making customers feel welcome and supported through the car purchasing or hiring processes and act as the first line of defence in the video store industry, assisting customers with movie and game selections, finalizing rental selections by taking payment and making change if necessary.

Tasks performed usually include: ushering in customers arriving at the dealership; showcasing the dealership's vehicles and explain their features and warranties to customers; providing support to people who need to rent a vehicle for a short period of time; responding customer questions about cars, videos, financing and purchase processes; accompany customers on test drives with interested customers, collecting licenses and documentation beforehand per best practices; negotiating car prices and trade-in values for customers' vehicles; coordinate with the finance department to determine each customer's financing and ownership options; acting as cashiers, finalizing rental selections by taking payment and making change if necessary.

For effective and efficient performance of tasks in this unit group, one requires vocational level of training in addition to good communication and interpersonal skills.

Occupational titles classified in this unit group are:

5247-11 Assistant, Sales: Car Hire
5247-12 Assistant, Sales: Rental
5247-13 Consultant, Sales: Car Hire

5247-14 Consultant, Sales: Rental
5247-15 Salesperson, Car Hire
5247-16 Salesperson, Rental
5247-17 Salesperson, Video Rental

SUB-MAJOR GROUP 53: PERSONAL CARE WORKERS

Personal Care Workers provide care, supervision and assistance for children, patients and elderly, convalescent or disabled persons in institutional and residential settings.

Tasks performed by workers in this sub-major group usually include: assisting with mobility, washing and other personal needs; assisting children individually to learn social skills; supervising and participating in activities that enhance children's physical, social, emotional and intellectual development; observing and reporting concerns to appropriate health or social service workers. Competent performance in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

531: Child Care Workers and Teachers' Aides
532: Personal Care Workers in Health Services

MINOR GROUP 531: CHILD CARE WORKERS AND TEACHERS' AIDES

Child care workers and teachers' aides provide care and supervision for children in schools, residential homes and child care facilities.

Tasks performed in this minor group include: assisting children individually to learn social skills; demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools; assisting in preparation of materials and equipment for children's education and recreational

activities before school, after school, during vacation and in day care centres.

Occupations in this minor group are classified into the following unit groups:

5311: Child Care Workers
5312: Teachers' Aides

UNIT GROUP 5311: CHILD CARE WORKERS

Child Care Workers provide care and supervision for children in residential homes and in before-school, after-school, vacation and day care centres.

Tasks performed include: assisting children to wash, dress and feed themselves; taking children to and from school or outdoors for recreation; playing games with children, or entertaining them by reading or storytelling; assisting in the preparation of materials and equipment for children's education and recreational activities; managing children's behaviour and guiding their social development; disciplining children and recommending or initiating other measures to control behaviour, such as caring for own clothing and picking up toys and books; observing and monitoring children's play activities; and keeping records on individual children, including daily observations and information about activities, meals served and medications administered.

For effective and efficient performance of tasks in this unit group, one requires skills in child care services in addition to good interpersonal and communication skills which may be acquired through vocational or on-the-job training.

Occupational titles classified in this unit group are:

5311-11 Assistant, Day Care: Children
5311-12 Ayah, Creche
5311-13 Ayah, Home
5311-14 Babysitter
5311-15 Carer, Child

5311-16 Governess, Children
 5311-17 Nanny
 5311-18 Nursemaid
 5311-21 Worker, Child Care
 5311-22 Worker, Family Day Care
 5311-23 Worker, Out of School Hours Care

UNIT GROUP 5312: TEACHERS' AIDES

Teachers' Aides perform non-teaching duties to assist teaching staff, and provide care and supervision for children in schools and pre-schools.

Tasks performed include: demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and pre-schools; preparing indoor and outdoor areas for learning and recreational activities; assisting children with intellectual, physical, behavioural and other learning difficulties with their studies; assisting children individually to learn social skills; assisting with preparing teaching materials, and copying and collating written and printed material; operating audio-visual equipment, computers and other teaching aides; distributing and collecting lesson material.

For effective and efficient performance of tasks in this unit group, one requires skills in child care services in addition to good interpersonal and communication skills which may be acquired through vocational or on-the-job training.

Occupational titles classified in this unit group are:

5312-11 Aide, Pre-School
 5312-12 Aide, Teacher's
 5312-13 Assistant, Pre-School
 5312-14 Assistant, Teacher's
 5312-15 Attendant, Schoolchildren
 5312-16 Helper, Pre-School
 5312-17 Helper, Teacher's
 5312-18 Invigilator

MINOR GROUP 532: PERSONAL CARE WORKERS IN HEALTH SERVICES

Personal Care Workers in Health Services provide personal care and assistance with mobility and activities of daily living to patients and elderly, convalescent and disabled people in health care and residential settings.

Tasks performed in this minor group include: assisting patients with mobility, personal care and communication needs; sterilizing surgical and other instruments and equipment; observing and reporting concerns to the appropriate medical or social service workers; preparing patients for examination and treatment and participating in planning the care of individuals. Competent performance in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

5321: Health Care Assistants
5322: Home-Based Personal Care Workers
5323: Other Personal Care Workers in Health Services

UNIT GROUP 5321: HEALTH CARE ASSISTANTS

Health Care Assistants provide direct personal care and assistance with activities of daily living to patients and residents in a variety of health care settings such as hospitals, clinics and residential nursing care facilities. They generally work in implementation of established care plans and practices, and under the direct supervision of medical, nursing or other health professionals or associate professionals.

Tasks performed include: providing care, support and treatment to patients and residents of medical, rehabilitative and residential care facilities according to

treatment plans established by medical, nursing and other health professionals; assisting patients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings; positioning, lifting and turning patients and transporting them in wheelchairs or on movable beds; maintaining patients' environmental hygiene standards, such as cleaning patient rooms and changing bedlinen; providing massage and other non-pharmacological pain relief measures, such as during pregnancy and labour; observing patients' condition, responses and behaviour and reporting changes to a health professional.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in basic healthcare and social services which may be acquired through vocational or on-the-job training.

Occupational titles classified in this unit group are:

5321-11 Aide, Nursing: Clinic or Hospital
 5321-12 Aide, Nursing: Hospital
 5321-13 Aide, Psychiatric
 5321-14 Assistant, Birth: Clinic or Hospital
 5321-15 Assistant, Midwifery: Clinic or Hospital
 5321-16 Assistant, Patient Care
 5321-17 Attendant, Birth: Clinic or Hospital
 5321-18 Attendant, Hospital
 5321-21 Attendant, Midwifery: Clinic or Hospital
 5321-22 Attendant, Nursing: Except Home
 5321-23 Ayah, Hospital

UNIT GROUP 5322:

HOME-BASED PERSONAL CARE WORKERS

Home-based Personal Care Workers provide routine personal care and assistance regarding activities of daily living to persons who are in need of such care due to effects of ageing, illness, injury, or other physical or mental conditions, in private homes and other independent residential settings.

Tasks performed include: assisting clients with personal and therapeutic care needs such as personal hygiene, feeding, dressing, physical mobility and exercise, communication, taking oral medications and changing dressings, usually according to care plans established by a health professional; maintaining records of client care, changes in condition and responses to care and treatment, and reporting concerns or providing referrals to a health or social services professional; positioning and lifting clients with physical mobility challenges, and helping transport them in wheelchairs and motor vehicles; providing clients and families with emotional support, information and advice on topics such as nutrition, hygiene, exercise, caring for infants or adapting to disability or illness; maintaining clients' environmental hygiene standards, such as changing bed linen, washing clothes and dishes, and cleaning living quarters; providing psychological support to clients such as through conversation or reading aloud; planning, purchasing, preparing or serving meals to meet nutritional requirements and prescribed diets; providing support to parents and care for newborns during the postpartum period; scheduling and accompanying clients for appointments with medical doctors and other health professionals, or performing other errands.

For effective and efficient performance of tasks in this unit group, one requires basic training in health care provision which may be acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are:

5322-11 Aide, Home Care
 5322-12 Aide, Nursing: Home
 5322-13 Assistant, Birth: Home
 5322-14 Assistant, Day Care: Aged or Disabled
 5322-15 Assistant, Homecare: Aged or Disabled
 5322-16 Assistant, Residential Care: Aged or Disabled
 5322-17 Assistant, Respite Care
 5322-18 Attendant, Birth: Home Birth
 5322-21 Attendant, Midwifery: Home Birth

5322-22 Attendant, Nursing: Home
 5322-23 Carer, Home: Aged or Disabled Persons
 5322-24 Carer, Respite
 5322-25 Companion, Aged Care
 5322-26 Companion, Disabled
 5322-27 Helper, Aged Care
 5322-28 Helper, Companion
 5322-31 Helper, Home: Caring for Aged or Infirm
 5322-32 Provider, Personal Care
 5322-33 Worker, Home Care
 5322-34 Worker, Home Support
 5322-35 Worker, Personal Care: Home
 5322-36 Worker, Respite Care

UNIT GROUP 5329:

OTHER PERSONAL CARE WORKERS IN HEALTH SERVICES

Other Personal Care Workers in Health Services, support services related to dental, sterilization, medical imaging and pharmacy.

In such cases tasks would include: cleaning and sterilizing surgical, dental and pharmaceutical instruments, bottles, beakers and other equipment; labelling drugs, chemicals and other pharmaceutical preparations and replenishing stock on shelves; lifting, turning and moving patients and transporting them in wheelchairs or on moveable beds; preparing patients for examination or treatment; setting up instrument trays, preparing materials, and assisting dentists or radiographers during procedures.

For effective and efficient performance of tasks in this unit group, one requires basic training in healthcare support services which may be acquired through vocational training or experiential learning.

Occupational titles classified here are:

5323-11 Aide, Dental
 5323-12 Aide, Pharmacy
 5323-13 Aide, Sterilization
 5323-14 Assistant, Medical Imaging

5323-15 Attendant, Dental
 5323-16 Attendant, First Aid
 5323-17 Attendant, Ward
 5323-18 Orderly, Hospital
 5323-21 Phlebotomist
 5323-22 Wardsman
 5323-23 Wards Woman

SUB-MAJOR GROUP 54: PROTECTIVE SERVICES WORKERS

Protective Services Workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.

Tasks performed include: preventing, fighting and extinguishing fires; rescuing people from burning buildings and accident scenes and those trapped in dangerous situations; maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders; directing traffic and assuming authority in the event of accidents; watching over and maintaining order among inmates of prisons, reformatories or penitentiaries; patrolling or monitoring premises to guard property against theft and vandalism, controlling access to establishments and maintaining order and enforcing regulations at public events and within establishments. Supervision of other workers may be included. Competent performance in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Occupations in this sub-major group are classified into the following minor group:

541: Protective Services Workers

MINOR GROUP 541: PROTECTIVE SERVICES WORKERS

Protective services workers protect individuals and property against fire and other hazards, maintain law and order and enforce laws and regulations.

Tasks performed in this minor group include; preventing, fighting and extinguishing fires; rescuing people from burning buildings and accident sites and those trapped in dangerous situations; maintaining law and order, enforcing laws and regulations, patrolling public areas and arresting suspected offenders; directing traffic and assuming authority in the event of accidents; watching over and maintaining order among inmates of prisons, reformatories or penitentiaries; patrolling or monitoring premises to guard property against theft and vandalism, controlling access to establishments and maintaining order and enforcing regulations at public events and within establishments. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- 5411: Firefighters**
- 5412: Police Officers**
- 5413: Prison Guards**
- 5414: Security Guards**

UNIT GROUP 5411: FIREFIGHTERS

Firefighters prevent, fight and extinguish fires and assist in other emergencies, protect life and property and conduct rescue efforts.

Tasks performed usually include: responding to fire alarms and other calls for assistance, such as automobile and industrial accidents, bomb threats and other emergencies; controlling and extinguishing fires using manual and power equipment and firefighting chemicals; fighting special types of fires and using special equipment in industrial establishments; rescuing people from burning buildings and accident sites and those trapped in dangerous situations; preventing or limiting the spread of dangerous substances in case of fires or accidents and informing the public about fire prevention.

For effective and efficient performance of tasks in this

unit group one requires middle level training in firefighting and safety, in addition to having emergency management and being physically fit.

Occupational titles classified in this unit group are:

- 5411-11 Fighter, Fire
- 5411-12 Firefighter, Aircraft Accidents
- 5411-13 Firefighter, Forest
- 5411-14 Fireman
- 5411-15 Fireman, Aircraft Accidents
- 5411-16 Fireman, Fighting Fires
- 5411-17 Fireman, Forest
- 5411-21 Firewoman
- 5411-22 Firewoman, Aircraft Accidents
- 5411-23 Firewoman, Forest
- 5411-24 Patrolman, Forest: Fire
- 5411-25 Patrolwoman, Forest: Fire
- 5411-26 Salvage Man, Fire
- 5411-27 Salvage Woman, Fire

UNIT GROUP 5412: POLICE OFFICERS

Police Officers maintain law and order, protect persons and property from hazards and unlawful acts and arrest persons who contravene the law.

Tasks performed include: patrolling designated areas; familiarising themselves with areas under their jurisdictions and suspicious persons; directing traffic; assuming authority in cases of accidents, rendering first aid and making necessary investigations; and providing information of a general nature, keeping records and reports of activities and giving evidence in courts of law.

For effective and efficient performance of tasks in this unit group, one requires paramilitary training in addition to maintaining law and order.

Occupational titles classified in this unit group are:

- 5412-11 Constable

5412-12 Guard, Police Force
 5412-13 Officer, Police
 5412-14 Officer, Police: Harbour
 5412-15 Officer, Police: Patrol
 5412-16 Officer, Police: River
 5412-17 Officer, Police: Sergeant
 5412-18 Officer, Police: Traffic
 5412-21 Patrolman, Police
 5412-22 Patrolwoman, Police
 5412-23 Policeman
 5412-24 Policewoman
 5412-26 Reserve, Police

UNIT GROUP 5413: PRISON GUARDS

Prison Guards watch over and maintain order among inmates of prisons, reformatories or penitentiaries.

Tasks performed include: guarding prisoners ; searching for prohibited items on arriving prisoners; collecting valuables from prisoners for safekeeping; escorting prisoners to cells and locking them in; making periodic inspection tours of cells and inspecting and maintaining the security of locks, windows, doors and gates; supervising prisoners at work and meals, and during recreation periods; observing the conduct and behaviour of prisoners to prevent disturbances and escapes; patrolling prison areas to prevent escapes; assisting with the implementation of rehabilitation programmes; escorting prisoners in transit and during temporary leave.

For effective and efficient performance of tasks in this unit group, one requires paramilitary training in addition to maintaining law and order.

Occupational titles classified in this unit group are:

5413-11 Gaoler
 5413-12 Guard, Prison
 5413-13 Warden, Prison
 5413-14 Chief Officer, Prison

UNIT GROUP 5414: SECURITY GUARDS

Security Guards patrol or monitor premises to guard property against theft and vandalism. They control access to establishments and maintain order and enforce regulations at public events and within establishments.

Tasks performed include: patrolling premises and checking doors, windows and gates to prevent and detect signs of unauthorized entry; controlling access to establishments, monitoring and authorizing the entrance or departure of employees and visitors, checking identification and issuing security passes; circulating among visitors, patrons or employees to preserve order, protect property from theft or vandalism and enforce the regulations of the establishment; responding to alarms, investigating disturbances and contacting superiors, police or firefighters as appropriate; performing security checks of passengers and luggage at airports; picking up and ensuring the safe delivery of cash and valuables to banks, automated teller machines and retail establishments.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in public safety and security coupled with having physical fitness, being alert and vigilance.

Occupational titles classified here are:

5414-11 Bodyguard
 5414-12 Bouncer
 5414-13 Concierge, Hotel
 5414-14 Consultant, Security
 5414-15 Doorkeeper
 5414-16 Guard, Art Gallery
 5414-17 Guard, Museum
 5414-18 Guard, Security
 5414-21 Keeper, Door
 5414-22 Nightwatchman
 5414-23 Night Watchwoman

5414-24 Officer, Security: Guard
 5414-25 Patrolman, Security
 5414-26 Patrolwoman, Security
 5414-27 Specialist, Security (Except Computer)
 5414-28 Watchman
 5414-31 Watchwoman
 5414-32 Escort, Security
 5414-33 Orderly, Court
 5414-34 Prevention Worker, Safety & Accident

UNIT GROUP 5415: OTHER PROTECTIVE SERVICE WORKERS

Other Protective Service Workers include lifeguards, crossing guards and animal control officers.

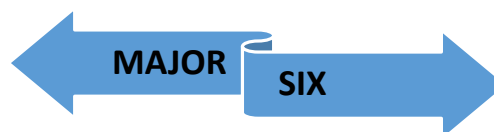
Tasks performed include: patrolling beaches and swimming pools to prevent accidents and to rescue bathers from drowning; monitoring traffic flow to locate safe gaps through which pedestrians can cross streets; responding to citizen complaints concerning stray domestic animals, livestock and wildlife, issuing warnings and citations to owners and impounding lost, homeless and dangerous animals.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in public safety and security coupled with having physical fitness, being alert and vigilance.

Occupational titles classified in this unit group are:

5415-11 Attendant, Swimming Pool
 5415-12 Coastguard
 5415-13 Game Warden
 5415-14 Guard, Beach
 5415-15 Guard, Crossing
 5415-16 Lifeguard
 5415-17 Lifesaver, Surf
 5415-18 Officer, Animal Control
 5415-21 Officer, Civil Defence
 5415-22 Patrolman, Beach
 5415-23 Patrolwoman, Beach
 5415-24 Warden, Bird Sanctuary

5415-25 Warden, Traffic
 5415-26 Warden, Wild Life



SKILLED AGRICULTURAL, FORESTRY AND FISHERY WORKERS

Skilled Agricultural, Forestry and Fishery Workers grow and harvest field or tree and shrub crops; gather wild fruits, plants and insects; breed, tend or hunt animals; produce a variety of animal husbandry products; cultivate, conserve and exploit forests; breed or catch fish; and cultivate or gather other forms of aquatic life in order to provide food, shelter and income for themselves and their households.

The tasks usually include: preparing the soil; sowing, planting, spraying, fertilising and harvesting field crops; growing fruit and other tree and shrub crops; growing garden vegetables and horticultural products; breeding, raising and tending domestic animals mainly to obtain meat, milk, hair, skin, apiarian or other products; breeding or catching fish; cultivating or gathering other forms of aquatic life; gathering wild fruits and plants; cultivating, conserving and exploiting forests; tending or hunting wild animals; storing and carrying out some basic processing of their produce; selling their products to purchasers, marketing organisations or at markets. Supervision of other workers may be included. Competent performance in most occupations in this major group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this major group are classified into the following sub-major groups

- 61: Market-oriented Skilled Agricultural Workers**
- 62: Market-oriented Skilled Forestry, Fishery and Hunting Worker**
- 63: Subsistence Farmers, Fishers, Hunters and**

Gatherers

SUB MAJOR GROUP 61: MARKET-ORIENTED SKILLED AGRICULTURAL WORKERS

Market-oriented Skilled Agricultural Workers plan, organize and perform farming operations to grow and harvest field or tree and shrub crops; and to produce a variety of animals and animal products for sale or delivery to wholesale buyers, marketing organizations or at markets on a regular basis.

Tasks performed by workers in this sub-major group include: preparing the soil; sowing, planting, spraying, fertilizing and harvesting field crops; growing fruit and other tree and shrub crops; growing garden vegetables and horticultural products; raising, breeding and tending animals mainly to obtain meat, milk, hair, fur, skin, or sericultural, apiarian or other products; storing and carrying out some processing of produce; selling their products to purchasers, marketing organizations or at markets. Supervision of other workers may be included. Competent performance of tasks in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this sub-major group are classified into the following minor groups:

- 611: Market Gardeners and Crop Growers
- 612: Animal Producers
- 613: Mixed Crop and Animal Producers

MINOR GROUP 611: MARKET GARDENERS AND CROP GROWERS

Market Gardeners and Crop Growers plan, organize and perform operations to grow and harvest field crops; to grow fruit and other tree and shrub crops; to grow garden vegetables and medicinal and other plants; and to produce horticultural and horticultural nurseries products for sale or delivery to wholesale buyers, marketing organizations or at markets on a regular

basis. Supervision of other workers may be included.

Occupations in this minor group are further classified into the following unit groups:

- 6111: Field Crop and Vegetable Growers**
- 6112: Tree and Shrub Crop Growers**
- 6113: Gardeners, Horticultural and Nursery Growers**
- 6114: Mixed Crop Growers**

UNIT GROUP 6111: FIELD CROP AND VEGETABLE GROWERS

Field Crop and Vegetable Growers plan, organize and perform farming operations to grow and harvest various types of field crop such as wheat and other cereals, rice, beetroot, sugar-cane, groundnuts, tobacco, reed or other field crops, and potatoes, cabbages or other field vegetables, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly; preparing soil by hand or machine, and spreading fertilizers and manure; selecting and sowing seeds, and planting seedlings; maintaining crops by cultivating soil, by transplanting, pruning or thinning plants, and by setting up and operating irrigation equipment; controlling weeds, pests and diseases by applying herbicides and pesticides; harvesting crops and destroying diseased or superfluous crops; inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market; tending working animals and maintaining farm buildings, structures, equipment and water supply systems; storing and carrying out some basic processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies and maintaining and evaluating records of farm activities and transactions; training and supervising workers in crop

production, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified here are: -

6111-11 Farmer, Cereal
 6111-12 Farmer, Cereal: Market Production
 6111-13 Farmer, Corn
 6111-14 Farmer, Corn: Market Production
 6111-15 Farmer, Cotton
 6111-16 Farmer, Field Crop
 6111-17 Farmer, Field Crop (Market Production)
 6111-18 Farmer, Field Vegetable
 6111-21 Farmer, Field Vegetable: (Market Production)
 6111-22 Farmer, Flax
 6111-23 Farmer, Grain
 6111-24 Farmer, Grain: Market Production
 6111-25 Farmer, Groundnut
 6111-26 Farmer, Groundnut: Market Production
 6111-27 Farmer, Jute
 6111-28 Farmer, Maize
 6111-31 Farmer, Maize: Market Production
 6111-32 Farmer, Potato
 6111-33 Farmer, Rice
 6111-34 Farmer, Rice: Market Production
 6111-35 Farmer, Soya-Bean
 6111-36 Farmer, Sugar-Beet
 6111-37 Farmer, Sugar-Cane
 6111-38 Farmer, Tobacco
 6111-41 Farmer, Vegetable
 6111-42 Farmer, Vegetable: Market Production
 6111-43 Farmer, Wheat
 6111-44 Farmer, Wheat: Market Production
 6111-45 Grower, Cereal
 6111-46 Grower, Cotton
 6111-47 Grower, Crop: Field Crops
 6111-48 Grower, Field: Crop
 6111-51 Grower, Field: Vegetable
 6111-52 Grower, Potato

6111-53 Grower, Rice
 6111-54 Grower, Soya-Bean
 6111-55 Grower, Sugar-Beet
 6111-56 Grower, Sugar-Cane
 6111-57 Planter, Cotton
 6111-58 Planter, Sugar-Cane
 6111-61 Planter, Tobacco
 6111-62 Worker, Farm: Skilled (Cotton)
 6111-63 Worker, Farm: Skilled (Field Crops)
 6111-64 Worker, Farm: Skilled (Flax)
 6111-65 Worker, Farm: Skilled (Groundnut)
 6111-66 Worker, Farm: Skilled (Irrigation)
 6111-67 Worker, Farm: Skilled (Jute)
 6111-68 Worker, Farm: Skilled (Potato)
 6111-71 Worker, Farm: Skilled (Rice)
 6111-72 Worker, Farm: Skilled (Sugar-Beet)
 6111-73 Worker, Farm: Skilled (Sugar-Cane)
 6111-74 Worker, Farm: Skilled (Tobacco)
 6111-75 Worker, Farm: Skilled (Vegetables)
 6111-76 Worker, Farm: Skilled (Wheat)
 6111-77 Worker, Irrigation: Skilled
 6111-78 Worker, Plantation: Skilled (Cotton)

**UNIT GROUP 6112:
 TREE AND SHRUB CROP GROWER**

Tree and Shrub Crop Growers plan, organize and perform farming operations to grow and harvest trees and shrubs such as fruit and nut trees, tea and coffee bushes, grape vines, berry-bearing bushes, cocoa trees and rubber trees, and to collect sap, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity and conditions; determining types and quantities of crops to be grown, and planning and coordinating production accordingly; preparing soil by hand or machine, and spreading fertilizers and manure; selecting and sowing seeds, and planting seedlings; maintaining crops by cultivating soil, by transplanting, pruning or thinning trees and shrubs, and by setting up and operating irrigation equipment; controlling weeds, pests and diseases by applying herbicides and

pesticides; tending trees or bushes, collecting sap and harvesting crops; inspecting, cleaning, grading, packaging, storing and loading crops for sale or delivery to market; tending working animals and maintaining farm buildings, structures, equipment and water supply systems; storing and carrying out some processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies, and maintaining and evaluating records of farm activities and transactions; training and supervising workers in crop production, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified in this unit group are:

6112-11 Arboriculturist
 6112-12 Budder-Grafter, Fruit Tree
 6112-13 Budder-Grafter, Shrubs
 6112-14 Farmer, Cocoa
 6112-15 Farmer, Coconut
 6112-16 Farmer, Coffee
 6112-17 Farmer, Copra
 6112-18 Farmer, Fruit
 6112-21 Farmer, Hop
 6112-22 Farmer, Nut
 6112-23 Farmer, Orchard
 6112-24 Farmer, Rubber
 6112-25 Farmer, Shrub Crop
 6112-26 Farmer, Tea
 6112-27 Farmer, Tree Crop
 6112-28 Farmer, Vineyard
 6112-31 Farmer, Viniculture
 6112-41 Grower, Shrub Crop
 6112-42 Grower, Tea
 6112-43 Grower, Tree Crop
 6112-44 Grower, Vine
 6112-45 Grower, Wine
 6112-46 Olericulturist

6112-47 Orchardist
 6112-48 Planter, Copra
 6112-51 Planter, Tea
 6112-52 Pruner, Fruit Trees
 6112-53 Pruner, Shrub: Crops
 6112-54 Tapper, Maple: Syrup
 6112-55 Tapper, Pine: Resin
 6112-56 Tapper, Rubber
 6112-57 Tapper, Toddy
 6112-58 Viniculturist
 6112-61 Viticulturist
 6112-62 Winegrower
 6112-63 Worker, Farm: Skilled (Cocoa)
 6112-64 Worker, Farm: Skilled (Coffee)
 6112-65 Worker, Farm: Skilled (Fruit)
 6112-66 Worker, Farm: Skilled (Grove)
 6112-67 Worker, Farm: Skilled (Hops)
 6112-68 Worker, Farm: Skilled (Orchard)
 6112-71 Worker, Farm: Skilled (Rubber)
 6112-72 Worker, Farm: Skilled (Shrub Crop)
 6112-73 Worker, Farm: Skilled (Tea)
 6112-74 Worker, Farm: Skilled (Tree Crop)
 6112-75 Worker, Farm: Skilled (Vineyard)
 6112-76 Worker, Plantation: Skilled (Rubber)
 6112-77 Worker, Plantation: Skilled (Shrub Crop)
 6112-78 Worker, Plantation: Skilled (Tea)

**UNIT GROUP 6113:
 GARDENER, HORTICULTURAL AND NURSERY
 GROWER**

Gardeners, Horticultural and Nursery Growers plan, organize and perform operations to cultivate and maintain trees, shrubs, flowers and other plants in parks and private gardens, and to produce saplings, bulbs and seeds or grow vegetables and flowers, by intensive cultivation techniques for sale or delivery to wholesale buyers, marketing organizations or at markets on a regular basis.

Tasks performed include: monitoring market activity and conditions determining kinds and amounts of vegetables, horticultural and nursery products to be grown, and planning and coordinating production

accordingly; preparing land by conditioning soil, levelling ground and installing and operating irrigation and drainage systems; planting trees, hedges, garden plants and grass; pruning and trimming trees, shrubs and hedges, installing plant supports and protection, and rolling, mowing, aerating and edging lawns; constructing features and facilities within gardens, such as paths or paved areas, walls, rockeries, garden beds, ponds and water features, sheds and fences; checking the health of plants and trees, identifying and treating weeds, pests and diseases, and applying mulch and fertilizers; producing saplings, bulbs and seeds and raising plants from seeds or cuttings; harvesting crops, inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market; maintaining buildings, greenhouses and other structures, equipment and water supply systems; storing and carrying out some processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies, and maintaining and evaluating records of activities and transactions; training and supervising workers in production, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified in this unit group are:

6113-11 Contractor, Gardening
 6113-12 Contractor, Landscaping
 6113-13 Cultivator, Mushroom
 6113-14 Floriculturist
 6113-15 Gardener
 6113-16 Gardener, Landscape
 6113-17 Gardener, Market
 6113-18 Greenkeeper
 6113-21 Groundsman
 6113-22 Groundswoman
 6113-23 Grower, Bulbs: Nursery

6113-24 Grower, Carnation
 6113-25 Grower, Flower
 6113-26 Grower, Horticultural
 6113-27 Grower, Market: Gardening
 6113-28 Grower, Mushroom
 6113-31 Grower, Nursery
 6113-32 Grower, Osier
 6113-33 Grower, Reed
 6113-34 Grower, Rose
 6113-35 Grower, Seeds: Nursery
 6113-36 Grower, Spices: Nursery
 6113-37 Grower, Tulip
 6113-38 Grower, Vegetables: Nursery
 6113-41 Horticulturist
 6113-42 Keeper, Green
 6113-43 Nurseryman
 6113-44 Nurserywoman
 6113-45 Worker, Farm: Skilled (Mushroom)
 6113-46 Worker, Farm: Skilled (Nursery)
 6113-47 Worker, Greenhouse: Skilled
 6113-48 Worker, Horticultural: Skilled
 6113-51 Worker, Market Gardening: Skilled

**UNIT GROUP 6114:
 MIXED-CROP GROWERS**

Mixed Crop Growers plan, organize and perform farming operations to grow and harvest specific combinations of field crops, field vegetables, tree and shrub crops, and garden, horticultural and nursery products, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity and conditions, determining types and quantities of crops to be grown, and planning and coordinating production accordingly; preparing soil by hand or machine, and spreading fertilizers and manure; selecting and sowing seeds, and planting seedlings; maintaining crops by cultivating soil, by transplanting, pruning or thinning crops, trees and shrubs, and by setting up and operating irrigation equipment; growing flowers and vegetables by intensive cultivation; producing saplings, bulbs and seeds; harvesting crops

and inspecting, cleaning, grading, packaging, storing and loading products for sale or delivery to market; tending working animals and maintaining farm buildings, structures, equipment and water supply systems; storing and carrying out some processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of produce and supplies, and maintaining and evaluating records of activities and transactions; training and supervising workers in production, maintenance duties, and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified in this unit group are:

6114-11 Farmer, Mixed Crop
6114-12 Farmer, Mixed Crop: Market Production
6114-13 Worker, Farm: Skilled (Mixed Crops)

**MINOR GROUP 612:
ANIMAL PRODUCERS**

Animal Producers plan, organize and perform farming operations to breed and raise domesticated animals, poultry, insects and non-domesticated animals for the production of meat, dairy products, honey, skins, textiles and other products, or for use as working, sporting or recreational animals, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Occupations in this minor group are further classified into the following unit groups:

6121: Livestock and Dairy Producers
6122: Poultry Producers
6123: Apiarists and Sericulturists
6129: Other Animal Producers

**UNIT GROUP 6121:
LIVESTOCK AND DAIRY PRODUCERS**

Livestock and Dairy Producers plan, organize and perform farming operations to breed and raise domesticated animals (excluding poultry), such as cattle, sheep, pigs, goats, horses and camels, for the production of meat, milk and other dairy products, skins and wool or for use as working, sporting or recreational animals, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity and conditions, determining kinds and amounts of stock to produce, and planning and coordinating production accordingly; cultivating pastures and providing and monitoring fodder and water supplies to maintain appropriate nutritional levels and condition of livestock; monitoring and examining animals to detect illness, injury or disease, and to check physical condition such as rate of weight gain; grooming, marking, clipping, trimming, drenching and castrating animals, and shearing coats to collect hair or wool; herding livestock to pastures for grazing or to scales, sheds, vehicles or other enclosures; milking animals by hand or using milking machines; mixing feed, additives and medicines in prescribed portions and distributing or hand-feeding to animals for consumption; performing duties related to livestock reproduction, such as breeding, artificial insemination and helping with animal births; maintaining and cleaning farm buildings, machinery, equipment and structures; slaughtering and skinning animals and preparing them for market; storing and carrying out some processing of animal and dairy produce; promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies, and maintaining and evaluating records of farm activities and transactions; training and supervising workers in animal care procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this

unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified in this unit group are:

6121-34 Farmer, Goat: Market Production
6121-35 Farmer, Horse: Breeding
6121-36 Farmer, Horse: Raising
6121-37 Farmer, Livestock
6121-38 Farmer, Livestock: Market Production
6121-41 Farmer, Milk
6121-42 Farmer, Mixed-Animal
6121-43 Farmer, Mixed-Animal: Market Production
6121-44 Farmer, Pelt: Domesticated Animals
6121-45 Farmer, Pig
6121-46 Farmer, Pig: Market Production
6121-47 Farmer, Ranch
6121-48 Farmer, Sheep
6121-51 Farmer, Sheep: Market Production
6121-52 Farmer, Stud
6121-53 Goatherd
6121-54 Grazier
6121-55 Hand, Farm: Milch
6121-56 Hand, Farm: Milking
6121-57 Hand, Ranch
6121-58 Milker
6121-61 Milkmaid
6121-62 Pastoralist
6121-63 Producer, Animals
6121-64 Raiser, Cattle
6121-65 Raiser, Pig
6121-66 Raiser, Sheep
6121-67 Rancher
6121-68 Shearer, Sheep
6121-71 Shepherd
6121-72 Stockman, Beef Cattle
6121-73 Stockman, Livestock
6121-74 Stockman, Sheep
6121-75 Stockwoman, Beef Cattle
6121-76 Stockwoman, Livestock
6121-77 Stockwoman, Sheep
6121-78 Worker, Farm: Skilled (Cattle)
6121-81 Worker, Farm: Skilled (Dairy)
6121-82 Worker, Farm: Skilled (Domestic Fur-Bearing

Animals)

6121-83 Worker, Farm: Skilled (Livestock)

6121-84 Worker, Farm: Skilled (Mixed-Animal Husbandry)

6121-85 Worker, Farm: Skilled (Pig)

6121-86 Worker, Farm: Skilled (Sheep)

**UNIT GROUP 6122:
POULTRY PRODUCERS**

Poultry Producers plan, organize and perform farming operations to breed and raise domesticated birds and other poultry to produce meat, eggs and breeding stock for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity, planning and coordinating production accordingly, and maintaining and evaluating records of farming activities; growing and purchasing feed and other supplies needed to maintain appropriate nutritional levels and condition of poultry; monitoring and examining poultry to detect illness, injury or disease and to check physical condition such as rate of weight gain, and removing weak, ill and dead poultry from flock; mixing feed and feed additives and filling feed and water containers; vaccinating poultry via drinking water, injection or dusting of air; collecting and storing eggs and packaging them for sale or delivery to market; determining sex of chicks and facilitating breeding, artificial insemination and hatching of eggs; renting or investing in, and maintaining and cleaning, farm buildings, machinery, equipment and structures; slaughtering and dressing poultry for sale or delivery to market; storing and carrying out some processing of produce; arranging the sale, purchase and transportation of stock, produce and supplies; training and supervising workers in poultry production procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural

methods and practices.

Occupational titles classified in this unit group are:

6122-17 Farmer, Egg Production
6122-18 Farmer, Goose
6122-21 Farmer, Poultry
6122-22 Farmer, Turkey
6122-23 Hatcher-Breeder, Poultry
6122-24 Operator, Incubator: Farm
6122-25 Sexer, Chicken
6122-26 Tender, Poultry
6122-27 Worker, Farm: Skilled (Poultry)
6122-28 Worker, Hatchery: Skilled (Poultry)

**UNIT GROUP 6123:
APIARISTS AND SERICULTURISTS**

Apiarists and Sericulturists plan, organize and perform operations to breed, raise and tend insects such as honey bees, silkworms and other species to produce honey, beeswax, silk and other products for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed include: monitoring market activity and conditions, determining kinds and amounts of insect products to produce, and planning and coordinating production accordingly; purchasing insects and growing or purchasing feed and other supplies; breeding, raising and tending insects and collecting their products; renting or investing in, and maintaining and cleaning, buildings, machinery, equipment and structures; storing and carrying out some processing of produce; arranging the sale, purchase and transportation of stock, produce and supplies, and maintaining and evaluating records of farming activities; training and supervising workers in production procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural

methods and practices coupled with knowledge of swarming seasons, harvesting methods and market trends.

Occupational titles classified in this unit group are:

6123-11 Apiarist
6123-12 Beekeeper
6123-13 Farmer, Apiary
6123-14 Farmer, Beekeeping
6123-15 Farmer, Sericulture
6123-16 Farmer, Silk
6123-17 Farmer, Silkworm Raising
6123-18 Raiser, Silkworm
6123-21 Sericulturist
6123-22 Worker, Apiary: Skilled
6123-23 Worker, Beekeeping: Skilled
6123-24 Worker, Sericultural: Skilled

**UNIT GROUP 6124:
OTHER ANIMAL PRODUCERS**

Other Animal Producers engage in breeding, raising and tending non-domesticated mammals, game and other birds (except poultry), snails, snakes and other reptiles, as well as various insects and animals used for laboratory tests and research, for sale or delivery on a regular basis to wholesale buyers, marketing organizations, zoos and circuses, or at markets.

Tasks performed include: monitoring market activity and conditions, determining kinds and amounts of products to produce, and planning and coordinating production accordingly; raising, feeding and tending animals; monitoring and examining animals to detect illness, injury or disease, and to check physical condition such as rate of weight gain; performing duties related to animal reproduction, such as breeding, artificial insemination and helping with animal births; renting or investing in, and maintaining and cleaning, buildings, machinery, equipment and structures; slaughtering and skinning animals and preparing animal products for market; storing and carrying out some processing of produce; promoting and marketing

products, arranging the sale, purchase and transportation of stock, produce and supplies, and maintaining and evaluating records of activities and transactions; training and supervising workers in animal care procedures, maintenance duties and health and safety precautions.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices coupled with knowledge animal breeding.

Occupational titles classified in this unit group are:

6129-11 Breeder, Bird
6129-12 Breeder, Deer
6129-13 Breeder, Game Bird
6129-14 Breeder, Lion
6129-15 Breeder, Reptile
6129-16 Breeder, Snail
6129-17 Farmer, Crocodile
6129-18 Farmer, Fur: Non-Domesticated Animals
6129-21 Farmer, Kangaroo
6129-22 Farmer, Non-Domesticated Animals
6129-23 Farmer, Ostrich
6129-24 Farmer, Pelt: Non-Domesticated Animals
6129-25 Raiser, Ostrich
6129-26 Worker, Farm: Skilled (Non-Domesticated Fur-Bearing Animals)
6129-27 Worker, Farm: Skilled (Ostrich)

**MINOR GROUP 613:
MIXED CROP AND ANIMAL PRODUCERS**

Mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed usually include: monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and

planning and coordinating production accordingly; purchasing seeds, fertilizer, and other supplies; performing operations such as land preparation, sowing, planting, cultivating and harvesting crops; producing or buying fodder and other food supplies; breeding, raising and tending animals; killing and skinning animals, and preparing animals or animal products for market; renting or investing in, and maintaining and cleaning, farm buildings, machinery, equipment and structures; storing and carrying out some processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies, and maintaining and evaluating records of farm activities and transactions; training and supervising workers in animal care procedures, maintenance duties and health and safety precautions, and hiring and discharging workers and contractors.

Occupations in this minor group are classified into the following unit group:

6130 Mixed Crop and Animal Producers

**UNIT GROUP 6130:
MIXED-CROP AND ANIMAL PRODUCERS**

Mixed crop and animal producers plan, organize and perform farming operations to grow and harvest field, tree and various other crops, as well as to breed, raise and tend animals and to produce a variety of animal husbandry products, for sale or delivery to wholesale buyers, marketing organizations or at markets.

Tasks performed in this unit group include; Monitoring market activity and conditions, determining kinds and amounts of crops to be grown and animals to be raised, and planning and coordinating production accordingly; purchasing seeds, fertilizer, and other supplies; performing operations such as land preparation, sowing, planting, cultivating and harvesting crops; producing or buying fodder and other food supplies; breeding, raising and tending animals; killing and skinning animals, and preparing animals or animal

products for market; renting or investing in and maintaining and cleaning farm buildings, machinery, equipment, and structures; storing and carrying out some processing of produce; promoting and marketing products, arranging the sale, purchase and transportation of livestock, produce and supplies and maintaining and evaluating records of farm activities and transactions; training and supervising workers in animal care procedures, maintenance duties, and health and safety precautions and hiring and discharging workers and contractors.

For effective and efficient performance of tasks in this unit group, one requires basic training in agricultural methods and practices.

Occupational titles classified in this unit group are:

6130-11 Farmer, Livestock and Crops
6130-12 Farmer, Mixed Farming
6130-13 Farmer, Mixed: Market Production
6130-14 Hand, Farm: Skilled (Mixed Livestock and Crops)
6130-15 Worker, Farm: Skilled (Mixed Livestock and Crops)

**SUB-MAJOR GROUP 62:
MARKET-ORIENTED SKILLED FORESTRY,
FISHERY AND HUNTING WORKERS**

Market-oriented Skilled Forestry, Fishery and Hunting workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests; breed and raise fish; harvest and catch fish; and hunt and trap animals, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed by workers in this sub-major group usually include: renting or investing in equipment and machinery and purchasing supplies; planning and undertaking forestry, aquaculture, fishery and hunting operations; maintaining buildings, tanks, machinery and other equipment; delivering or marketing products;

supervising and training other workers.

Competent performance in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

**621: Forestry and Related Workers
622: Fishery Workers, Hunters and Trappers**

**MINOR GROUP 621:
FORESTRY AND RELATED WORKERS**

Forestry and Related Workers, plant and carry out the necessary operations to cultivate, conserve and exploit forests or convert wood into charcoal or extract turpentine from wood using traditional techniques, for sale or delivery on a regular basis to purchasers or at markets.

Tasks performed usually include; assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools, and establishing and caring for forest stands; locating trees to be felled and estimating volume of timber; operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs; shaping rough wooden products from logs at a felling site; stacking logs and loading them in chutes or floating them down rivers; keeping watch to detect forest fires, participating in firefighting operations, completing firefighting reports and maintaining firefighting equipment; controlling weeds and undergrowth in regenerating forest stands, using manual tools and chemicals; operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated; collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations; training and supervising other workers in forestry procedures, including forestry labourers and plant operators.

Occupations in this minor group are classified into the following unit group

6210: Forestry and Related Workers

UNIT GROUP 6210: FORESTRY AND RELATED WORKERS

Forestry and Related workers plan, organize and perform operations to cultivate, conserve and exploit natural and plantation forests.

Tasks performed include: assessing sites for reforestation, selecting seedlings and planting trees using manual planting tools and establishing and caring for forest stands; locating trees to be felled and estimating volume of timber; operating chainsaw and other power saws to thin young forest stands, trim, top and fell trees and saw them into logs; rough wooden products from logs at felling site; stacking logs and loading them in chutes or floating them down rivers; keeping watch to detect forest fires, participating in firefighting operations, completing firefighting reports and maintaining firefighting equipment; controlling weeds and undergrowth in regenerating forest stands using manual tools and chemicals; operating and maintaining a skidder, bulldozer or other prime mover to pull a variety of scarification or site preparation equipment over areas to be regenerated; collecting seed cones, pruning trees, assisting in planting surveys and marking trees for subsequent operations; training and supervising other workers in forestry procedures, including forestry labourers and plant operators.

For effective and efficient performance of tasks in this unit group, one requires basic training in forestry management and practices.

Occupational titles classified in this unit group are:

6210-11 Assembler, Raft: Logging
6210-12 Bucker, Logging

6210-13 Burner, Charcoal
6210-14 Climber, High: Logging
6210-15 Climber, Logging
6210-16 Cross-Cutter, Logging
6210-17 Cruiser, Timber
6210-18 Cutter, Pole and Pile
6210-21 Cutter, Railway Tie
6210-22 Cutter, Sleeper
6210-23 Cutter, Timber: Forestry
6210-24 Cutter, Wood: Forest
6210-25 Driver, Raft: Logging
6210-26 Feller, Logging
6210-27 Feller, Tree
6210-28 Feller-Bucker, Tree
6210-31 Forester
6210-32 Logger
6210-33 Lumberjack
6210-34 Maker, Log-Raft
6210-35 Marker, Timber
6210-36 Marker, Tree
6210-37 Planter, Forestry
6210-38 Pruner, Forestry
6210-41 Pruner, Tree: Forestry
6210-42 Pruner-Trimmed, Forestry
6210-43 Ranger, Forest: Cultivating Trees
6210-44 Rider, Timber
6210-45 Scaler, Log
6210-46 Stripper, Cork Bark
6210-47 Topper, Logging
6210-48 Trimmer, Tree: Forestry
6210-51 Woodcutter, Forest
6210-52 Woodman
6210-53 Woodwoman
6210-54 Worker, Skilled: Afforestation
6210-55 Worker, Forestry: Skilled
6210-56 Worker, Forestry: Skilled (Charcoal Burning (Traditional Techniques))
6210-57 Worker, Forestry: Skilled (Wood Distillation (Traditional Techniques))

MINOR GROUP 622: FISHERY WORKERS, HUNTERS AND TRAPPERS

Fishery Workers, Hunters and Trappers breed and

raise fish, harvest and catch fish, and hunt and trap animals, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed usually include: breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater; monitoring environments to ensure maintenance of optimum conditions for aquatic life; cleaning, freezing, icing or salting catch on- or offshore, and preparing fish and other products for shipment; renting or investing in and maintaining buildings, tanks, machinery, fishing vessels and other equipment; preparing and repairing nets and other fishing gear and equipment; operating fishing vessels to, from and at fishing grounds; baiting, setting, operating and hauling in fishing gear; setting traps to catch mammals, birds or reptiles; delivering or marketing products; supervising and training other workers.

Occupations in this minor group are classified into the following unit groups:

6221: Aquaculture Workers

6222: Inland and Coastal Waters Fishery Workers

6223: Deep-sea Fishery Workers

6224: Hunters and Trappers

UNIT GROUP 6221:

AQUACULTURAL WORKERS

Aquaculture Workers breed and raise fish and cultivate mussels, oysters and other forms of aquatic life, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed include: breeding, raising and cultivating fish, mussels, oysters and other forms of aquatic life as cash crops or for release into freshwater or saltwater; collecting and recording growth, production and environmental data; conducting and supervising stock examinations in order to identify

diseases or parasites; monitoring environments to ensure maintenance of optimum conditions for aquatic life; directing and monitoring trapping and spawning of fish, egg incubation and fry rearing, applying knowledge of management and fish culturing techniques; cleaning, freezing, icing or salting catch on- or offshore, and preparing fish and other products for shipment; maintaining buildings, tanks, machinery, boats and other equipment; delivering or marketing products; renting or investing in buildings, equipment and machinery, and purchasing food and other supplies; supervising and training aquaculture and fish hatchery support workers.

For effective and efficient performance of tasks in this unit group, one requires basic training in aquaculture.

Occupational titles classified in this unit group are:

6221-11 Cultivator, Algae

6221-12 Cultivator, Pearl

6221-13 Farmer, Fish

6221-14 Farmer, Oyster

6221-15 Farmer, Seafood

6221-16 Hatcher, Fish

6221-17 Manager, Fish Farm

6221-18 Piscicultures

6221-21 Worker, Farm: Skilled (Fish)

6221-22 Worker, Farm: Skilled (Oyster)

6221-23 Worker, Farm: Skilled (Seafood)

6221-24 Worker, Fishery: Skilled (Pisciculture)

6221-25 Worker, Hatchery: Skilled (Fish)

6221-26 Fish Scout

UNIT GROUP 6222:

INLAND AND COASTAL WATERS FISHERY WORKERS

Inland and Coastal Waters Fishery Workers, alone or as members of fishing-vessel crews, catch fish or gather other forms of aquatic life in inland or coastal waters for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets.

Tasks performed include: preparing and repairing nets and other fishing gear and equipment; selecting areas for fishing, plotting courses and computing navigational positions using compass, charts and other aids; operating fishing vessels to, from and at fishing grounds; baiting, setting, operating and hauling in fishing gear by hand or using hoisting equipment; gathering various forms of aquatic life from shores and shallow waters; maintaining engine fishing gear and other on-board equipment; keeping records of transactions, fishing activities, weather and sea conditions, and estimating costs and budgets; sorting and storing catch in holds with salt and ice; removing catches from fishing equipment, measuring them to ensure compliance with legal size and returning undesirable or illegal catches to the water; directing fishing operations, and supervising fishing crew members.

For effective and efficient performance of tasks in this unit group, one requires basic training in inland and marine fishing.

Occupational titles classified in this unit group are:

6222-11 Captain, Fishing: Coastal Waters
 6222-12 Fisherman, Coastal Waters
 6222-13 Fisherman, Inland Waters
 6222-14 Fisherwoman, Coastal Waters
 6222-15 Fisherwoman, Inland Waters
 6222-16 Hooker, Sponge
 6222-17 Skipper, Coastal Fishery
 6222-18 Worker, Fishery: Skilled (Coastal Waters)
 6222-21 Worker, Fishery: Skilled (Inland)
 6222-22 Fish Scout
 6222-23 Diver, Oyster

**UNIT GROUP 6223:
DEEP SEA FISHERY WORKERS**

Deep-sea Fishery Workers, as skippers or members of fishing vessel crews, catch deep-sea fish for sale or delivery to wholesale buyers, marketing organizations

or at markets.

Tasks performed include: preparing and repairing nets and other fishing gear and equipment; commanding and operating fishing vessels to, from and at deep-sea fishing grounds; determining areas for fishing, plotting courses and computing navigational positions using compass, charts, tables and other aids; steering vessels and operating navigational instruments and electronic fishing aids; directing fishing operations and supervising crew activities; recording fishing progress and activities, as well as weather and sea conditions, on the ship's log; baiting, setting and hauling in fishing gear; cleaning, freezing, icing or salting catch on- or offshore; selecting and training vessel crews.

For effective and efficient performance of tasks in this unit group, one requires basic training in deep sea fishing.

Occupational titles classified in this unit group are:

6223-11 Captain, Fishing: Deep-Sea
 6223-12 Crewman, Drifter
 6223-13 Crewman, Trawler
 6223-14 Crewwoman, Drifter
 6223-15 Crewwoman, Trawler
 6223-16 Fisherman, Deep-Sea
 6223-17 Fisherwoman, Deep-Sea
 6223-18 Skipper, Trawler
 6223-21 Worker, Fishery: Skilled (Deep-Sea)

**UNIT GROUP 6224:
HUNTERS AND TRAPPERS**

Hunters and Trappers catch and kill mammals, birds or reptiles mainly for meat, skin, feathers and other products for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. Adherence to wildlife management rules and regulations is required.

Tasks performed include: setting traps to catch mammals, birds or reptiles; killing trapped or free mammals, birds or reptiles with firearms or other

weapons; skinning and otherwise treating killed mammals, birds or reptiles to obtain desired products for sale or delivery; delivering or selling trapped live mammals, birds or reptiles; repairing and maintaining equipment.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in animal hunting and trapping.

Occupational titles classified in this unit group are:

6224-11 Beater, Game
6224-12 Crewman, Whaling Vessel
6224-13 Crewwoman, Whaling Vessel
6224-14 Fisherman, Seal
6224-15 Fisherwoman, Seal
6224-16 Flenser, Whale
6224-17 Harpooner, Whale
6224-18 Hunter
6224-21 Hunter, Seal
6224-22 Hunter, Whale
6224-23 Stripper, Blubber
6224-24 Trapper, Fur
6224-25 Trapper-Hunter, Fur

**SUB-MAJOR GROUP 63:
SUBSISTENCE FARMERS, FISHERS, HUNTERS
AND GATHERERS**

Subsistence Farmers, Fishers, Hunters and Gatherers plant, grow, cultivate and harvest field or tree and shrub crops, vegetables and fruits; gather wild fruits, insects, medicinal and other plants; breed, raises, tend or hunt animals; catch fish and gather various forms of aquatic life in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed include: preparing the soil; sowing, planting, propagating, trees, seeds, seedlings, roots, bulbs, vines, tending and harvesting field crops; growing vegetables, fruit and other tree and shrub crops; thinning, weeding, hoeing row crops and

pruning trees and vines; picking, grading, and sorting fruits, nuts, grains and vegetables; gathering wild fruits, medicinal tree barks, roots, leaves and other plants; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, fur, hide, skin or other products; hunting or trapping animals; breeding or catching fish and cultivating or gathering clams, oysters, crabs, lobster and other forms of aquatic life; gathering firewood and fetching water; building shelters and making simple tools, clothes and utensils for use by the household; storing produce for later use and carrying out some basic processing of their produce; selling some products at local markets.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub-major group are classified into following minor groups:

631: Subsistence Crop Farmers
632: Subsistence Livestock Farmers
633: Subsistence Mixed Crop and Livestock Farmers
634: Subsistence Fishers, Hunters, Trappers and Gatherers

**MINOR GROUP 631:
SUBSISTENCE CROP FARMERS**

Subsistence Crop Farmers perform routine tasks in producing crops such as fruits, nuts, grains and vegetables. The farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed in this minor group usually include: preparing the soil, sowing, planting, trees, seeds, seedlings, roots, bulbs, vines, tending, training, propping and harvesting field crops, tubers, grains and nuts; growing vegetables, fruits and other tree and shrub crops; take part in transplanting, thinning,

fertilizing, weeding, hoeing row crops and pruning trees and vines; picking, grading, and sorting fruits, nuts, grains and vegetables; preparing, plant, grows gardens, orchards and nurseries; monitoring and examining field crops to detect pests and diseases; spray chemicals to control pests and diseases; carrying out some processing of produce, packing and storing farm produce for later use; fetching water and gathering firewood; building and maintaining houses, granaries, silos and other shelters; making simple tools, harvesting baskets, clothes and utensils for use by the household; selling or bartering some products at local markets.

Competent performance in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit group:

6310: Subsistence Crop Farmers

UNIT GROUP 6310: SUBSISTENCE CROP FARMERS

Subsistence Crop Farmers grow and harvest field or tree and shrub crops, vegetables and fruit, in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed include: performed preparing the soil, sowing, planting, trees, seeds, seedlings, roots, bulbs, vines, tending, training, propping and harvesting field crops, tubers, grains and nuts; growing vegetables, fruits and other tree and shrub crops; take part in transplanting, thinning, fertilizing, weeding, hoeing row crops and pruning trees and vines; picking, grading, and sorting fruits, nuts, grains and vegetables; preparing, plant, grows gardens, orchards and nurseries; monitoring and examining field crops to detect pests and diseases; spray chemicals to control pests and diseases; carrying out some processing of produce, packing and storing farm produce for later

use; fetching water and gathering firewood; building and maintaining houses, granaries, silos and other shelters; making simple tools, harvesting baskets, clothes and utensils for use by the household; selling or bartering some products at local markets.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in agricultural methods and practices.

Occupational titles classified in this unit group are:

6310-11 Farmer, Cereal: Subsistence Farming
 6310-12 Farmer, Maize: Subsistence Farming
 6310-13 Farmer, Crop: Subsistence
 6310-14 Farmer, Field: Crop (Subsistence Farming)
 6310-15 Farmer, Field: Vegetable (Subsistence Farming)
 6310-16 Farmer, Grain: Subsistence Farming
 6310-17 Farmer, Groundnut: Subsistence Farming
 6310-18 Farmer, Mixed Crop: Subsistence Farming
 6310-21 Farmer, Rice: Subsistence Farming
 6310-22 Farmer, Vegetable: Subsistence Farming
 6310-23 Farmer, Wheat: Subsistence Farming
 6310-24 Gardener, Subsistence
 6310-25 Grower, Vegetable: Subsistence

MINOR GROUP 632: SUBSISTENCE LIVESTOCK FARMERS

Subsistence Livestock Farmers perform routine tasks in livestock, eggs and wool production. The farmers breed, raise and tend livestock in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed in this minor group usually include: cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock; monitoring and examining animals to detect illness, injury or disease, and to check physical condition; grooming and marking animals and shearing coats to collect hair or wool; guide and move flock from one pasture to another;

keep flock intact and protect them from predators; herding or leading livestock to pastures, grazing land and water supplies; raising, tending, feeding and milking animals or draining blood from them; collecting eggs, brooding and incubating poultry; breeding animals and helping with animal births; slaughtering and skinning animals and preparing them and their products for consumption or sale; carrying out some processing of animal products; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; fetching water and gathering firewood; buying, bartering and selling animals and some products.

Competent performance in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

6320: Subsistence Livestock Farmer

UNIT GROUP 6320: SUBSISTENCE LIVESTOCK FARMERS

Subsistence Livestock Farmers breed, raise and tend livestock in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed usually include: cultivating pastures, or managing grazing lands, and monitoring feed and water supplies needed to maintain condition of livestock; monitoring and examining animals to detect illness, injury or disease, and to check physical condition; grooming and marking animals and shearing coats to collect hair or wool; guide and move flock from one pasture to another; keep flock intact and protect them from predators; herding or leading livestock to pastures, grazing land and water supplies; raising, tending, feeding and milking animals or draining blood from them; collecting eggs, brooding and incubating poultry; breeding animals and helping with animal

births; slaughtering and skinning animals and preparing them and their products for consumption or sale; carrying out some processing of animal products; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; fetching water and gathering firewood; buying, bartering and selling animals and some products.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in agricultural methods and animal husbandry.

Occupational titles classified in this unit group are:

6320-11 Farmer, Cattle: Subsistence
6320-12 Farmer, Goat: Subsistence Farming
6320-13 Farmer, Livestock: Subsistence Farming
6320-14 Farmer, Mixed-Animal: Subsistence Farming
6320-15 Farmer, Pig: Subsistence Farming
6320-16 Farmer, Sheep: Subsistence Farming
6320-17 Shepherd: Subsistence Farming
6320-18 Farmer, Poultry

MINOR GROUP 633: SUBSISTENCE MIXED CROP AND LIVESTOCK FARMERS

Subsistence Mixed Crop and Livestock Farmers perform routine tasks in crop cultivation and animal production. The farmers grow and harvest field or tree and shrub crops, vegetables and fruit in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed in this minor group usually include: preparing the soil, sowing, planting, tending and harvesting field crops; growing vegetables, fruit and other tree and shrub crops; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, fur, hide, skin or other products; assisting with maintaining the health and welfare of crops and animals; fetching water and gathering firewood; packing and storing produce for later use and carrying

out some processing of produce; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; and selling or bartering some products at local markets.

Competent performance in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit group:

6330: Subsistence Mixed Crop and Livestock Farmers

**UNIT GROUP 6330:
SUBSISTENCE MIXED CROP AND LIVESTOCK FARMERS**

Subsistence Mixed Crop and Livestock Farmers grow and harvest field or tree and shrub crops, vegetables and fruit in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed usually include: preparing the soil, sowing, planting, tending and harvesting field crops; growing vegetables, fruit and other tree and shrub crops; breeding, tending and feeding animals and poultry mainly to obtain meat, eggs, milk, fur, hide, skin or other products; assisting with maintaining the health and welfare of crops and animals; fetching water and gathering firewood; packing and storing produce for later use and carrying out some processing of produce; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; and selling or bartering some products at local markets.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in agricultural methods and practices.

Occupational titles classified in this unit group are:

6330-11 Farmer, Mixed: Subsistence

6330-12 Farmer, Subsistence

6330-13 Worker, Farm: Skilled (Subsistence Farming)

**MINOR GROUP 634:
SUBSISTENCE FISHERS, HUNTERS, TRAPPERS
AND GATHERERS**

Subsistence Fishers, Hunters, Trappers and Gatherers, gather wild fruits, insects, medicinal and other plants; hunt and trap animals and catch fish and gather various forms of aquatic life in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households. Competent performance in most occupations in this sub-major group requires skills at the 2nd KeSCO skill level.

Tasks performed in this minor group usually include: hooking, trapping, netting, baiting, catching, cleaning, freezes, ices or salts fish and gathering clams, oysters, crabs, lobster other forms of aquatic life; hunting or trapping animals mainly to obtain meat, milk, hide, fur, skin, feathers or other products; gathering wild fruits, roots, medicinal roots, herbs, bark, leaves and other plants; fetching water and gathering firewood; gather wild fruits, medicinal and other plants; tend or hunt animals; storing or carrying out some processing of their produce; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; and selling or bartering some products at local markets.

Occupations in this minor group are classified into the following unit group:

6340: Subsistence Fishers, Hunters, Trappers and Gatherers

**UNIT GROUP 6340:
SUBSISTENCE FISHERS, HUNTERS, TRAPPERS
AND GATHERERS**

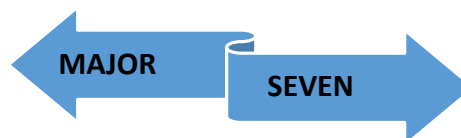
Subsistence Fishers, Hunters, Trappers and Gatherers gather wild fruits, medicinal and other plants; hunt and trap insects and wild animals; catch fish and gather other various forms of aquatic life in order to provide food, shelter and, in some cases, a minimum of cash income for themselves and their households.

Tasks performed usually include: hooking, trapping, netting, baiting, catching, cleaning, freezes, ices or salts fish and gathering clams, oysters, crabs, lobster other forms of aquatic life; hunting or trapping animals mainly to obtain meat, milk, hide, fur, skin, feathers or other products; gathering wild fruits, roots, medicinal roots, herbs, bark, leaves and other plants; fetching water and gathering firewood; gather wild fruits, medicinal and other plants; tend or hunt animals; storing or carrying out some processing of their produce; building and maintaining houses and other shelters; making tools, clothes and utensils for use by the household; and selling or bartering some products at local markets.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in hunting and trapping.

Occupational titles classified in this unit group are:

- 6340-11 Collector, Subsistence
- 6340-12 Diver, Subsistence
- 6340-13 Fisherman, Subsistence
- 6340-14 Fisherwoman, Subsistence
- 6340-15 Gatherer, Subsistence
- 6340-16 Hunter, Subsistence
- 6340-17 Hunter-Gatherer
- 6340-18 Trapper, Subsistence
- 6340-21 Gatherer, Food
- 6340-22 Fisherman, Subsistence Fishing
- 6340-23 Trapper



CRAFT AND RELATED TRADES WORKERS

Craft and Related Trades Workers apply practical and technical skills in the fields of construction and maintenance of buildings; form metal; erect metal structures; set machine tools, or make, fit, maintain and repair machinery, equipment or tools; carry out printing work; install, fit and maintain electrical wiring systems, machinery and other electrical apparatus; produce or process foodstuffs, textiles, or wooden, metal and other articles, including handicraft goods. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of all stages of the production process, the materials and tools used, and the nature and purpose of the final product.

The tasks usually include: constructing, maintaining and repairing of buildings and other structures; casting, welding and shaping metal; installing and erecting metal structures; making machinery, tools, equipment, and other metal articles; setting for operators, or setting and operating various machine tools; fitting, maintaining and repairing industrial machinery, engines and vehicles, electrical, electronic and solar powered instruments and other equipment; making precision instruments, jewellery, household and other precious-metal articles, pottery, glass and related products; producing handicrafts; executing printing work; producing and processing foodstuffs and various articles made of wood, textiles, leather and related materials. Supervision of other workers may be included. Competent performance in most occupations in this major group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this major group are classified into the

following sub-major groups: -

**71: Building and Related Trades Workers
(Excluding Electricians)**

72: Metal, Machinery and Related Trades Workers

73: Handicraft and Printing Workers

74: Electrical and Electronics Trades Workers

**75: Food Processing, Woodworking, Textiles,
Garment and Other Craft and Related Trades
Workers**

SUB-MAJOR GROUP 71:

**BUILDING AND RELATED TRADE WORKERS
(EXCLUDING ELECTRICIANS)**

Building and Related Trades Workers construct, maintain and repair buildings; erect and repair foundations, walls and structures of brick, stone and similar materials; cover, apply or install, maintain walls, insulation systems, glass, windows or other frames, as well as plumbing, piping and electrical systems in buildings and other structures; prepare surfaces and apply paints and similar materials to building and other structures; cover interior walls and ceiling with wall paper and clean chimneys and exterior surfaces building and other structures. The work is carried out by hand and by hand-powered tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organization, the materials and tools used, and the nature and purpose of the final product.

Tasks performed by workers in this sub-major group usually include: constructing, maintaining and repairing buildings and other structures, using traditional and/or modern building techniques; constructing and repairing foundations, walls and structures of brick, stone and similar materials; breaking quarried stone into slabs or blocks; cutting, shaping and finishing stone for building, ornamental, monumental and other purposes; erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces; cutting, shaping, assembling and maintaining wooden

structures and fittings; plumbing, piping, insulating electrical system in building and other structures; painting surfaces; performing miscellaneous construction and building maintenance tasks. Supervision of other workers may be included. Competent performance in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this sub-major group are classified into the following minor groups:

711: Building Frames and Related Trade Workers

**712: Building Finishers and Related Trade
Workers**

**713: Painters, Builders, Structure Cleaners and
Related Trade Workers**

MINOR GROUP 711:

**BUILDING FRAMES AND RELATED TRADE
WORKERS**

Building Frame and Related Trades Workers construct, maintain and repair buildings; erect and repair foundations, walls and structures of brick, stone and similar materials; shape and finish stone for building and other purposes; and perform miscellaneous construction and building maintenance tasks.

Tasks performed usually include: constructing, maintaining and repairing buildings and other structures by using traditional and/or modern building techniques; constructing and repairing foundations, walls and structures of brick, stone and similar materials; breaking quarried stone into slabs or blocks; cutting, shaping and finishing stone for building, ornamental, monumental and other purposes; erecting reinforced concrete frameworks and structures as well as finishing and repairing cement surfaces; cutting, shaping, assembling and maintaining wooden structures and fittings; performing miscellaneous construction and building maintenance tasks. Supervision of other workers may be included.

Competent performance in most occupations in this minor group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

7111: House Builders

7112: Bricklayers and Related Trades Workers

7113: Stonemasons, Stone Cutters, Splitters and Carvers

7114: Concrete Block Makers, Brick, Tile, Moulders and Related Workers

7115: Carpenters and Joiners

7116: Other Building Frame and Related Trades workers

**UNIT GROUP 7111:
HOUSE BUILDERS**

House builders erect, maintain and repair houses and similar small buildings using either traditional or modern techniques and materials.

Tasks performed include preparing ground for erecting building or other structures; erecting structures to support roofs; building and covering walls with appropriate materials; fixing rafters to roofs and covering with roofing material; levelling floors to make them smooth and serviceable; maintaining and repairing existing structures; preparing for specialized work such as bricklaying, painting, plumbing and electrical wiring to be done by subcontractors.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in house building. This may be acquired through vocational, tertiary or experiential learning. In addition, good literacy, numeracy and interpersonal skills is also necessary.

Occupational titles classified in this unit group are:

7111-11 Builder, house

7111-12 Builder, non-traditional materials

7111-13 Builder, traditional materials

7111-14 Repairer, building

**UNIT GROUP 7112:
BRICKLAYERS AND RELATED WORKERS**

Bricklayers and related workers lay bricks, pre-cut stones and other types of building blocks in mortar to construct and repair walls, partitions, arches and other structures.

Tasks performed include: laying stone, brick and similar building blocks to construct or repair walls, partitions, fireplaces and other structures such as smokestacks, furnaces, converters, kilns and ovens, piers and abutments; laying footpaths, kerbs and pavements; laying bricks or other masonry to build patios, garden walls and other decorative installations.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in masonry. This may be acquired through vocational, tertiary or experiential learning.

Occupational titles classified in this unit group are:

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7112-11 Block layer

7112-12 Brickie

7112-13 Bricklayer

7112-14 Bricklayer, refractory

7112-15 Builder, chimney

7112-16 Layer, firebrick

7112-17 Mason, brick

7112-18 Mason, construction

7112-21 Paviour

7112-22 Tuck pointer

**UNIT GROUP 7113:
STONEMASONS, STONE CUTTERS, SPLITTERS
AND CARVERS**

Stonemasons, stone cutters, splitters and carvers cut

and prepare stone to build or repair stone structures, shape hard and soft stone blocks and slabs for the construction and maintenance of stone structures and monumental masonry. They carve designs and figures on stone.

Tasks performed include: driving wedges into quarried stone to break it into slabs or blocks; selecting and grading slabs and blocks of granite, marble and other stone; cutting, shaping, polishing and finishing building and monumental stone such as granite or marble using hand tools or hand-held power tools; making patterns and marking shapes on stone for subsequent sawing, planning, drilling and other dressing and cutting operations; cutting, engraving, etching and carving characters, figures or designs on stone blocks used for monuments or memorials; setting stone in the erection of monuments and memorials; repairing and replacing stonework on structures.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in stonemasonry. This may be acquired through vocational, tertiary or experiential learning.

Occupational titles classified in this unit group are:

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7113-11 Blaster, sand: stonecutting
 7113-12 Blaster, shot, stonecutting
 7113-13 Carver, stone
 7113-14 Carver-setter, monument
 7113-15 Cutter, granite
 7113-16 Cutter, stone 43
 7113-17 Cutter-finisher, stone
 7113-18 Dresser, stone
 7113-21 Driller, stone
 7113-22 Engraver, stone
 7113-23 Finisher, stone
 7113-24 Grader, stone
 7113-25 Grinder, slate
 7113-26 Grinder, stone
 7113-27 Mason, monumental
 7113-28 Mason, stone

7113-31 Planer, stone
 7113-32 Polisher, granite
 7113-33 Polisher, marble
 7113-34 Polisher, slate
 7113-35 Polisher, stone: hand or hand-powered tools
 7113-36 Sandblaster, stonecutting
 7113-37 Sawyer, stone
 7113-38 Shot blaster, stonecutting
 7113-41 Splitter, stone
 7113-42 Stonecutter
 7113-43 Stoneworker
 7113-44 Worker, stonework layout

**UNIT GROUP 7114:
 CONCRETE BLOCK MAKERS, BRICK, TILE
 MOULDERS AND RELATED WORKERS**

Concrete Block Makers, Brick, Tile Moulders and Related Workers produce and mould concrete bricks, tiles and paving blocks.

Tasks performed include: preparing concrete mix of cement, sand, ballast, chips and water in required proportions; using hands, casings, moulds and finishes blocks of various shapes and sizes such as building blocks, bricks, paving blocks, tiles, sills, beams, railing, flower vases and other construction and decoration articles; leveling and finishing exposed surfaces; may study requirement for customer and evolves colour patterns, schemes and shades to produce mosaic tiles.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in making or the moulding of concrete products. This may be acquired through vocational, tertiary or experiential learning.

Occupational titles classified in this unit group are:

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7114-11 Maker, concrete block
 7114-12 Maker, brick
 7114-13 Maker, paving slabs
 7114-14 Maker, other concrete products

7114-15 Moulder, brick
7114-16 Moulder, tile

**UNIT GROUP 7115:
CONCRETE PLACERS, CONCRETE FINISHERS
AND RELATED WORKERS**

Concrete Placers, Concrete Finishers and Related Workers erect reinforced concrete frameworks and structures, make forms for moulding concrete, reinforce concrete surfaces, cement openings in walls or casings for wells, finish and repair cement surfaces and carry out terrazzo work.

Tasks performed include: mixing concrete; constructing and repairing reinforced concrete floors, walls, tanks, silos and other concrete structures; making shuttering or assembling prefabricated forms for moulding concrete; cementing openings in walls or casings for wells; casting, finishing and smoothing surfaces of concrete structures; applying a durable smooth surfacing composed of cement, sand pigment and marble particles to floors, known as a terrazzo finish.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in concrete making and/or related fields.

Occupational titles classified in this unit group are:
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7115-11 Caster, concrete: products
7115-12 Concreter, general
7115-13 Finisher, cement
7115-14 Finisher, concrete
7115-15 Mixer, concrete
7115-16 Placer, concrete
7115-17 Shutterer, concrete: moulding
7115-18 Worker, iron: concrete (reinforcement)
7115-21 Worker, terrazzo

UNIT GROUP 7116:

CARPENTERS AND JOINERS

Carpenters and Joiners cut, shape, assemble, constructs, erect, install, renovate and repairs structures and fixtures of wood, plywood and wallboard and other materials using carpenters' tools and power tools.

Tasks performed include: making, altering and repairing structural and other woodwork at a workbench or on a construction site; constructing, erecting and installing heavy-framed wooden structures on building sites; fitting, assembling and altering internal and external fixtures of building; making, repairing and fitting scenic equipment for theatrical performances and motion picture or television productions; constructing, assembling, altering and repairing wooden fixtures and fittings in train coaches, aircraft, ships, boats, floats and other vehicles.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in carpentry and joinery. This may be acquired through vocational, tertiary or experiential learning. Competency in aesthetics and finesse is what makes one stand out.

Occupational titles classified in this unit group are:
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7116-11 Boat builder, wood
7116-12 Builder, barge - wooden
7116-13 Carpenter
7116-14 Carpenter structural
7116-15 Carpenter, finish
7116-16 Carpenter-joiner
7116-17 Fitter, shop
7116-18 Framer
7116-21 Installer, door
7116-22 Installer, window: frame
7116-23 Maker, mast and spar: wood
7116-24 Shipwright, wood

UNIT GROUP 7119: OTHER BUILDING FRAME AND RELATED TRADES WORKERS

Other Building Frame and Related Trades Workers cover occupations not classified in Minor Group 711: Building Frames and Related Trade Workers. The unit group includes occupations such as steeplejacks, scaffolders and demolition workers.

Tasks performed include: climbing and performing miscellaneous construction and building maintenance work on tall structures such as towers, chimneys and spires; erecting scaffoldings, shoring or brace, selects tools, equipment and materials from yards and transport them to the site; erecting temporary metal or wooden scaffolding on building sites; installing pool; demolishing buildings and other structures; Assembling pre-fabricated building and houses;

For effective and efficient performance of tasks in this unit group, one is required to have skills in building technology acquired through training or experience.

Occupational titles classified in this unit group are:

7119-11 Assembler, prefabricated building
7119-12 Assembler, prefabricated houses
7119-13 Bracer, construction
7119-14 Erector, billboard
7119-15 Erector, prefabricated buildings
7119-16 Fixer, prefabricated buildings
7119-17 Installer, pool
7119-18 Jack, steeple
7119-21 Repairer, chimney
7119-22 Rigger, scaffolding
7119-23 Scaffolder
7119-24 Shorer, construction
7119-25 Worker, demolition: skilled
7119-26 Worker, maintenance: building
7119-27 Wrecker, building

MINOR GROUP 712: BUILDING FINISHERS AND RELATED TRADES WORKERS

Building finishers and related trades workers cover, apply or install, maintain and repair roofs, floors, walls, insulation systems, glass in windows or other frames, as well as plumbing, piping and electrical systems in buildings and other structures.

Tasks performed usually include: covering roof frameworks with one or more kinds of material; installing parquet and other kinds of flooring, or covering floors and walls with tiles or mosaic panels; applying plaster to walls and ceilings; applying insulating material to walls, floors and ceilings; cutting, fitting and setting glass in windows and similar openings; installing plumbing and pipeline systems; installing electrical wiring and related equipment. Supervision of other workers may be included. Competent performance in most occupations in this minor group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

7121: Roofers
7122: Floor Layers and Tile Setters
7123: Plasterers
7124: Insulation Workers
7125: Glaziers
7126: Plumbers and Pipe Fitters
**7127: Air Conditioning and Refrigeration
Mechanics**

UNIT GROUP 7121: ROOFERS

Roofers specialize in roof construction. They replace, repair, install and maintain the roofs of buildings, using

a variety of materials, including shingles, bitumen, - concrete, traditional materials and metal sheets.

Tasks performed include: studying drawings, specifications and construction sites to determine materials required; covering roof frameworks with slate and prefabricated tiles to cover pitched roofs; laying a waterproof shield and fixing metallic or synthetic materials to a building's frame; sizing and cutting roofing materials to fit around edges, corners and protuberances such as chimneys; using natural materials such as thatching to provide roof coverings; creating temporary structures such as scaffolding and ladders.

For effective and efficient performance of tasks in this unit group, one is required to have skills in Building and Construction, specialized in roofing acquired through vocational training or experiential learning. Ability to interpret and execute building plans, good aesthetics and precision is necessary.

Occupational titles classified in this unit group are:

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7121-11 Fixer, roof
7121-12 Roofer
7121-13 Roofer concrete
7121-14 Roofer Traditional materials
7121-15 Roofer, asphalt
7121-16 Roofer, composite materials
7121-17 Roofer, metal sheet
7121-18 Roofer, slate
7121-21 Roofer, tile
7121-22 Roofer, wood-shingle
7121-23 Thatcher
7121-24 Tiler, roof

**UNIT GROUP 7122:
FLOOR LAYERS AND TILE SETTERS**

Floor Layers and Tile Setters install, maintain and repair flooring, and cover floors, walls and other

surface with tiles or mosaic panels for decorative or other purposes.

Tasks performed include: preparing floor areas for covering with a variety of materials; assembling flooring materials and laying them on floors according to design and other specifications; makes ready mix for mosaic tiles using cement, marble chips or terrazzo chips and other colouring ingredients in water; lays mosaic surface, terrazzo surfaces and floors according to specified design; grind and smoothen the surface to expose marble chips to view and give glossy finish to surface; preparing wall areas for covering with tiles or other materials for decorative or other purposes such as acoustic insulation; setting tiles and constructing and laying mosaic panels to walls and other surfaces.

For effective and efficient performance of tasks in this unit group, one is required to have skills in Building and Construction acquired through vocational training or experiential learning. Ability to interpret and execute required design, with aesthetics and precision is necessary.

Occupational titles classified in this unit group are:

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7122-11 Block layer, wood
7122-12 Cutter-setter, mosaic
7122-13 Layer, carpet
7122-14 Layer, composition tile
7122-15 Layer, floor
7122-16 Layer, parquetry
7122-17 Layer, tile
7122-18 Setter, marble
7122-21 Setter, tile
7122-22 Tiler
7122-23 Tiler, floor
7122-24 Tiler, wall
7122-25 Worker, parquetry

**UNIT GROUP 7123:
PLASTERERS**

Plasterers install, maintain and repair plasterboard in buildings, and apply decorative and protective coverings of plaster, cement and similar material to the interiors and exteriors of structures.

Tasks performed include: applying one or more coats of plaster to interior walls and ceilings of buildings to produce a finished surface; measuring, marking, installing ornamental plaster panels; casting and trimming ornamental plaster cornices; measuring, marking and cutting plasterboard, lifting and positioning panels and securing them to walls, ceilings and battens; covering joins and nail holes with wet plaster and sealing compounds, and smoothing them using wet brushes and sandpaper; applying protective and decorative coverings of cement, plaster and similar materials to exterior building surfaces; making and installing decorative plaster fixtures of fibrous plaster; applying and finishing acoustic, insulating and fireproofing materials bonded with plaster, plastic cement and similar materials.

For effective and efficient performance of tasks in this unit group, one is required to have skills in Building and Construction, through vocational training or experiential learning. Ability to interpret and execute interior designs, good aesthetics and precision is necessary.

Occupational titles classified in this unit group are:

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7123-11 Fixer, plasterboard
7123-12 Installer, plasterboard
7123-13 Mason, stucco
7123-14 Plasterer
7123-15 Plasterer, dry wall/plasterboard
7123-16 Plasterer, fibrous
7123-17 Plasterer, ornamental
7123-18 Plasterer, plasterboard
7123-21 Plasterer, solid
7123-22 Plasterer, stucco

UNIT GROUP 7124:

INSULATION WORKERS

Insulation Workers apply, install and repair insulating materials to buildings, boilers, pipes or refrigeration and air-conditioning equipment.

Tasks performed include: examining plans, specifications and work sites to determine the type, quality and quantity of insulation material required; cutting insulation material by size and shape; cleaning and preparing the area and surfaces to be insulated; applying slabs and sheets of insulating or sound-absorbing materials to walls, floors and ceilings of buildings; installing insulating or sound-absorbing materials into cavities between walls, floors and ceilings of buildings with power-driven machines; applying insulating materials to exposed surfaces of equipment such as boilers, pipes and tanks; insulating refrigeration and air conditioning equipment with various materials to retain desired temperatures.

For effective and efficient performance of tasks in this unit group, one is required to have practical knowledge and an understanding of insulation work acquired through vocational training and or on the job experience.

Occupational titles classified in this unit group are:

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7124-11 Installer, insulation
7124-12 Installer, lagging
7124-13 Installer, sound-proofing acoustic
7124-14 Worker, insulation: boiler and pipe
7124-15 Worker, insulation: building
7124-16 Worker, insulation: refrigeration and air conditioning equipment
7124-17 Worker, insulation: sound-proofing

**UNIT GROUP 7125:
GLAZIERS**

Glaziers install glass in windows, skylights, store fronts and display cases or on surfaces such as

building fronts, interior walls, ceilings and table tops.

Tasks performed include: selecting the type of glass to be used, measuring and cutting to size and shape; installing glass in windows, doors, showers and partitions of buildings; installing glass and mirrors in skylights, display cases, interior walls and ceilings; installing or replacing windscreens in vehicles or boats; creating decorative glass features such as glass walls, staircases, balustrades and stained-glass windows.

For effective and efficient performance of tasks in this unit group, one is required to have glazing and fabrication skills acquired through training, apprentice or on the job experience.

Occupational titles classified in this unit group are:

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7125-11 Auto glazier
7125-12 Fitter, plate-glass
7125-13 Glazier
7125-14 Glazier, roofing
7125-15 Glazier, stained-glass
7125-16 Glazier, vehicle
7125-17 Installer, glazing
7125-18 Installer, window: glazing
7125-21 Installer, windscreen
7125-22 Repairer, windscreen
7125-23 Setter, artistic: glass
7125-24 Setter, glass: buildings

UNIT GROUP 7126: PLUMBERS AND PIPE FITTERS

Plumbers and pipe-fitters assemble, install, repair and maintain pipe systems, fitting and fixtures for water, steam, gas, cooking, lubricating, sprinkling, drainage, sewerage systems and hydraulic and pneumatic equipment.

Tasks performed include: laying out plumbing and ventilation systems and materials required according to design; measuring, cutting, threading, bending,

joining, assembling and installing pipes; maintaining and repairing pipes, fittings and fixtures of drainage, heating, ventilation, water supply and sewerage systems; installing gas appliances, dishwashers and water heaters, sinks and toilets using hand and power tools; laying clay, concrete or cast-iron pipes in ditches to form sewers, drains or water mains, or for other purposes; installing industrial processing and ventilation systems on basis of knowledge of system operation and building plans or working drawing; inspecting, examining and testing installed systems and pipes, using pressure gauge, hydrostatic testing, observation or other methods.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and skills in plumbing and pipe fitting which may be acquired through vocational, tertiary training or apprenticeship.

Occupational titles classified in this unit group are:

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7126-11 Fitter, aircraft pipe
7126-12 Fitter, duct
7126-13 Fitter, gas pipe
7126-14 Fitter, marine pipe
7126-15 Fitter, pipe
7126-16 Fitter, sewerage pipe
7126-17 Fitter, steam pipe
7126-18 Fitter, tube: aircraft
7126-21 Fitter, ventilation pipe
7126-22 Fitter, water supply pipe
7126-23 Fixer, duct
7126-24 Installer, drain
7126-25 Installer, duct
7126-26 Installer, septic tank
7126-27 Joiner, pipe-laying
7126-28 Layer, drain
7126-31 Layer, pipe
7126-32 Layer-jointer, mains pipes
7126-33 Plumber
7126-34 Technician, drain
7126-35 Worker, pipeline

**UNIT GROUP 7127:
AIR CONDITIONING AND REFRIGERATION
MECHANICS**

Air conditioning and refrigeration mechanics assemble, install, maintain and repair air conditioning and refrigeration systems and equipment in residential central air conditioning systems, commercial and industrial establishments.

Tasks performed include: interpreting blueprints, drawings and other specifications; assembling, installing and repairing, calibrating of gauges and maintenance of components such as compressors, motors, condensers, evaporators, switches and gauges for air conditioning and refrigeration systems; connecting piping and equipment by bolting, riveting, welding or brazing; testing systems, diagnosing faults and performing routine maintenance or servicing.

For effective and efficient performance of tasks in this unit group, one is required to have air conditioning and refrigeration mechanics skills acquired through tertiary training or experiential learning.

Occupational titles classified in this unit group are:

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7127-11 Erector, refrigeration and air conditioning equipment

7127-12 Installer, refrigeration and air conditioning equipment

7127-13 Mechanic, air conditioning equipment

7127-14 Mechanic, refrigeration

**MINOR GROUP 713:
PAINTERS, BUILDING STRUCTURE CLEANERS
AND RELATED TRADE WORKERS**

Painters, Building Structure Cleaners and Related Trades Workers paint, clean and apply paint and similar materials to buildings and other structures,

vehicles or various manufactured articles. They cover interior walls and ceilings with wallpaper, and clean chimneys and exterior surfaces of buildings and other structures.

Tasks performed usually include: preparing surfaces of buildings, machinery, or various manufactured articles and other structures to apply paint, varnish and similar materials usually with a brush, roller or hand-spraying device; covering interior walls and ceilings with wallpaper, silk or other fabrics; cleaning chimneys, exterior surfaces of buildings and other structures. Supervision of other workers may be included. Competent performance in most occupations in this minor group requires skills at the **2nd KeSCO** skill levels.

Occupations in this minor group are classified into the following unit groups:

**7131: Painters and Related Workers
7132: Spray Painters and Varnishers
7133: Building Structure Cleaners**

**UNIT GROUP 7131:
PAINTERS AND RELATED WORKERS**

Painters and Related Workers prepare surfaces of buildings and other structures for painting, apply protective and decorative coats of paint or similar materials, or cover interior walls and ceilings of buildings with wallpaper or other finishes.

Tasks performed include: cleaning and preparing walls and other surfaces of buildings for painting or wallpapering; selecting and preparing paints to required colours by mixing pigments and additives; applying paint, varnish, stains and similar materials to surfaces, fixtures and fittings of buildings and other structures using brushes, rollers and sprays; measuring and hanging wallpaper or other fabrics on interior walls and ceilings.

For effective and efficient performance of tasks in this unit group, one is required to have painting, decoration and polishing skills acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are:

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7131-11 Hanger, wallpaper
7131-12 Mixer, paint
7131-13 Painter, building
7131-14 Painter, construction
7131-15 Painter, house
7131-16 Painter, motion picture set
7131-17 Painter, outside: construction
7131-18 Painter, ship's hull
7131-21 Painter, stage scenery
7131-22 Painter, structural steel
7131-23 Painter-decorator, buildings
7131-24 Painter-decorator, wall carpeting
7131-25 Painter-decorator, wallcovering
7131-26 Painter-decorator, wallpapering
7131-27 Whitewasher

**UNIT GROUP 7132:
SPRAY PAINTERS AND VARNISHERS**

Spray Painters and Varnishers operate spray painting and varnishing equipment to apply protective coatings to manufactured items or structures.

Tasks performed include: preparing surfaces to be coated using a variety of methods to remove grease, dirt and rust; mixing of paints; spray painting cars, buses, trucks and other vehicles, and applying varnish and other protective coatings; applying paint as well as protective coatings of enamel or varnish on metal, wooden and other manufactured products, usually with a hand-spraying device.

For effective and efficient performance of tasks in this unit group, one is required to have painting, decoration and polishing skills acquired through vocational training or experiential learning.

Occupations classified here are:

7132-11 Painter, automobile
7132-12 Painter, manufactured articles
7132-13 Painter, metal
7132-14 Painter, vehicle
7132-15 Sprayer, metal
7132-16 Spray-painter, manufactured articles
7132-17 Varnisher
7132-18 Varnisher, manufactured articles
7132-21 Varnisher, metal
7132-22 Varnisher, vehicle

**UNIT GROUP 7133:
BUILDING STRUCTURE CLEANERS**

Building Structure Cleaners clean exterior surfaces of buildings and other structures, and remove soot from chimneys.

Tasks performed include: cleaning exterior surfaces of stone, brick, metal or similar materials by means of chemicals, or a jet of steam or sand applied under high pressure; removing soot from flues, chimneys and connecting pipes; removing asbestos, mould and fire-damaged surfaces from buildings.

For effective and efficient performance of tasks in this unit group, one needs to have knowledge of the nature of work done and skills in applying the requisite tools.

Occupations classified here are:

7133-11 Blaster sand, building exteriors
7133-12 Chimney-sweep
7133-13 Cleaner, building exteriors
7133-14 Cleaner, chimney flue

**SUB-MAJOR GROUP 72:
METAL, MACHINERY AND RELATED TRADES
WORKERS**

Metal, Machinery and Related Trades Workers cast,

weld, forge and, by other methods, form metal; erect, maintain and repair heavy metal structures; engage in machine-tool setting as well as in fitting, maintaining and repairing machinery including engines and vehicles; or they produce tools and various non-precious metal articles. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products.

Tasks performed by workers in this sub-major group usually include: making moulds and cores for casting metal; casting, welding and shaping metal; installing, erecting, maintaining and repairing heavy metal structures, tackle and related equipment; forging and forming steel and other non-precious metals to make and repair machinery, tools, equipment and other articles; setting for operators or setting and operating various machine tools; fitting, maintaining and repairing industrial machinery, including engines and vehicles. Supervision of other workers may be included. The tasks call for an understanding of the work organization, materials and tools used, and the nature and purpose of the final product. Competent performance in most occupations in this sub-major group requires skills at the 2nd and 3rd KeSCO skill level.

Occupations in this sub-major group are classified into the following minor groups:

- 721: Sheet and Structural Metal Workers, Moulders and Welders, and Related Workers**
- 722: Blacksmiths, Toolmakers and Related Trades Workers**
- 723: Machinery Mechanics and Repairers**

MINOR GROUP 721:

SHEET AND STRUCTURAL METAL WORKERS, MOULDERS AND WELDERS AND RELATED WORKERS

Sheet and Structural Metal Workers, Moulders and Welders, and Related Workers, make moulds and cores for casting metal, weld and cut metal parts, make and repair articles of sheet metal; install, erect, maintain and repair heavy metal structures, tackle, cable cars and related equipment.

Tasks performed usually include: making moulds and cores for casting metal; casting, welding and shaping metal parts; making and repairing articles of sheet metal such as sheet steel, copper, tin or brass; installing, erecting, maintaining and repairing heavy metal structures as well as tackle, cable cars and related equipment. Competent performance in most occupations in this minor group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

- 7211: Metal Moulders and Core makers**
- 7212: Welders and Flame Cutters**
- 7213: Sheet Metal Workers**
- 7214: Structural Metal Preparers and Erectors**
- 7215: Riggers and Cable Splicers**

UNIT GROUP 7211:

METAL MOULDERS AND COREMAKERS

Metal Moulders and Core makers make moulds and cores for casting metal using various foundry equipment and machinery.

Tasks performed include: making moulds by hand or using auxiliary machines on a bench for small metal castings, on the foundry floor, or in a pit for large castings; making cores for use in metal moulds; cleaning and smoothing moulds, core boxes, and repairing surface imperfections; moving and

positioning work pieces such as mould sections, patterns and bottom boards, using cranes, or signalling others to move work pieces; positioning patterns inside mould sections and clamping sections together; cutting spouts, runner holes and sprue holes into moulds; lifting upper mould sections from lower sections and remove moulded patterns.

For effective and efficient performance of tasks in this unit group, one needs knowledge and skills in metal moulding and core making fabrications acquired through vocational or experiential learning.

Occupations classified here are:

7211-11 Coremaker
7211-12 Moulder, metal casting
7211-13 Operator, machine: core-blowing
7211-14 Operator, machine: core making (metal)
7211-15 Operator, machine: core making (tube)

**UNIT GROUP 7212:
WELDERS AND FLAME CUTTERS**

Welders and flame cutters weld and cut metal parts using gas flame, electric arc and other sources of heat to melt and cut, or to melt and fuse metal.

Tasks performed include: welding metal parts using gas flame, or an electric arc, thermite compound or other methods; operating resistance-welding machines; using blowtorches to make and repair lead linings, pipes, floors and other lead fixtures; brazing metal parts together; cutting metal pieces using gas flame or an electric arc; joining metal parts by hand soldering; monitoring the fitting, burning and welding processes to avoid overheating of parts or warping, shrinking, distortion or expansion of material; examining work pieces for defects and measuring work pieces with straight edges or templates to ensure conformity with specifications.

For effective and efficient performance of tasks in this unit group, one is required to have knowledge and

skills in welding and flame cutting gained through vocational training or experiential learning. Knowledge and understanding of the working tools and materials is important.

Occupations classified here are:

7212-11 Brazier
7212-12 Burner, lead
7212-13 Cutter, flame
7212-14 Operator, machine: welding (metal)
7212-15 Operator, machine: wire goods production
7212-16 Setter-operator, soldering: Jewellery
7212-17 Setter-operator, soldering: metal
7212-18 Solderer
7212-21 Welder

**UNIT GROUP 7213:
SHEET METAL WORKERS**

Sheet metal workers marks out shapes, forms and joints on sheet-metal and other materials to make products or components, using hand and power tools and machines. Finishes products by cleaning, polishing, filing or bathing them in acid solutions. Assembles and installs sheet-metal products or components on site, according to specifications or instructions.

Tasks performed include:- installing and repairing sheet metal parts of vehicles and aircraft; marking sheet metal for cutting and shaping; making and repairing household utensils and other articles in tin, copper and light alloys, or ornamental articles and fittings; making and repairing boilers, metal tanks, vats and similar containers; studies the drawings and other specifications, selects prefabricated metal sheets of required sizes, shape, form and thickness to be used in the construction and assembly of sheet metal products; finishing products by cleaning, polishing, filing or bathing them in acid solutions; operating sheet-metal shaping, forming, cutting and joining machines such as brake presses, folding, bending and riveting machines, rollers, guillotines, drills or spot-welders;

cutting metal using power shears, nibblers and hacksaws following template or previously marked guidelines; studying blueprints, body drafts, drawings and specifications and constructing framework sections, in metal, fibreglass and other materials, using stretching and shrinking machinery and welding equipment; bolting, screwing, riveting or welding sections together to form complete frameworks; cutting shapes and attaching panels of sheet-metal, aluminium or re-enforced plastic to framework; making, altering and repairing sheet metal and fibre-glass bodies of vehicles such as cars, buses, trucks, wagons and railway coaches; and marking shapes on metal sheets, inspecting product quality and installation to ensure conformity with specifications.

For effective and efficient performance of tasks in this unit group, one is required to have skills in sheet metal fabrication acquired through experiential learning or vocational training in mechanical sheet metal work.

Occupations classified here are:

7213-11 Panel Beater, aircraft
 7213-12 Beater, panel
 7213-13 Panel Beater, motor vehicle
 7213-14 Builder, vehicle body (metal)
 7213-15 Coach Builder
 7213-16 Bus body Builder
 7213-17 Matatu Builder
 7213-18 Boilermaker
 7213-21 Boilersmith
 7213-22 Marker, sheet metal
 7213-23 Coppersmith
 7213-24 Tinsmith
 7213-25 Worker, sheet-metal

**UNIT GROUP 7214:
 STRUCTURAL METAL PREPARERS AND
 ERECTORS**

Structural-metal Preparers and Erectors shape, assemble and erect heavy metal girders and plates to

form structures and frameworks. Dismantle structural metal frames of buildings and other structures.

Tasks performed include:- marking metal framework as a guide when drilling cutting, and shaping metal stock for use in buildings, ships and other structures; drilling, cutting and shaping structural steel; erecting steel framework for buildings, bridges and other constructions; assembling and erecting the framework and other metal parts of ships' structures; shaping and fitting structural steel plates of ships under construction or repair; studying drawings and other specifications to determine locations and inter-relationships of parts; checking the alignment of sections and assembling them by clamping, bolting or tack-welding prior to final joining; joining sections by welding, bolting or riveting structural metal members by hand, machine or pneumatic riveter and assisting in testing assembled structures to ensure that specifications for stress, strain, tension or alignment have been met; repairing structures on site by unbolting or flame cutting defective sections, replacing worn lugs on bolts and installing new sections, raises, places and unites girders, columns and other structural-metal members to form completed structures.

For effective and efficient performance of tasks in this unit group, one is required to have skills in structural metal preparing and erection acquired through experiential learning or vocational training in mechanical sheet metal work. In addition, awareness of safety precautions and first aid is necessary.

Occupations classified here are:

7214-11 Bender, metal plate
 7214-12 Erector, constructional steel
 7214-13 Erector, ship beam and frame
 7214-14 Erector, structural metal
 7214-15 Loftsmen, structural metal
 7214-16 Loftswoman, structural metal
 7214-17 Marker, structural metal
 7214-18 Plater, ship
 7214-21 Preparer, structural: metal

7214-22 Riveter
 7214-23 Riveter, pneumatic
 7214-24 Shipwright, metal
 7214-25 Worker, iron: structural
 7214-26 Worker, structural steel: workshop

UNIT GROUP 7215: RIGGERS AND CABLE SPLICERS

Riggers and Cable Splicers assemble rigging gear to move and position equipment and structural components, or install and maintain cables, ropes and wires on construction sites, buildings or other structures.

Tasks performed include: estimating the size, shape and weight of objects to be moved and deciding on the type of equipment to move them; assembling and adjusting parts of aircraft and prepares ships for sailing by applying masts, spars, rigging, sails and other necessary equipment; installing and repairing cables, ropes, wires, pulleys, winches and other tackle to lift, move or position machinery, structural steel or other heavy objects; joining, repairing and fitting attachments to wires, hemp ropes and cables; erecting and repairing derricks for drilling water, gas and oilwells; lifting and mounting scenery, lighting and other equipment in theatres and on film sets; installing and maintaining communication towers, aerial cableways, funicular railways, ski lifts and similar infrastructure.

For effective and efficient performance of tasks in this unit group, one is required to have theoretical, practical knowledge and understanding on the use of rigging equipment and cable splicing, acquired through experiential learning or vocational training in metal and machinery assembly. In addition, awareness of safety precautions and first aid is necessary.

Occupational titles classified in this unit group are:

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7215-11 Grip
 7215-12 Rigger
 7215-13 Rigger, Aircraft

7215-14 Rigger, Hoisting Equipment
 7215-15 Rigger, Oil And Gas Well
 7215-16 Rigger, Railway Cable
 7215-17 Rigger, Ship
 7215-18 Rigger, Ski-Lift
 7215-21 Rigger, Theatrical
 7215-22 Rigger, Tower
 7215-23 Spinner-Squeezer, Cable
 7215-24 Spinner-Squeezer, Wire
 7215-25 Splicer, Cable And Rope
 7215-26 Stagehand
 7215-27 Worker, Cable: Bridge
 7215-28 Worker, Cable: Suspension Bridge

MINOR GROUP 722: BLACKSMITHS, TOOL-MAKERS AND RELATED TRADES WORKERS

Blacksmiths, Toolmakers and Related Trades Workers hammer and forge bars, rods or ingots of iron, steel and other metals to make and repair various kinds of tools, equipment and other articles; fit and assemble parts to make and repair metal working dice, cutting tools and jig; set machine tools for operators, or set and operate various machine tools; polish and sharpen surfaces.

Tasks performed usually include: hammering and forging iron, steel and other metals to make and repair various kinds of tools, equipment and other articles; making and repairing custom made and specialized tools, sports guns, logs, dice, patterns, machinery components and other metal articles; setting machine tools for operators, or setting and operating various machine tools working to fine tolerances; polishing and sharpening metal surfaces and tools. Competent performance in most occupations in this minor group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this minor group are classified into the following unit groups:

7221: Blacksmiths, Hammer smiths and Forging Press Workers

7222: Toolmakers and Related Workers**7223: Metal Working Machine Tool Setters and Operators****7224: Metal Polishers, Wheel Grinders and Tool Sharpeners****UNIT GROUP 7221:****BLACKSMITHS, HAMMERSMITHS AND FORGING PRESS WORKERS**

Blacksmiths, Hammersmiths and Forging Press Workers hammer and forge bars, rods, ingots and plates of iron, steel or other metals, and draw wire to make and repair various kinds of tools, metal articles, pieces of equipment, and agricultural and related implements.

Tasks performed include heating metal in forge furnaces and manufacturing and repairing articles by drawing, bending, cutting, hammering metal on an anvil, punching, shearing, joining and hardening or tempering; shaping heated metal into forgings on power hammers equipped with open dies; fit and repair iron shoes of animals such as bull locks, horses to protect their hoofs from injury or excessive wear and tear; operating closed-die drop hammers to forge metal articles; operating a power-press machine equipped with closed dies to forge metal articles; drawing wire; reading work orders or blueprints to determine specified tolerances and sequences of operations for machine setup; measuring and inspecting machine parts to ensure conformity with product specifications.

For effective and efficient performance of tasks in this unit group, one is required to have skills in metal fabrication, maintenance and repairs acquired through experiential learning or vocational training in mechanics.

Occupational titles classified in this unit group are:

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7221-11 Blacksmith
7221-12 Caster, Metal
7221-13 Drawer, Wire

7221-14 Driver, Forge: Hammer

7221-15 Farrier

7221-16 Forger, Drop

7221-17 Forge-Smith

7221-18 Former, Metal

7221-21 Hammersmith

7221-22 Operator, Press: Forging

7221-23 Operator, Press: Metal (Forging)

7221-24 Smith, Agricultural Implement

7221-25 Smith, Anvil

7221-26 Smith, Bulldozer

7221-27 Tool Smith

7221-28 Worker, Drop Hammer

7221-31 Worker, Forging Press

UNIT GROUP 7222:**TOOLMAKERS AND RELATED WORKERS**

Toolmakers and Related Workers make and repair custom-made and specialized tools, sports guns, locks, dies, patterns, machinery components and other metal articles using hand or hand machine tools.

Tasks performed include:- reading and interpreting engineering drawings and specifications of tools, dies, prototypes or models; preparing templates and sketches, and determining work processes; visualizing and computing dimensions, sizes, shapes and tolerances of assemblies, based on specifications; positioning, securing and measuring metal stock or castings to lay out for machining; setting up, operating and maintaining conventional and computer numerically controlled machine tools to cut, turn, mill, plane, drill, bore, grind or otherwise shape workpieces to prescribed dimensions and finish; fitting and assembling parts to make and repair jigs, fixtures and gauges; repairing and modifying sports guns and other small arms; making, fitting, assembling, repairing and installing lock parts and locks; making and repairing metal patterns for preparation of foundry moulds; laying out lines and reference points on metal stock to guide other workers who cut, turn, mill, grind or otherwise shape metal; verifying dimensions, alignments and clearances of finished parts for

conformity with specifications, using precision measuring instruments and testing completed items for proper operation.

For effective and efficient performance of tasks in this unit group, one requires skills in forging, fabricating, repairing and maintaining machines and tools acquired through apprenticeship or vocational training in mechanical engineering technology.

Occupational titles classified in this unit group are:

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7222-11 Diemaker
7222-12 Finisher, Die
7222-13 Gunsmith
7222-14 Jigmaker
7222-15 Locksmith
7222-16 Maker, Gauge
7222-17 Maker, Jig-Gauge
7222-18 Maker, Pattern
7222-21 Maker, Press Tool
7222-22 Maker, Tap-Die
7222-23 Maker, Template
7222-24 Marker, Metal
7222-25 Patternmaker, Metal
7222-26 Toolmaker

**UNIT GROUP 7223:
METAL WORKING MACHINE TOOL SETTERS
AND OPERATORS**

Metal Working Machine Tool Setters and Operators set and/or operate various machine tools, working to fine tolerances.

Tasks performed include:- setting various types of precision metal cutting and grinding machines for Machine Operators; studying drawings and other specifications of parts to be made; fixing metal and cutting tool accurately in position on machine using chucks, jigs and other fixtures as required; adjusting machine table, guides, stops and other controls by manual operations ensuring that tool will cut or grind metal according to specifications; starting and

operating machine to cut or grind sample product; checking progress and accuracy of cutting or grinding with precision measuring instruments such as micrometers, verniers, gauges, etc. and making necessary adjustments to ensure accuracy of final products and hands machines over to operators for production; charging tools and resetting machines as necessary; operating and monitoring metalworking machines such as lathes, milling, planning, boring, drilling, grinding or honing machines, including multipurpose numerically controlled metalworking machines; performing similar tasks when machining plastics and other metal substitutes; observing machine operations to detect work piece defects or machine malfunctions, and adjusting machines as necessary; inspecting work pieces for defects, and measuring work pieces to determine accuracy of machine operation, using rules, templates or other measuring instruments; changing worn out machine accessories such as cutting tools and brushes using hand tools.

For effective and efficient performance of tasks in this unit group, one requires knowledge in mechanic and tool setting and operations acquired through vocational or tertiary training in Mechanical Engineering Technology.

Occupations classified here are:

7223-11 Borer, Metal
7223-12 Driller, Metal
7223-13 Machinist, CNC
7223-14 Machinist, Metal
7223-15 Operator, Turrent And Capstan Lathe
7223-16 Operator, Lathe: Engine (Metal Working)
7223-17 Operator, Lathe: Metalworking
7223-18 Operator, Machine Tool
7223-21 Operator, Machine: Armature Production
7223-22 Operator, Machine: Automatic Transfer (Components)
7223-23 Operator, Machine: Bending (Metal)
7223-24 Operator, Machine: Boiler Production
7223-25 Operator, Machine:

Boring/Buffering/Burnishing (Metal)
 7223-26 Operator, Machine: Cable (Production)
 7223-27 Operator, Machine: Clock (Production)
 7223-28 Operator, Machine: Commutator
 (Production)
 7223-31 Operator, Machine: Cutting (Metal)
 7223-32 Operator, Machine: Drilling (Metal)
 7223-33 Operator, Machine: Engraving/Etching
 (Metal)
 7223-34 Operator, Machine: Flame Cutting (Metal)
 7223-35 Operator, Machine: Forging/Forming /Honing
 (Metal)
 7223-36 Operator, Machine: Jewellery (Production)
 7223-37 Operator, Machine: Lapping (Metal)
 7223-38 Operator, Machine: Metal Products
 7223-41 Operator, Machine: Milling/ Minting/
 Moulding (Metal)
 7223-42 Operator, Machine: Needle Production
 7223-43 Operator, Machine: Nut Production (Metal)
 7223-44 Operator, Machine: Pipe Production (Metal)
 7223-45 Operator, Machine: Planing (Metal)
 7223-46 Operator, Machine: Precision Grinding
 (Metal)
 7223-47 Operator, Machine: Reaming (Metal)
 7223-48 Operator, Machine: Rivet Production
 7223-51 Operator, Machine: Sawing (Metal)
 7223-52 Operator, Machine: Shaping (Metal)
 7223-53 Operator, Machine: Sports Equipment
 (Metal)
 7223-54 Operator, Machine: Tool Production
 7223-55 Operator, Machine: Toy Production (Metal)
 7223-56 Operator, Machine: Watch Production
 7223-57 Operator, Machine: Wiring (Electric)
 7223-58 Operator, Power-Shear
 7223-61 Operator, Press: Punching (Metal)
 7223-62 Operator, Press: Stamping (Metal)
 7223-63 Setter, Machine Tool
 7223-64 Setter, Metalworking Machine
 7223-65 Setter-Operator, Boring Machine: Metal
 Working
 7223-66 Setter-Operator, Cutting Machine: Metal
 Working
 7223-67 Setter-Operator, Die-Sinking Machine: Metal
 Working

7223-68 Setter-Operator, Drilling Machine: Metal
 Working
 7223-71 Setter-Operator, Extruding Machine: Metal
 Working
 7223-72 Setter-Operator, Grinding Machine: Metal
 Working
 7223-73 Setter-Operator, Honing Machine: Metal
 Working
 7223-74 Setter-Operator, Lapping Machine: Metal
 Working
 7223-75 Setter-Operator, Lathe: Metal Working
 7223-76 Setter-Operator, Metalworking Machine
 7223-77 Setter-Operator, Milling Machine: Metal
 Working
 7223-78 Setter-Operator, Numerical Control Machine:
 Metal Working
 7223-81 Setter-Operator, Planing Machine: Metal
 Working
 7223-82 Setter-Operator, Precision-Grinding Machine:
 Metal Working
 7223-83 Setter-Operator, Reaming Machine: Metal
 Working
 7223-84 Setter-Operator, Routing Machine: Metal
 Working
 7223-85 Setter-Operator, Shaping Machine: Metal
 Working
 7223-86 Spinner, Metal
 7223-87 Spinner, Sheet-Metal
 7223-88 Turner, Metal

UNIT GROUP 7224:

METAL POLISHERS, WHEEL GRINDERS AND

TOOL SHARPENERS

Metal Polishers, Wheel Grinders and Tool Sharpeners
 polish and grind metal surfaces and sharpen tools.

Tasks performed include: operating fixed or portable
 buffing and polishing machines; sharpening cutting
 tools and instruments using grinding wheels or
 mechanically operated grinding machines; repairing,
 adjusting and sharpening saw blades and metal teeth
 of cylinders in textile carding machines; dressing
 grinding wheels according to specifications;

monitoring machine operations to determine whether adjustments are necessary, and stopping machines when problems occur; inspecting, filling and measuring work pieces to ensure that surfaces and dimensions meet specifications; selecting and mounting grinding wheels on machines according to specifications, using hand tools and applying knowledge of abrasives and grinding procedures.

For effective and efficient performance of tasks in this unit group, one requires mechanical knowledge of machines and tools including their designs, uses, repair and maintenance which may be acquired through artisan or craft level training or experiential learning.

Occupational titles classified in this unit group are:

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7224-11 Bluer, Metal
7224-12 Buffer, Metal
7224-13 Burnisher, Metal
7224-14 Cleaner, Metal
7224-15 Doctor, Saw
7224-16 Finisher, Cast Metal Articles
7224-17 Finisher, Metal
7224-18 Grinder, Machine Tool
7224-21 Grinder, Metal
7224-22 Grinder, Textile Carding Machine
7224-23 Polisher, Metal
7224-24 Repairer, Saw
7224-25 Sharpener, Cutting Instruments
7224-26 Sharpener, Itinerant
7224-27 Sharpener, Knife
7224-28 Sharpener, Saw
7224-31 Sharpener, Tool
7224-32 Wheel-Grinder, Metal

MINOR GROUP 723: MACHINERY MECHANICS AND REPAIRERS

Machinery Mechanics and Repairers trouble shoot fit, install, maintain and repair engines, vehicles,

agricultural or industrial machinery and similar mechanical equipment.

Tasks performed usually include: examining, fitting, installing, maintaining and repairing engines, vehicles, agricultural or industrial machinery and similar mechanical equipment. Competent performance in most occupations in this minor group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this minor group are classified into the following unit groups:

7231: Motor Vehicle and Motorcycle Mechanics and Repairers

7232: Aircraft Engine, Mechanics and Repairers

7233: Agricultural and Industrial Machinery Mechanics and Repairers

7234: Bicycle and Related Repairers

UNIT GROUP 7231: MOTOR VEHICLE AND MOTOR CYCLE MECHANICS REPAIRERS

Motor Vehicle and Motor Cycle Mechanics and Repairers diagnose, examine, test, fit, overhaul repair and service motor vehicle and motor cycle engines.

Tasks performed include: detecting and diagnosing faults in engines and parts; fitting, examining, testing and servicing motor vehicle and motorcycle engines; replacing engine and suspension systems ; fitting, examining, adjusting, dismantling, rebuilding and replacing defective parts of motor vehicles; installing or adjusting motors and brakes, and adjusting steering or other parts of motor vehicles; installing, adjusting, servicing and replacing mechatronics components of motor vehicles; performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations; reassembling engines and parts after being repaired.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in maintenance and repairs of motor vehicle mechanics and Motor cycle acquired through apprenticeship or vocational training.

Occupational titles classified in this unit group are:

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7231-11 Fitter, Diesel: Road Transport
 7231-12 Fitter, Engine: Motor Vehicle
 7231-13 Fitter, Tyre
 7231-14 Mechanic, Automobile
 7231-15 Mechanic, Bus
 7231-16 Mechanic, Diesel: Motor Vehicle
 7231-17 Mechanic, Engine: Motor Vehicle
 7231-18 Mechanic, Garage
 7231-21 Mechanic, Motor Vehicle
 7231-22 Mechanic, Motorcycle
 7231-23 Mechanic, Motorized Tricycle
 7231-24 Mechanic, Rickshaw: Motorized
 7231-25 Mechanic, Small Engine
 7231-26 Mechanic, Tractor
 7231-27 Mechanic, Truck
 7231-28 Mechanic, Tuk-Tuk
 7231-31 Mechatronician
 7231-32 Repairer, Mechatronics
 7231-33 Repairer, Moped
 7231-34 Repairer, Motor Vehicle
 7231-35 Mechanic, Automotive Brakes Systems Service
 7231-36 Mechanic, Mechatronics: Servicing Motor Vehicles
 7231-37 Mechanic, Motor Vehicle Engine And Fuel Systems Service
 7231-38 Mechanic, Motor Vehicle Service
 7231-41 Tuner, Vehicle Engine

UNIT GROUP 7232:

AIRCRAFT ENGINE MECHANICS AND REPAIRERS

Aircraft Engine Mechanics and Repairers diagnose, examine, test, fit, service, repair and overhaul aircraft engines and systems, such as airframes and hydraulic and pneumatic systems.

Tasks performed include: interpreting service manuals, checklists, service bulletins and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components; diagnosing, examining, testing, fitting and servicing aircraft engines; replacing engine components or complete engines; positioning parts and sub-assemblies such as fuselage, wing or tail components, fuel tanks, landing gear, safety systems and internal fittings on working surfaces, part-assembled airframes or assembly jigs, using hoists; assembling and installing rigging gear, such as cables, ropes, pulleys and winches to lift, move or position aircraft; repairing and replacing worn and damaged parts and conducts routine pre-flight aircraft inspections; inspecting airframes and aircraft components, including landing gear, hydraulic systems and de-icers to detect wear, cracks, breaks, leaks or other problems; maintaining, repairing and rebuilding aircraft structures, functional components and parts such as wings and fuselage, rigging, hydraulic units, oxygen systems, fuel systems, electrical systems, gaskets and seals; inspecting completed work to certify that maintenance meets standards and the aircraft is ready for operation; maintaining repair logs, documenting all preventive and corrective aircraft maintenance; installing and testing electrical and electronic components, assemblies and systems in aircraft; connecting components to assemblies such as radio systems, instruments, magnetos, inverters and in-flight refueling systems.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in aircraft maintenance and acquired through tertiary training in Aeronautical Engineering. In addition, attention to detail, teamwork, creative thinking and communication skills are necessary.

Occupational titles classified in this unit group are:

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7232-11 Aeromechanic
 7232-12 Aeromechanic, Aircraft Maintenance: Airframe

7232-13 Aeromechanic, Aircraft Maintenance:

Engines

7232-14 Erector, Metal Airframe

7232-15 Fitter, Engine: Aircraft

7232-16 Fitter-Assembler, Airframe

7232-17 Mechanic, Aircraft

7232-18 Mechanic, Airframe

7232-21 Mechanic, Airframe and Power Plant

7232-22 Mechanic, Engine: Aircraft

7232-23 Mechanic, Helicopter

7232-24 Mechanic, Jet Engine

7232-25 Mechanic, Pneumatic Systems: Aircraft

7232-26 Mechanic, Powerplant: Aircraft

7232-27 Mechanic, Rocket Engine Component

7232-28 Repairer, Engine: Aircraft

7232-31 Restorer, Aircraft

UNIT GROUP 7233:

AGRICULTURAL AND INDUSTRIAL MACHINERY MECHANICS AND REPAIRERS

Agricultural and Industrial Machinery Mechanics and Repairers examine, dismantle, fit, install, service and repair engines, agricultural and industrial machinery and mechanical equipment, except motor vehicle, aircraft and electric motors.

Tasks performed include: examining, fitting, installing, dismantling, servicing and repairing marine engines, office, agricultural, mining machinery and mechanical equipment and other machinery; oiling and greasing stationary engines and machinery; Services auxiliary motors and engine accessories such as generators, starters and thermocouples; inspecting and testing new machinery and mechanical equipment for conformity with standards and specifications; examining parts for defects such as breakage and excessive wear; test-operating newly repaired machinery and equipment to verify the adequacy of repairs; recording repairs and maintenance performed; assembling components or parts of the turbine according to strictly laid down procedures; Inspecting and testing new turbines for conformity with standards and specifications. Fits, installs, examines, services and repairs turbines.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in maintenance and repairs of agricultural and industrial equipment and machinery mechanics acquired through apprenticeship or vocational training.

Occupational titles classified in this unit group are:

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7233-11 Erector-Installer, Agricultural Machinery

7233-12 Erector-Installer, Industrial Machinery

7233-13 Fitter, Agricultural Machinery

7233-14 Fitter, Earth-Moving Equipment

7233-15 Fitter, Engine: Agricultural and Industrial Machinery

7233-16 Fitter, Engine: Marine

7233-17 Fitter, Engine: Steam

7233-18 Fitter, Industrial Machinery

7233-21 Fitter, Machine-Tool

7233-22 Fitter, Metalworking Machinery

7233-23 Fitter, Mining Machinery

7233-24 Fitter, Office Machinery

7233-25 Fitter, Plant Maintenance

7233-26 Fitter, Printing Machinery

7233-27 Fitter, Stationary: Engine

7233-28 Fitter, Textile Machinery

7233-31 Fitter, Train Engine

7233-32 Fitter, Turbine

7233-33 Fitter, Woodworking Machinery

7233-34 Mechanic, Agricultural Machinery

7233-35 Mechanic, Construction Machinery

7233-36 Mechanic, Earth-Moving Equipment

7233-37 Mechanic, Engine: Diesel (Except Motor Vehicle)

7233-38 Mechanic, Engine: Steam

7233-41 Mechanic, Farm Machinery

7233-42 Mechanic, Industrial Machinery

7233-43 Mechanic, Machine Tool

7233-44 Mechanic, Mining Machinery

7233-45 Mechanic, Plant Maintenance

7233-46 Mechanic, Printing Machinery

7233-47 Mechanic, Ship

7233-48 Mechanic, Textile Machinery

7233-51 Mechanic, Turbine
 7233-52 Mechanic, Typewriter
 7233-53 Mechanic, Woodworking Machinery
 7233-54 Millwright
 7233-55 Oiler and Greaser
 7233-56 Oiler and Greaser, Ship
 7233-57 Repairer, Construction Machinery
 7233-58 Repairer, Farm Machinery
 7233-61 Repairer, Mining Machinery
 7233-62 Repairer, Stationary Engine
 7233-63 Repairer, Train Engine
 7233-64 Repairer, Train Wagons

UNIT GROUP 7234: BICYCLE AND RELATED REPAIRERS

Bicycle and related repairers fit, maintain, service and repair the mechanical and related equipment of bicycles, rickshaws, baby carriages, wheelchairs and similar non-motorized transport equipment.

Tasks performed include: examining, servicing and repairing bicycles and other non-motorized transport equipment; cleaning and lubricating bearings and other moving parts; replacing and repairing components and accessories such as brakes, gears, driving chain mechanisms, wheels and handlebars; changing tyres and controlling air pressure; spray-painting frames; assembling new bicycles, wheelchairs and similar non-motorized equipment.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in maintenance and repairs of bicycle and other similar non-motorized transport equipment mechanics acquired through apprenticeship or vocational training.

Occupational titles classified in this unit group are:

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7234-11 Mechanic, Bicycle
 7234-12 Mechanic, Perambulator
 7234-13 Mechanic, Rickshaw: Cycle
 7234-14 Mechanic, Wheelchair

7234-15 Repairer, Bicycle
 7234-16 Repairer, Pedal Cycle
 7234-17 Repairer, Perambulator
 7234-18 Repairer, Wheelchair

SUB-MAJOR GROUP 73: HANDICRAFT AND PRINTING WORKERS

Handicraft and printing workers combine artistic and manual skills to design, produce, maintain, adjust, repair and decorate precision instruments, musical instruments, jewellery and other precious metals, pottery, porcelain and glassware, items made of wood or textile, leather or related materials, and printed products such as books, newspapers and magazines using traditional and/or recently developed techniques.

Tasks performed usually include: - making and repairing nautical, meteorological, optical and other precision instruments and equipment; making and repairing musical instruments; making jewellery and precious metalware; making pottery, porcelain ware, ceramics and glassware; painting and decorating, etching and engraving various articles; producing handicraft articles in wood or textile, leather and related materials; performing printing or book-binding tasks. Supervision of other workers may be included.

Competent performance in most occupations in this sub-major group requires skills at the 2nd and 3rd KeSCO skill level.

Occupations in this sub-major group are classified into the following minor groups:

731 Handicraft Workers 732 Printing Trades Workers

MINOR GROUP 731: HANDICRAFT WORKERS

Handicraft workers combine artistic and manual skills to design, make, repair, adjust, maintain and decorate precision instruments, musical instruments, jewellery

and other precious metals, pottery, porcelain ware, bricks and tiles. They apply traditional and/or recently developed techniques to carve, mould, assemble, weave and decorate various glass, ceramics, textile, straw, stone, wood, leather or other related materials.

Tasks performed usually include: making, calibrating, repairing, maintaining and installing musical and precision instruments; fabricating, adjusting, repairing or appraising jewellery, ceremonial or religious items using gold, silver, other precious metals or gems; cutting, filing, polishing and setting precious and semi-precious stones including gems and diamonds; engraving designs on jewellery and precious metal articles; preparing pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or by machine; blowing, moulding, pressing, cutting, trimming, grinding and polishing glass, or shaping molten glass according to patterns; decorating articles made of wood, metal, textiles, glass, ceramics and other materials; planning, laying out and painting letters, figures, monograms and designs to make signs; applying traditional techniques such as seasoning or impregnation to prepare wood, straw, rattan, reed, stone, clay, shells and other materials; carving, moulding, assembling, weaving, or painting and decorating various articles for personal or household use or for decorative purposes; producing handicraft articles; preparing materials to make wicker furniture, brushes and brooms, and weaving various kinds of baskets; applying traditional techniques and patterns to produce woven fabrics, knitted, embroidered and other garments and household articles. Supervision of other workers may be included. Competent performance in most occupations in this minor group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

7311: Precision-Instrument Makers and Repairers

7312: Musical Instrument Makers and Tuners

7313: Jewellery and Precious Metal Workers

7314: Potters, Ceramicists and Related Workers

7315: Glass Makers, Cutters, Grinders and Finishers

7316: Sign writers, Decorative Painters, Engravers and Etchers

7317: Handicraft Workers in Wood, Basketry and Related Materials

7318: Handicraft Workers in Textile, Leather and Related Materials

7319: Other Handicraft Workers

UNIT GROUP 7311:

PRECISION-INSTRUMENT MAKERS AND REPAIRERS

Precision-Instrument Makers and Repairers make, calibrate, repair, maintain, adjust and install mechanical watches and clocks, and nautical, meteorological, optical and other precision instruments and equipment, and set them for correct performance.

Tasks performed include repairing, cleaning and adjusting mechanisms of timing instruments such as watches and clocks; adjusting timing regulators, using callipers, watch-rate recorders and tweezers; cleaning, rinsing and drying timepiece parts, using solutions and ultrasonic or mechanical watch-cleaning machines; testing timepiece accuracy and performance, using meters and other electronic instruments; testing circuits in electronic watches and clocks, lubricating moving parts and demagnetizing mechanisms; testing accuracy of meters, gauges, indicators, or other recording or controlling instruments to locate defective components and for conformity with standards; calibrating instruments or scales, using hand tools, computer or electronic devices; inspecting components, connections and drive mechanisms to detect defects; assembling instruments and devices such as barometers, control valves, gyroscopes and hygrometers; testing, calibrating and adjusting electronic, mercurial, aneroid and other types of meteorological instruments for compliance with printed specifications and schematic diagrams, using voltmeters, oscilloscopes, tube testers and other test instruments; adjusting and repairing masts, supporting

structures, clearance lights, control panels, control cabling and wiring, and other electrical and mechanical devices; repairing and setting optical instruments such as microscopes, telescopes, theodolites and sextants; checking whether assembled units conform to specifications and ensuring stipulated performance and sensitivity by standard tests.

For effective and efficient performance of tasks in this unit group, one requires accurate knowledge and practical understanding of the instrument, materials and tools of trade acquired through tertiary level training in fine or precision mechanics or experience.

Occupational titles classified in this unit group are:

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7311-11 Adjuster, Precision Instrument
 7311-12 Adjuster, Watch
 7311-13 Balancer, Scale
 7311-14 Calibrator, Precision Instrument
 7311-15 Calibrator, Weights And Measures
 7311-16 Maker, Barometer
 7311-17 Maker, Clock
 7311-18 Maker, Instrument: Dental
 7311-21 Maker, Instrument: Meteorological
 7311-22 Maker, Instrument: Nautical
 7311-23 Maker, Instrument: Optical
 7311-24 Maker, Instrument: Precision
 7311-25 Maker, Instrument: Scientific
 7311-26 Maker, Instrument: Surgical
 7311-27 Maker, Photographic Equipment
 7311-28 Maker, Watch
 7311-31 Repairer, Camera
 7311-32 Repairer, Clock
 7311-33 Repairer, Instrument: Dental
 7311-34 Repairer, Instrument: Optical
 7311-35 Repairer, Instrument: Precision
 7311-36 Repairer, Instrument: Scientific
 7311-37 Repairer, Instrument: Surgical
 7311-38 Repairer, Photographic Equipment
 7311-41 Repairer, Watch

UNIT GROUP 7312:

MUSICAL INSTRUMENT MAKERS AND TUNERS

Musical Instrument Makers and Tuners construct, assemble, repair, adjust and restore or alter musical instruments and tune them to the required pitch with hand or power tools to user's specifications. They usually specialize in one type of instrument, such as stringed instruments, brass instruments, reed instruments, pianos or percussion instruments.

Tasks performed include: fabricating and assembling musical instruments and instrument parts of wood, ebonite, metal, leather and other materials; repairing or replacing musical instrument parts and components such as strings, bridges, felts and keys, using hand and power tools; playing and inspecting instruments to evaluate their sound quality and to locate any defects; adjusting string tensions to achieve proper tone or pitch of stringed instruments; adjusting lips, reeds, or toe holes of organ pipes, using hand tools, to regulate airflow and loudness of sound; tuning and servicing pipe organs by adjusting pitch of organ A pipes to conform with pitch of the tuning fork and adjusting pitch of other pipes with reference to pitch of tuned pipes; installing new drumheads in percussion instruments; tuning accordions by aurally comparing pitch of reeds with master reeds and filing reeds to obtain standard pitch; aligning pads and keys on reed or wind instruments; tuning percussion instruments to required pitch by tightening or loosening cords holding leather pieces fixed atop or at both ends of the instrument; assembling and installing new pipe organs and pianos in buildings.

For effective and efficient performance of tasks in this unit group, one requires knowledge to make and repair the specific musical instrument, an understanding of the materials and tools used, and the required specific tunes. The knowledge and understanding are acquired through either experiential learning or vocational training.

Occupational titles classified in this unit group are:

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7312-11 Builder, Organ
 7312-12 Maker, Accordion
 7312-13 Maker, Drum
 7312-14 Maker, Instrument: Stringed
 7312-15 Maker, Instrument: Woodwind
 7312-16 Maker, Key: Piano
 7312-17 Maker, Organ
 7312-18 Maker, Piano
 7312-21 Maker, Piano Accordion
 7312-22 Maker, Sound-Board: Piano
 7312-23 Maker, Violin
 7312-24 Maker, Xylophone
 7312-25 Regulator, Tone: Musical Instruments
 7312-26 Repairer, Instrument: Brass
 7312-27 Repairer, Instrument: Musical
 7312-28 Repairer, Instrument: Percussion
 7312-31 Repairer, Instrument: Stringed
 7312-32 Repairer, Instrument: Wind
 7312-33 Stringer, Piano
 7312-34 Tuner, Accordion
 7312-35 Tuner, Musical Instrument
 7312-36 Tuner, Organ
 7312-37 Tuner, Piano
 7312-38 Voicer, Organ

UNIT GROUP 7313:

JEWELLERY AND PRECIOUS METAL WORKERS

Jewellery and Precious Metal workers design, fabricate, adjust, repair or appraise jewellery, ceremonial or religious items using gold, silver, gems or other precious metals.

Tasks performed include: casting jewellery and other non-ferrous metal articles by hand; creating new jewellery designs and modifying existing designs; cutting designs in moulds or other materials to be used as models in the fabrication of metal and jewellery products; altering existing jewellery mountings in order to reposition jewels or to adjust mountings; repairing, reshaping and restyling old jewellery or precious metal ware following designs or instructions; making complete jewellery articles such as rings, necklaces,

bangles, brooches and bracelets from materials such as gold, silver, platinum and precious or semi-precious stones; examining gem surfaces and internal structures, using polariscopes, refractometers, microscopes and other optical instruments to differentiate between stones, identify rare specimens, or to detect flaws, defects or peculiarities affecting gem values; cutting and polishing gems and setting them in jewellery articles; engraving or embossing letters, designs or decorative lines on jewellery and precious metal ware; grinding, drilling and finishing jewel bearings for use in precision instruments such as compasses and chronometers; and examining assembled or finished products to ensure conformity with specifications, using magnifying glasses or precision measuring instruments.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in jewellery and precious metal- works. Understanding of work organization, materials and tools used, nature and purpose of the final product is necessary.

Occupational titles classified in this unit group are:

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7313-11 Beater, Gold
 7313-12 Caster, Jewellery Moulds
 7313-13 Cutter, Precious Metal
 7313-14 Cutter-Polisher, Gems
 7313-15 Cutter-Polisher, Jewels
 7313-16 Driller, Precious Metals
 7313-17 Enameller, Jewellery
 7313-18 Engraver, Jewellery
 7313-21 Goldsmith
 7313-22 Hammersmith, Precious-Metal Articles
 7313-23 Jeweler
 7313-24 Lapidary
 7313-25 Maker, Jewellery
 7313-26 Maker, Precious-Metal Chain
 7313-27 Maker, Precious-Metal Leaf
 7313-28 Mounter, Jewellery
 7313-31 Pewter -Smith
 7313-32 Polisher, Gem

7313-33 Polisher, Jewellery
 7313-34 Repairer, Jewellery
 7313-35 Roller, Precious Metal
 7313-36 Setter, Gem
 7313-37 Setter, Jewels
 7313-38 Silversmith
 7313-41 Smith, Gold
 7313-42 Smith, Hammer: Precious-Metal Articles
 7313-43 Spinner, Precious Metal

**UNIT GROUP 7314:
 POTTERS, CERAMICISTS AND RELATED
 WORKERS**

Potters, Ceramicists and Related Workers prepare pottery, porcelain ware, sanitary ware, bricks, tiles and abrasive wheels by hand or machine.

Tasks performed include making articles of pottery and porcelain; reading technical drawings to know customer's requirements; conceiving styles and shapes into which pottery pieces are to be formed; applying glazes to dried pottery by dipping or painting and places finished pieces in kilns; making pottery or porcelain ware by casting semi-liquid clay (slip) in plaster-of-paris moulds; operating jigger machines to form ceramic ware or articles such as pots, mugs, bowls and tableware on potter's wheel with hands, or using interior or exterior moulding shapes and shaping tools; adjusting and setting controls of pug mills that mix, extrude, cut, and deposit clay charges in or over moulds as specified; smoothening surfaces of finished pieces, using rubber scrapers and wet sponges; examining finished ware for defects and verifying accuracy of shapes and sizes of objects, using callipers and templates; preparing work for sale or exhibition, and maintaining relationships with retail, pottery, art and resource networks that can facilitate sale or exhibition of work.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in pottery and ceramics acquired through experiential learning or vocational training in pottery and ceramics. In addition,

understanding of work organization, aesthetics and purpose of the final product is key.

Occupational titles classified in this unit group are:
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7314-11 Burnisher, Ceramics
 7314-12 Caster, Pottery and Porcelain
 7314-13 Dipper, Ceramics
 7314-14 Driller, Pottery
 7314-15 Handler, Pottery
 7314-16 Jiggerer, Pottery and Porcelain
 7314-17 Jollier, Pottery and Porcelain
 7314-18 Maker, Pottery and Porcelain Mould
 7314-21 Maker, Pottery Spout
 7314-22 Modeller, Pottery and Porcelain
 7314-23 Moulder, Abrasive Wheel
 7314-24 Moulder, Brick and Tile
 7314-25 Potter
 7314-26 Presser, Clay Extruding
 7314-27 Presser, Pottery and Porcelain
 7314-28 Sticker-Up, Pottery
 7314-31 Thrower, Pottery and Porcelain
 7314-32 Turner, Pottery and Porcelain
 7314-33 Abrasive Former

**UNIT GROUP 7315:
 GLASS MAKERS, CUTTERS, GRINDERS AND
 FINISHERS**

Glass makers, cutters, grinders and finishers blow, mould, press, cut, trim, grind and polish glass, and shape molten glass according to patterns.

Tasks performed include uniformly heating and rotating glass to pliable stage using gas flames or ovens; blowing and bending glass tubing into specified shapes to form articles of scientific apparatus such as flasks, retorts and pipettes; grinding and polishing glass objects or parts to correct defects or to prepare surfaces for further finishing and smoothening and polishing rough edges, using belt sanders or polishing wheels interpreting work orders to determine dimensions, cutting locations and quantities to cut;

observing gauges, computer printouts and video monitors to verify specified processing conditions and make adjustments as necessary; positioning patterns or drawings on glass, measuring dimensions, and marking cutting lines, using glass cutting tools and cutting glass along marked outlines or around pattern; setting up glass cutting equipment; examining glass stock and finished products and marking or discarding items with defects such as spots, stains, scars, snags, chips, scratches or unacceptable shapes or finishes; regulating oven temperatures according to glass types to be processed; transferring patterns for individual stained glass parts from full size drawings to pattern paper, using stylus to trace drawings; spraying silver solution on glass to provide mirrored surface, using spray guns; laying out cutting and grinding optical and other glass to specified dimensions and weight for moulding into lens blanks and for use as watch crystals.

For effective and efficient performance of tasks in this unit group, one requires skills in glass making, cutting, grinding and finishing acquired through experiential learning or vocational training. In addition, good precision, keenness, and aptitude for working with delicate materials is key.

Occupational titles classified in this unit group are:

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7315-11 Bender, Glass
 7315-12 Beveller, Glass
 7315-13 Blower, Glass
 7315-14 Borer, Glass
 7315-15 Cutter, Glass
 7315-16 Cutter, Optical Glass
 7315-17 Driller, Glass
 7315-18 Finisher, Glass
 7315-21 Froster, Glass Sandblasting
 7315-22 Former, Glass
 7315-23 Gatherer, Glass
 7315-24 Grinder, Glass
 7315-25 Grinder, Glass Edge
 7315-26 Ladler, Glass

7315-27 Moulder, Glass
 7315-28 Polisher, Glass
 7315-31 Setter-Operator, Lathe: Glass
 7315-32 Silverer, Glass
 7315-33 Silverer, Mirror
 7315-34 Worker, Glass

**UNIT GROUP 7316:
 SIGN WRITERS, DECORATIVE PAINTERS,
 ENGRAVERS AND ETCHERS**

Sign-writers, Decorative Painters, Engravers and Etchers plan, lay out and paint letters, figures, monograms and designs to make signs; decorate, engrave and etch ornamental or floral designs on glass and other articles.

Tasks performed include: laying out and painting in one or more languages letters, figures, monograms and designs to make signs; sketching or tracing designs or lettering onto work pieces or pattern materials to prepare patterns or stencils; designing patterns or lettering to paint work pieces such as signs, glassware, pottery or zinc plates; using software and routing equipment to produce three-dimensional carved images for application onto larger signage as well as engraved and inlaid signs; designing and producing normal flat cut lettering, or lettering that is shadowed with applied vinyl, or lettering that is ready cut for application; writing, painting or printing signs or show cards used for display or other purposes; cutting out letters and signs for display purposes from wallboard or cardboard, by hand or machines such as electrically powered jigsaws or bandsaws; painting decorative freehand designs on objects and articles; transferring decorative or ornamental designs onto articles from paper transfers; integrating and developing visual elements, such as line, space, mass, colour and perspective, in order to produce desired effects such as the illustration of ideas, emotions or moods; examining sketches, diagrams, samples, blueprints or photographs to decide how designs are to be etched, cut or engraved onto work pieces; measuring and computing dimensions of lettering, designs or patterns

to be engraved; engraving and printing patterns, ornamental designs, etchings, trademarks, figures or lettering onto flat or curved surfaces of a wide variety of metal, glass, plastic, or ceramic items; and etching decorative designs, calibration markings and other figures on glass articles.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in design, sign-writing, decorative painting, engraving and etching acquired through vocational or tertiary training in design and fine arts. In addition, creativity and imagination is necessary.

Occupational titles classified in this unit group are:

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7316-11 Calligrapher
 7316-12 Cutter, Crystal Glass
 7316-13 Cutter, Intaglio Glass
 7316-14 Cutter-Shaper, Decorative Glass
 7316-15 Decorator, Ceramics
 7316-16 Decorator, Pottery
 7316-17 Enameller, Ceramics
 7316-18 Enameller, Glass
 7316-21 Engraver, Decorative
 7316-22 Engraver, Glass
 7316-23 Etcher, Glass
 7316-24 Letterer, Sign-Writing
 7316-25 Marker, Glass Engraving
 7316-26 Painter, Brush: Except Construction
 7316-27 Painter, Decorative
 7316-28 Painter, Decorative: Ceramics
 7316-31 Painter, Decorative: Glass
 7316-32 Painter, Decorative: Sign
 7316-33 Sandblaster, Glass Decorating
 7316-34 Sign Painter
 7316-35 Signwriter
 7316-36 Spray-Painter, Decorative Painting
 7316-37 Stamper, Rubber: Ceramics
 7316-38 Stenciller, Ceramics Decoration
 7316-41 Toucher-Up, Ceramics Decoration
 7316-42 Tracer, Ceramics Decoration
 7316-43 Transferrer, Ceramics Decoration

7316-44 Waxer, Glass Sandblasting

**UNIT GROUP 7317:
 HANDICRAFT WORKERS IN WOOD, BASKETRY
 AND RELATED MATERIALS**

Handicraft Workers in Wood, Basketry and Related Materials apply traditional techniques to prepare wood, straw, rattan, reeds, clay, shells and other materials, and carve, mould, assemble, weave or paint and decorate various articles for personal or household use or for decorative purposes; select and prepare materials such as bristles, nylon, fibre, bass, whisker and wire to make wicker furniture, brushes and brooms, and to weave various kinds of baskets.

Tasks performed include: preparing wood, straw, rattan, reeds, shells or similar materials; carving floral and artistic designs on wooden surfaces for decorative purposes; painting freehand decorative designs on handwoven materials; carving, assembling, weaving, painting, decorating straw and wooden articles for personal or household use such as salad bowls, serving spoons, cutting-boards, trays, vases, jugs, baskets, ropes, straw hats, straw mats and similar objects; carving and assembling statues and sculptures, chess pieces, jewellery and similar objects; making wicker furniture from peeled and softened rattan, reeds, rushes, willow branches and similar materials; making brooms, using bristles, nylon, fibres and wire.

For effective and efficient performance of tasks in this unit group, one requires skills in handicrafts acquired through vocational training or experiential learning of art and craft. Creativity and imagination is necessary.

Occupational titles classified in this unit group are:

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7317-11 Creeler
 7317-12 Maker, basket
 7317-13 Maker, broom

7317-14 Maker, brush
 7317-15 Maker, footwear: raffia
 7317-16 Maker, furniture: basketry
 7317-17 Maker, furniture: wicker
 7317-18 Maker, paper
 7317-21 Maker, toy: wooden
 7317-22 Weaver, basket
 7317-23 Weaver, straw
 7317-24 Worker, handicraft: basketry
 7317-25 Worker, handicraft: paper articles
 7317-26 Worker, handicraft: reed weaving
 7317-27 Worker, handicraft: straw articles
 7317-28 Worker, handicraft: wooden articles

UNIT GROUP 7318

HANDICRAFT WORKERS IN TEXTILE, LEATHER AND RELATED MATERIALS

Handicraft Workers in Textile, Leather and Related Materials prepare natural textile fibres for spinning and winding; spin and wind yarn by hand, weave materials on looms and apply traditional techniques and patterns to produce, prepare, decorate and repair articles of textile, leather and related materials by hand or hand-operated machine for personal or household use or for decorative purposes.

Tasks performed include spinning and dyeing wool, cotton, sisal and other fibres with natural dyes; lace-making, weaving, knitting and embroidering of various garments and articles; preparing and dyeing hides with natural dye; making traditional footwear or handbags, belts and other leather accessories; making hand-made carpets; knitting garments and other articles; repair garments or other textile and fur articles on hand-operated machines or by hand; crocheting or making braid by hand; making nets by hand; grading, sorting and classifying natural textile fibres; washing wool fibres; cleaning and fluffing textile fibres; forming fibres into sliver laps or roves by combing and combining them; inspecting and testing natural textile fibres for cleanliness, colour and quality; drawing fibre and converting it to yarn by spinning; picking manually; loading rolls of cotton, wool or other fibre into feed

holders and other backing materials into machines; aligning and threading fibre and backing materials through looms and other fabric forming machinery; producing felt or other non-woven materials; operating looms to produce plain or figured cloth, lace, tapestry or other fabrics; setting up mechanisms on fabric forming machines and checks and repairs faults in patterns, piles, weaves; mounting rolls of material in brackets of examining frames or placing bundles of products on work tables; examining fabrics for defects and removing defective portions using blades or scissors, operating sewing machines, mending guns, fringing machines or other equipment and techniques to make repairs and re-stitching torn portions or sewing patches over holes in fabrics; producing plain or patterned leather products through cutting, stitching, embossing and joining.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in textile and leather handicrafts acquired through vocational training or experiential learning of art and craft. Creativity and imagination is necessary.

Occupational titles classified in this unit group are:

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7318-11 Bleacher, Fibre: Textile
 7318-12 Blender, Fibre: Textile
 7318-13 Carder, Fibre: Textile
 7318-14 Carpet-Maker
 7318-15 Classer, Fibre: Textile
 7318-16 Comber, Fibre: Textile
 7318-17 Crocheter
 7318-18 Grader, Fibre: Textile
 7318-21 Knitter
 7318-22 Lap Former, Textile Fibre:
 7318-23 Maker, Artificial Flower
 7318-24 Maker, Braid
 7318-25 Maker, Fishing Net
 7318-26 Maker, Net
 7318-27 Maker, Safety Net
 7318-28 Maker, Tapestry
 7318-31 Opener, Fibre: Textile

7318-32 Picker, Fibre: Textile
 7318-33 Preparer, Fibre: Textile
 7318-34 Repairer, Fabrics
 7318-35 Rover, Fibre: Textile
 7318-36 Scourer, Wool
 7318-37 Spinner,
 7318-38 Threader, Fabric Forming Machine
 7318-41 Weaver, Carpet
 7318-42 Weaver, Cloth
 7318-43 Weaver, Tapestry
 7318-44 Worker, Handicraft: Carpets 7319-12
 7318-45 Worker, Handicraft: Garment Knitting 7319-13
 7318-46 Worker, Handicraft: Garments
 7318-47 Worker, Handicraft: Leather 7319-15
 7318-48 Worker, Handicraft: Leather Accessories 7319-16
 7318-51 Worker, Handicraft: Textile Weaving
 7318-52 Worker, Handicraft: Textiles 7319-18
 7318-53 Fibre Drawer
 7318-54 Tatting Worker, Lace

UNIT GROUP 7319:

OTHER HANDICRAFT WORKERS

Other Handicraft Workers, make, decorate and repair handicraft articles for personal or decorative purposes using non-precious metals, bones, shells, beads and stone.

Tasks performed include: making candle of special size or shapes by hand, dipping prepared wicks in molten wax, paraffin or similar material; operating a battery of multiple moulding machines in which candles are produced in metal moulds through which continuous wicks are fitted; making toys from non-precious metals; preparing, making, decorating and repairing handicraft articles made from non-precious metals, bones, shells, and synthetic beads; preparing metallic items such as rings, necklaces, arm and ankle bangles and other ornamental metallic objects; and producing stone and clay items such as mortars, grinding stones, stone beads, carvings, smoking pipes and other moulded shapes.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in creative and decorative arts in the specific trade area acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are:

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7319-11 Candle-Maker, Handicraft
 Candle Moulder
 Carver, Stone
 7319-14 Handicraft Worker, Stone Articles
 Maker, Stone Mortar
 Worker, Handicraft: Stone Articles
 7319-17 Maker, Bead Belts
 Maker, Bead Necklace/Synthetic
 7319-21 Maker, Metallic Necklace/Traditional
 7319-22 Handicraft Worker in Metal
 7319-23 Maker, Toy: Metal
 7319-24 Handicraft Worker, Bone Articles

MINOR GROUP 732:

PRINTING TRADES WORKERS

Printing Trades Workers compose and typeset prior to printing; make printing plates through electroplating processes; develop and process photographic film and make prints or slides; prepare stencils and operate screen printing equipment; engrave lithographic stones and printing plates, rollers, dies and blocks by various processes; bind and finish printed products.

Tasks performed usually include: operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices; operating computer screen-based equipment for scanning, colour separation and correction, retouching and other processes used to transfer copy to film and produce film for plate, cylinder and digital output productions; setting up, operating and monitoring machines used in typesetting, photographing copy, printing and cutting, folding, collating and binding printed material; performing

routine finishing operations and machine maintenance; preparing stencils and operating screen printing equipment; binding covers and finishing printed products

Occupations in this minor group are classified into the following unit groups:

7321: Pre-press Technicians

7322: Printers

7323: Print Finishing and Binding Workers

UNIT GROUP 7321:

PRE-PRESS TECHNICIANS

Pre-press technicians proof-read, format, set and compose text and graphics into a form suitable for use in various printing processes and representation in other visual media.

Tasks performed are typesetting texts for printing, removing composed matter from galley and arranges it on imposing stone in prescribed pattern; preparing plates for rotary or flat-bed printing; making printing plates from set-up type by stereotyping; electroplating moulds; engraving lithographic stones and printing plates, impressing metal sheets in making braille type; rollers, dies and blocks by various processes; arranging set-up of type and spacing materials and illustration blocks to make pages; arranging pages in sequence for printing. operating graphic cameras and other photographic equipment to reproduce camera-ready copy onto films, plates and digital output devices. For effective and efficient performance of tasks in this unit group, one requires skills in printing, graphics and photography acquired through vocational or tertiary training in printing and photography technology.

Occupational titles classified in this unit group are:

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7321-11 Cameraman, Photogravure
7321-12 Cameraman, Xerography: Offset Printing
7321-13 Camerawoman, Photogravure
7321-14 Camerawoman, Xerography: Offset Printing

7321-15 Caster, Electrotpe
7321-16 Caster, Stereotype
7321-17 Compositor, Printing
7321-18 Electrotper
7321-21 Engraver, Linoleum Block: Printing
7321-22 Engraver, Lithographic Stone: Printing
7321-23 Engraver, Metal Die: Printing
7321-24 Engraver, Metal Plate: Printing
7321-25 Engraver, Metal Roller: Printing
7321-26 Engraver, Music Printing
7321-27 Engraver, Pantograph
7321-28 Engraver, Photogravure
7321-31 Engraver, Rubber Block: Printing
7321-32 Engraver, Wood Block: Printing
7321-33 Etcher, Printing: Metal Engraving
7321-34 Etcher, Printing: Metal Plate
7321-35 Etcher, Printing: Metal Roller
7321-36 Etcher, Printing: Photogravure
7321-37 Finisher, Photo-Engraving: Printing Plates
7321-38 Grainer, Photogravure: Printing Plates
7321-41 Imposer, Printing
7321-42 Intertype Operator
7321-43 Linotyper
7321-44 Maker, Braille Plate
7321-45 Maker, Photogravure: Printing Plate
7321-46 Maker, Plate: Printing
7321-47 Maker, Screen
7321-48 Maker, Stencil: Printing Plate
7321-51 Maker-Up, Photo-Typesetting
7321-52 Maker-Up, Printing
7321-53 Monotyper
7321-54 Moulder, Electrotpe
7321-55 Moulder, Stereotype
7321-56 Mounter, Photo-Engraving: Printing Plates
7321-57 Mounter, Photogravure: Printing
7321-58 Mounter, Plate: Screen Printing
7321-61 Operator, Camera: Printing
7321-62 Operator, Desktop Publishing
7321-63 Photo-Composer, Printing
7321-64 Photo-Engraver
7321-65 Photographer, Photogravure
7321-66 Photogravurist
7321-67 Photolithographer
7321-68 Phototypesetter, Printing

7321-71 Printer, Pantograph
 7321-72 Proofer, Photogravure
 7321-73 Proof-Presser
 7321-74 Prover, Photo-Engraving
 7321-75 Prover, Photogravure
 7321-76 Publisher, Desk-Top: Print Media
 7321-77 Retoucher, Photogravure
 7321-78 Retoucher, Printing Plates
 7321-81 Stereotyper
 7321-82 Stonehand, Printing
 7321-83 Technician, Electronic Pre-Press
 7321-84 Transferrer, Lithographic
 7321-85 Transferrer, Photo-Mechanical: Printing
 Plates
 7321-86 Transcriber, Braille
 7321-87 Tuscher, Lithographic
 7321-88 Typesetter
 7321-91 Typesetter, Linotype
 7321-92 Typesetter, Photo-Type
 7321-93 Typographer

UNIT GROUP 7322: PRINTERS

Printers set up and operate digital, letterpress, lithographic, flexographic, cut stencil, gravure, newspaper and other printing presses.

Tasks performed include: setting, adjusting and monitoring substrate-feed mechanisms, delivery mechanisms, inking systems and other printing machine functions; mixing ink and solvents to standard, and regulating paper and ink supply during print runs; monitoring, evaluating and determining press to check print quality standards against proofs and detect malfunctions; producing a variety of printed products using digital, relief, lithographic, flexographic and gravure printing presses, and in-line finishing systems; cutting stencils for silk-screen printing or engraved printing ;preparing plates, blankets and impression cylinders on small offset lithographic printing presses; maintaining, adjusting, repairing and cleaning machines; producing digital print images, and transferring and outputting images.

For effective and efficient performance of tasks in this unit group, one requires skills in printing acquired through vocational or tertiary training in printing technology.

Occupational titles classified in this unit group are: -

7322-11 Cutter, Stencil: Silk-Screen
 7322-12 Embosser, Paper
 7322-13 Jogger, Web Press
 7322-14 Layer-On, Printing Press
 7322-15 Maker, Stencil: Silk-Screen
 7322-16 Operator, Feeder: Printing
 7322-17 Operator, Letterpress: Cylinder
 7322-18 Operator, Letterpress: Platen
 7322-21 Operator, Letterpress: Rotary
 7322-22 Operator, Machine: Casting (Printing Type)
 7322-23 Operator, Machine: Photo-Typesetting
 7322-24 Operator, Machine: Printing
 7322-25 Operator, Machine: Printing (Textiles)
 7322-26 Operator, Press: Digital
 7322-27 Operator, Press: Flexographic
 7322-28 Operator, Press: Gravure
 7322-31 Operator, Press: Large Sheet-Fed
 7322-32 Operator, Press: Lithographic
 7322-33 Operator, Press: Offset
 7322-34 Operator, Press: Photogravure
 7322-35 Operator, Press: Platen
 7322-36 Operator, Press: Printing
 7322-37 Operator, Press: Rotary
 7322-38 Operator, Press: Rotogravure
 7322-41 Operator, Press: Screen Printing
 7322-42 Operator, Press: Small
 7322-43 Operator, Press: Wallpaper
 7322-44 Operator, Press: Web
 7322-45 Printer
 7322-46 Printer, Block
 7322-47 Printer, Job
 7322-48 Printer, Screen
 7322-51 Printer, Silk-Screen
 7322-52 Printer, Textile
 7322-53 Setter, Printing Machine

7322-54 Setter-Operator, Casting Machine: Printing Type
 7322-55 Stamper, Heraldic Printing
 7322-56 Stenciler, Silk-Screen
 7322-57 Taker-Off, Printing Press

UNIT GROUP 7323:

PRINT FINISHING AND BINDING WORKERS

Print Finishing and Binding Workers bind books and finish printed products and other publications by hand or machine.

Tasks performed include: setting up and supervising the operation of automatic binding and finishing equipment; binding full, half and limp-bound books, and repairing bindings; folding, collating and sewing signatures; operating paper guillotines for pre-press and post-press paper cutting and trimming, and programming electronically operated units; operating systems to insert printed material into newspapers, magazines and envelopes; embellishing printed products automatically and manually; operating photographic and electronic reproduction devices; embossing designs, figures or titles on books.

For effective and efficient performance of tasks in this unit group, one requires knowledge of book composition materials and ability to operate hand and machine and skills in binding and finishing.

Occupational titles classified in this unit group are:

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7323-11 Binder, Book
 7323-12 Collator, Bookbinding
 7323-13 Embosser, Book
 7323-14 Finisher, Book
 7323-15 Finisher, Print
 7323-16 Forwarder, Bookbinding
 7323-17 Gilder, Edge: Bookbinding
 7323-18 Marbler, Edge: Bookbinding
 7323-21 Operator, Collator
 7323-22 Operator, Cutter: Printing
 7323-23 Operator, Foil Stamp

7323-24 Operator, Folder: Printing
 7323-25 Operator, Gatherer: Printing
 7323-26 Operator, Machine: Bookbinding
 7323-27 Operator, Machine: Embossing (Books)
 7323-28 Operator, Multi-Binder
 7323-31 Operator, Perfect Binder
 7323-32 Operator, Saddle Stitch: Bookbinding
 7323-33 Sewer, Bookbinding
 7323-34 Worker, Small Machine Bindery

SUB MAJOR GROUP 74:

ELECTRICAL AND ELECTRONIC TRADE WORKERS

Electrical and Electronics Trades Workers install, fit, maintain and repair electrical wiring systems and machinery and other electrical apparatus; transmit electricity, supply lines and cables and electronic and telecommunications equipment and systems. The work is carried out by hand and by hand-powered and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. The tasks call for an understanding of the work organization, materials and tools used, and the nature and purpose of the final product.

Tasks performed in this sub-major group usually include: installing, fitting, testing, adjusting and maintaining electrical wiring systems, electronic machinery and equipment, telecommunication transmission lines; examining manuals, wiring diagrams and specifications to determine sequences and methods of operation; carrying out inspections to identify hazards, defects and the need for adjustment or repair; joining electrical, telecommunications and data cables; maintaining, troubleshooting, fitting, adjusting, testing and repairing electronic equipment such as commercial and office machines, electronic instruments and control systems, computers, and telecommunications and data transmission equipment. Competent performance in most occupations in this sub-major group requires skills at the **2nd and 3rd KeSCO** skill levels.

Occupations in this sub-major group are classified into the following minor groups:

741: Electrical Equipment Installers and Repairers

742: Electronics and Telecommunications Installers and Repairers

MINOR GROUP 741:

ELECTRICAL EQUIPMENT INSTALLERS AND REPAIRERS

Electrical Equipment Installers and Repairers install, fit, maintain and repair electrical wiring systems and related equipment.

Tasks performed usually include: installing, maintaining, fitting, adjusting and repair electrical wiring systems, machinery and equipment; examining manuals, wiring diagrams and specifications to determine sequences and methods of operation; inspecting and testing electrical systems, equipment, cables and machinery to identify hazards, defects and the need for adjustment or repair; installing, maintaining and repairing electrical transmission lines and joining electrical cables.

Occupations in this minor group are classified into the following unit groups:

7411: Building and Related Electricians

7412: Electrical Machinery and Equipment's Mechanics and Fitters

7413: Electrical Line Installers and Repairers

UNIT GROUP 7411:

BUILDING AND RELATED ELECTRICIANS

Building and Related Electricians install, maintain and repair electrical wiring systems and related equipment and fixtures.

Tasks performed are installing, maintaining and repairing electrical wiring systems and related

equipment as per specifications in various buildings such as workshops, powerhouse, business and residential premises; inspecting electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair; measuring and laying out installation reference points; positioning and installing electrical switchboards; and testing continuity of circuits.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in electrical wiring and installation acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:

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7411-11 Electrician

7411-12 Electrician, Building

7411-13 Electrician, Building Maintenance

7411-14 Electrician, Building Repairs

7411-15 Electrician, Electrical Installation: Building

7411-16 Electrician, Neon-Lighting

7411-17 Electrician, Stage and Studio

7411-18 Electrician, Theatre

7411-21 Electrical Repairman

UNIT GROUP 7412:

ELECTRICAL MACHINERY AND EQUIPMENTS MECHANICS AND FITTERS

Electrical Machinery and Equipment's Mechanics and Fitters fit, adjust, install and repair electrical machinery and other electrical apparatus and equipment.

Tasks performed include: fitting, adjusting and repairing various kinds of electrical machinery and motors, generators, switchgear and control apparatus, instruments, or electrical parts of elevators and related equipment in buildings, factories, motor vehicles, domestic appliances, workshops or other places; inspecting and testing manufactured electrical products; installing, testing, connecting, maintaining and modifying electrical equipment, wiring and control systems; designing, installing, maintaining, servicing

and repairing electric and hydraulic passenger and freight lifts, escalators, moving walkways and other lift equipment; replacing and repairing defective parts.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in electrical mechanics acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:-

7412-11 Builder, Armature
 7412-12 Builder, Commutator
 7412-13 Electrician, Aircraft
 7412-14 Electrician, Automotive
 7412-15 Electrician, Locomotive
 7412-17 Electrician, Motor Vehicle
 7412-18 Electrician, Ship
 7412-21 Electrician, Tram
 7412-22 Electrician, Vehicle
 7412-23 Fitter, Dynamo
 7412-24 Fitter, Electrical
 7412-25 Fitter, Generator: Electrical
 7412-26 Fitter, Motor/Electrical
 7412-27 Fitter, Transformer
 7412-28 Fitter, Instrument/Electrical
 7412-31 Mechanic, Wheelchair: Motorized
 7412-32 Mechanic, Electrical
 7412-33 Mechanic, Lift
 7412-34 Mechanic, Wheelchair: Electric
 7412-35 Repairer, Wheelchair: Motorized
 7412-36 Repairer, Electrical Equipment
 7412-37 Repairer, Wheelchair: Electric
 7412-38 Servicer, Electrical Equipment

**UNIT GROUP 7413:
ELECTRICAL LINE INSTALLERS AND REPAIRERS**

Electrical Line Installers and Repairers install, repair and join electrical transmission and supply cables and related equipment.

Tasks performed include: installing and repairing overhead and underground electrical power and electrical traction lines; making joints in overhead and underground cables; installing earth stakes, poles and guy wires and ensures that safe operating conditions exist for working on electrical equipment and distribution systems of all voltages, repairing and de-energizing of conductors; installing or servicing aerial equipment such as cross arms, insulators, transformers, street lights and customer supply points, and trimming trees to clear power lines; covering energized conductors with insulating materials and performs low and medium voltage live work; ensuring that safe working conditions exist for working on electrical equipment and distribution systems of all voltages; joining insulated electric power cables in underground conduits and trenches and preparing cable terminations for connection to electrical equipment and overhead lines; testing performance of installed cables and checking that insulation of cables is in good condition and maintaining location diagrams.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in electrical mechanics acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:-

7413-11 Jointer, Cable: Electric
 7413-12 Layer, Underground Cable
 7413-13 Plumber-Jointer, Electric Cable
 7413-14 Worker, Cable: Electric Power (Overhead Cables)
 7413-15 Worker, Cable: Electric Power (Underground Cables)
 7413-16 Worker, Cable: Electric Traction (Overhead Cables)
 7413-17 Worker, Line: Electric Power
 7413-18 Worker, Line: Electric Traction
 7413-21 Worker, Wire: Electric Power (Overhead Wires)
 7413-22 Worker, Wire: Electric Power (Underground Wires)

7413-23 Worker, Wire: Electric Traction (Overhead Wires)

MINOR GROUP 742:

**ELECTRONICS AND TELECOMMUNICATIONS
INSTALLERS AND REPAIRERS**

Electronics and Telecommunications Installers and Repairers fit, maintain, adjust and repair electronic equipment such as commercial and office machines, electronic instruments and control systems; install, repair and maintain telecommunications equipment, data transmission equipment, cables and antennae; and repair, fit and maintain computers.

Tasks performed usually include: examining and testing machines, equipment, instruments and control systems to diagnose faults; adjusting, repairing and replacing worn and defective parts and wires; maintaining machines, equipment and instruments; installing electronic instruments and control systems; fitting and adjusting electronic equipment; maintaining, troubleshooting, fitting, adjusting, testing and repairing computers, data transmission equipment and computer peripherals; installing, maintaining, repairing and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communications systems; providing technical advice and information, monitoring the performance of complex telecommunications networks and equipment; installing, joining and repairing cabling for computer, radio, telephone and television transmission; installing, maintaining and repairing antennae used in communications.

Occupations in this minor group are classified into the following unit groups:

7421: Electronics Mechanics and Servicers

**7422: Information and Communications
Technology Installers and Servicers**

UNIT GROUP 7421:

ELECTRONICS MECHANICS AND SERVICERS

Electronics Mechanics and Servicers fit, maintain, adjust and repair electronic equipment such as commercial and office machines and electronic instruments and control systems.

Tasks performed include: examining and testing machines, instruments, components, control systems and other electronic equipment to identify faults; adjusting, repairing and replacing worn and defective parts and wiring, and maintaining machines, equipment and instruments; reassembling, test operating and adjusting equipment; installing electronic instruments and control systems; coordinating work with that of engineers, technicians and other maintenance personnel; interpreting test data to diagnose malfunctions and systemic performance problems; fitting and adjusting electronic components of industrial, medical, refrigeration and air-conditioning equipment and signalling systems; repairs electronic apparatus; and dismantles, fits, installs, services and repairs equipment and appliances which harness and convert solar energy for electrical or other uses; examining, operating, disassembling, repairing, replacing, re-assembling, cleaning and servicing office machines; installing, adjusting, repairing or replacing electrical and electronic components, assemblies and systems, using hand tools, power tools or soldering irons; connecting components to assemblies such as radio systems, instruments, magnetos, inverters and in-flight refuelling systems; and keeping records of maintenance and repair work.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in electronics acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:-

7421-11 Engineer, Aircraft Maintenance: Avionics

7421-12 Fitter, Electronics

7421-13 Fitter, Typewriter

7421-14 Mechanic, Accounting-Machine

7421-15 Mechanic, Audio-Visual Equipment

7421-16 Mechanic, Automated Teller Machines
 7421-17 Mechanic, Avionics
 7421-18 Mechanic, Business Machine: Electronic
 7421-21 Mechanic, Calculating Machine: Electronic
 7421-22 Mechanic, Electronics
 7421-23 Mechanic, Office Machine: Electronic
 7421-24 Repairer, Audio-Visual Equipment
 7421-25 Repairer, Electronics Equipment
 7421-26 Servicer, Audio-Visual Equipment
 7421-27 Servicer, Electronic Equipment
 7421-28 Technician, Avionics
 7421-31 Technician, Photocopy Machine
 7421-32 Electronics Fitter-Assembler
 7421-33 Electronics Fitter- (Medical Equipment)
 7421-34 Electronics Fitter (Industrial Equipment)
 7421-35 Electronic Signaling System Fitter
 7421-36 Refrigeration and Air-Conditioning Fitter
 7421-37 Solar Equipment Fitter and Installer
 7421-38 Solar Cooker Fitter
 7421-41 Solar Equipment/Electrical Fitter
 7421-42 Solar Water Heater

UNIT GROUP 7422:
INFORMATION AND COMMUNICATIONS
TECHNOLOGY INSTALLERS AND SERVICERS

Information and Communications Technology (ICT) Installers and Servicers install, repair and maintain telecommunications equipment, data transmission equipment, cables, antennae and conduits; repair, fit and maintain computers.

Tasks performed are maintaining, troubleshooting, testing and repairing computers, data transmission equipment and computer peripherals; fitting and adjusting computer hardware; installing, maintaining, repairing and diagnosing malfunctions of microwave, telemetry, multiplexing, satellite and other radio and electromagnetic wave communications systems; providing technical advice and information, and monitoring the performance of complex telecommunications networks and equipment; installing and repairing cabling for computer, radio, telephone, telegraphic equipment and television

transmission; joining telecommunications and data cables, and sealing sheathes; and installing, maintaining and repairing antennae used in communications; fitting and adjusting sound and image recorders and electronic components of radio and TV sets, and on radar equipment; fitting and adjusting electronic components of vending and slot machines; monitoring radio and television reception to assist in diagnosing faults; testing voltage resistance and checking waveform; adjusting and replacing faulty parts; testing electronic circuitry, resistors and capacitors.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in installation and maintenance of electronics and telecommunications equipment acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:

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7422-11 Cabler, Data
 7422-12 Cabler, Telecommunications
 7422-13 Erector, Radio Aerial
 7422-14 Erector, Television Aerial
 7422-15 Fitter, Computer Equipment
 7422-16 Fitter, Electronic/Radar Equipment
 7422-17 Fitter, Electronic/Radio
 7422-18 Fitter, Electronic/Television
 7422-21 Fitter, Telegraphic Equipment
 7422-22 Fitter, Telephone/Fax
 7422-23 Fitter, Slot Machine
 7422-24 Fitter, Vending Machine
 7422-25 Installer, Computer Hardware
 7422-26 Installer, Telegraph
 7422-27 Installer, Telephone
 7422-28 Jointer, Cable: Data
 7422-31 Jointer, Cable: Telecommunications
 7422-32 Jointer, Cable: Telegraph
 7422-33 Jointer, Cable: Telephone
 7422-34 Mechanic, Computer
 7422-35 Mechanic, Radio
 7422-36 Mechanic, Telegraph
 7422-37 Mechanic, Telephone

7422-38 Mechanic, Television
 7422-41 Repairer, Radio
 7422-42 Repairer, Telecommunications Equipment
 7422-43 Repairer, Television
 7422-44 Servicer, Communications Technology
 7422-45 Servicer, Radio
 7422-46 Servicer, Telegraph
 7422-47 Servicer, Telephone
 7422-48 Servicer, Television
 7422-51 Technician, Communications:
 Telecommunications
 7422-52 Technician, Computer: Hardware
 7422-53 Technician, Telecommunications
 7422-54 Worker, Cable: Data
 7422-55 Worker, Cable: Telecommunications
 7422-56 Worker, Cable: Telegraph
 7422-57 Worker, Cable: Telephone
 7422-58 Worker, Line: Telecommunications
 7422-61 Worker, Line: Telegraph
 7422-62 Worker, Line: Telephone
 7422-63 Worker, Wire: Telegraph
 7422-64 Worker, Wire: Telephone

SUB-MAJOR GROUP 75:

FOOD PROCESSING, WOODWORKING, GARMENT AND OTHER CRAFTS AND RELATED TRADES WORKERS

Food Processing, Wood Working, Garment and Other Craft and Related Trades Workers apply their specific knowledge and skills to produce, treat or process agricultural and fisheries raw materials into foodstuffs and other products and produce and repair goods made of wood, textiles, fur, leather, or other materials. The work is carried out by hand and by hand-powered tools and other tools which are used to reduce the amount of physical effort and time required for specific tasks, as well as to improve the quality of the products. Supervision of other workers may be included.

Tasks performed by workers in this sub-major Group usually include: treating and processing meat, fish, grain, fruits, nuts, vegetables and related materials into food stuffs, and tobacco into tobacco products; tasting

and grading food products and beverages; treating and processing natural fibres, skins and hides; making and repairing furniture and other goods made of wood; preparing hides, skins and pelts for further use; making and repairing textiles, garments, hats, shoes and related products.

Competent performance of tasks in most occupations in this sub-major group call for an understanding of the work organization at all stages of the production process, the materials and tools used, and the nature and purpose of the final product. Most occupations in this sub-major group require skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this sub-major group are classified into four minor groups:-

751: Food Processing and Related Trades Workers

752: Wood Treathers, Cabinet-Makers and Related Trades Workers

753: Garment Related Trades Workers

754: Other Craft and Related Workers

MINOR GROUP 751

FOOD PROCESSING AND RELATED TRADES WORKERS

Food Processing and Related Trades Workers slaughter animals, treat and prepare them and related food items for human and animal consumptions; make various kinds of bread, cakes and other flour products; make sweets, process and preserve dairy products; process and preserve fruit, vegetables and related foods; brew or distil traditional alcoholic beverages, taste and grade various food products and beverages, or prepare tobacco and make tobacco products.

Tasks performed usually include: slaughtering animals; treating meat and fish and preparing them and related food items; making various kinds of bread, cakes and other flour products; making sweets; processing and preserving fruit, vegetables and related

foods; brewing or distilling of various traditional alcoholic beverages; tasting and grading various food products and beverages; preparing tobacco and making tobacco products. Supervision of workers may be included.

Competent performance of tasks in most occupations in this minor group call for specific technical skills sets, understanding of the work organization at all stages of the production process, the materials and tools used, the nature and purpose of the final product. Most occupations in this sub-major group require skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

7511: Butchers, Fishmongers and Related Food Preparers

7512: Bakers, Pastry-Cooks and Confectionery Makers

7513: Dairy Products Makers

7514: Fruit Vegetable and Related Preservers

7515: Food and Beverage Tasters And Graders

7516: Tobacco Preparers and Tobacco Products Makers

7517: Brewers, Distillers and Related Workers

UNIT GROUP 7511:

BUTCHERS, FISHMONGERS AND RELATED FOOD PREPARERS

Butchers, Fishmongers and Related Food Preparers slaughter animals, clean, cut and dress meat and fish, remove bones, and prepare related food items or preserve meat, fish and other foods and food products by drying, salting or smoking for human and animal consumption.

Tasks performed include: slaughtering animals; flaying, skinning and trimming carcasses; boning, cutting and dressing meat and fish for sale or further processing; preparing ingredients and making sausages and similar products using chopping, mixing and shaping machines; curing meat, fish and other foods; operating

smokehouses or ovens to smoke meat, fish and other foodstuffs; cooking or in other ways preparing meat, fish and related food items for sale; selling meat or fish to customers, including wrapping, weighing and labelling products, and receiving payment.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in animal slaughtering process, dressing of meat, fish or other related food items; preparation and preservation techniques acquired either through experiential learning, vocational or tertiary training. Good personal hygiene and knowledge of public health regulations is also necessary.

Occupational titles classified in this unit group are:-

7511-11 Boner, Fish

7511-12 Boner, Meat

7511-13 Briner, Foodstuffs

7511-14 Butcher

7511-15 Butcher, Crocodile

7511-16 Curer, Bacon

7511-17 Curer, Fish

7511-18 Curer, Meat

7511-21 Cutter, Fish

7511-22 Cutter, Meat

7511-23 Dresser, Fish

7511-24 Dresser, Meat

7511-25 Dresser, Poultry

7511-26 Dresser, Tripe

7511-27 Eviscerator, Animal

7511-28 Filleter, Fish

7511-31 Fishmonger

7511-32 Flayer

7511-33 Knacker

7511-34 Maker, Sausage

7511-35 Pickler, Fish

7511-36 Pickler, Meat

7511-37 Preserver, Sauces and Condiments

7511-38 Salter, Fish

7511-41 Salter, Meat

7511-42 Shactor

7511-43 Skinner, Animal

7511-44 Slaughterer
 7511-45 Splitter, Carcass
 7511-46 Sticker, Animal
 7511-47 Stripper, Gut
 7511-48 Stunner, Animal
 7511-51 Trimmer, Meat
 7511-52 Worker, Offal
 7511-53 Worker, Smokehouse: Fish
 7511-54 Worker, Smokehouse: Meat

UNIT GROUP 7512: BAKERS, PASTRY-COOKS AND CONFECTIONERY MAKERS

Bakers, Pastry-cooks and Confectionery Makers make various kinds of bread, cakes, and other flour products, chocolate and sugar confectionery using hand or hand held tools.

Tasks performed include: making bread, cakes, biscuits, pastries, pies and other flour products; making confectionery from mixtures of sugar, chocolate and other ingredients using hand tools and some machines; making chocolates bars by grinding cocoa beans, heating and forming chocolate slabs; combining measured ingredients in bowls of mixing, blending, or cooking machinery; mixing together and cooks candy ingredients; making macaroni and noodles by preparing floor paste to which other ingredients may or may not be added; checking the quality of raw materials to ensure that standards and specifications are met; applying glazes, icings, or other toppings to baked goods, using spatulas or brushes; checking the cleanliness of equipment and operation of premises before production runs to ensure compliance with occupational health and safety regulations; monitoring oven temperatures and product appearance to determine baking times; coordinating the forming, loading, baking, unloading, de-panning and cooling of batches of bread, rolls, pastry and confectionary products.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in pastry-making and baking acquired through experiential

learning or vocational training. Good personal hygiene, creativity and precision are also necessary.

Occupational titles classified in this unit group are:-

7512-11 Baker
 7512-12 Baker, Biscuit
 7512-13 Baker, Bread
 7512-14 Baker, Pastry
 7512-15 Concher, Chocolate
 7512-16 Confectioner
 7512-17 Cutter, Sugar Confectionery
 7512-18 Decorator, Cake
 7512-21 Dipper, Sugar Confectionery
 7512-22 Grinder, Chocolate
 7512-23 Hand, Table: Bread
 7512-24 Hand, Table: Flour Confectionery
 7512-25 Maker, Biscuit
 7512-26 Maker, Chocolate
 7512-27 Maker, Confectionery
 7512-28 Maker, Noodle
 7512-31 Maker, Pastry
 7512-32 Maker, Pie
 7512-33 Maker, Sponge Cake
 7512-34 Maker, Yeast
 7512-35 Mixer, Bread Dough
 7512-36 Mixer, Chocolate
 7512-37 Mixer, Flour Confectionery
 7512-38 Mixer, Pie Paste
 7512-41 Mixer, Sugar Confectionery
 7512-42 Moulder, Chocolate
 7512-43 Pastry-Cook
 7512-44 Presser, Chocolate Production
 7512-45 Presser, Noodle Extruding
 7512-46 Refiner, Chocolate
 7512-47 Roller, Sugar Confectionery
 7512-48 Temperer, Chocolate
 7512-51 Worker, Oven: Biscuits
 7512-52 Worker, Oven: Bread
 7512-53 Worker, Oven: Flour (Confectionery)

UNIT GROUP 7513: DAIRY PRODUCTS MAKERS

Dairy Products Makers process and preserve dairy products such as butter and various types of cheese, cream or other dairy products.

Tasks performed are boiling or pasteurizing raw milk to remove harmful bacteria; developing bacterial culture for use in making butter milk, yoghurt and other products; achieve specified butter fat content; separating cream from milk and churning cream into butter; churning milk into butter or ghee; cuddling milk and converting curds into cheese; mixing milk, sugar and other ingredients to make ice-cream.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in milk processing and value addition acquired either through experiential or vocational training.

Occupational titles classified in this unit group are:-

7513-11 Maker, Butter
7513-12 Maker, Cheese
7513-13 Maker, Dairy Products
7513-14 Maker, Ice-Cream
7513-15 Maker, Ghee
7513-16 Maker, Yoghurt

**UNIT GROUP 7514:
FRUIT, NUTS, VEGETABLE AND RELATED
PRESERVERS**

Fruit, Nuts, Vegetable and Related Preservers process and preserve fruit, nuts and related foods in various methods.

Tasks performed include: extracting juices from various fruits; extracting oils from oil-bearing seeds, nuts or fruits; cooking, salting or drying fruit, vegetables and related foods; mixing and adding ingredients such as pectin, sugar, spices and vinegar to assist preservation and enhance texture, appearance and flavour; transferring preserved foods to sterile jars, bottles or other containers.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in food processing and preservation processes acquired through experiential learning or vocational training.

Occupational titles classified in this unit group are:-

7514-11 Canner, Fruit
7514-12 Canner, Vegetable
7514-13 Cook, Preserving
7514-14 Expeller, Oil
7514-15 Maker, Chutney
7514-16 Maker, Fruit Juice
7514-17 Maker, Jam
7514-18 Maker, Pickle
7514-21 Maker, Sugar: Traditional Methods
7514-22 Maker, Vegetable Juice
7514-23 Pickler, Fruit
7514-24 Pickler, Vegetables
7514-25 Preparer, Sim-Sim Seeds
7514-26 Preserver, Fruit
7514-27 Preserver, Fruit Juice
7514-28 Preserver, Vegetable
7514-31 Preserver, Vegetable Juice
7514-32 Preserver, Ground Nuts
7514-33 Preserver, Cashew-Nuts
7514-34 Coconut Oil Marker

**UNIT GROUP 7515:
FOOD AND BEVERAGE TASTERS AND GRADERS**

Food and Beverage Tasters and Graders inspect, taste and grade various types of agricultural products, food and beverages.

Tasks performed include: inspecting, testing, tasting and smelling agricultural products, food and beverages at various stages of processing; determining quality, acceptability to consumer tastes and approximate value of products and grading them into appropriate classes; discarding inferior products; recording the grade and/or identification numbers on tags, receiving, or sales sheets; weighing and measuring products.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in food science acquired through experiential or tertiary training.

Occupational titles classified in this unit group are:-

7515-11 Grader, Food
7515-12 Grader, Fruit
7515-13 Grader, Meat
7515-14 Grader, Oil
7515-15 Grader, Vegetable
7515-16 Taster, Coffee
7515-17 Taster, Food
7515-18 Taster, Juice
7515-21 Taster, Liquor
7515-22 Taster, Tea
7515-23 Taster, Wine

**UNIT GROUP 7516:
TOBACCO PREPARERS AND TOBACCO
PRODUCTS MAKERS**

Tobacco Preparers and Tobacco Products Makers prepare tobacco leaves and make various tobacco products.

Tasks performed include: sorting and grading cured tobacco leaves by type and quality; mixing tobacco leaves according to formula to obtain a blend of distinct flavour; blending various kinds of tobacco ; stoving tobacco leaves; tending vacuum container which moistens tobacco for further processing; stemming, removing midribs and stalks from tobacco leaves shredding and cutting tobacco; moulding, pressing, rolling and making cigars, cigarettes, snuff and other tobacco products by hand or with simple machines; bulking and drying tobacco leaves in the sun and then crushing them manually.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in tobacco processing acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:-

7516-11 Blender, Snuff
7516-12 Blender, Tobacco
7516-13 Bulker, Tobacco
7516-14 Conditioner, Tobacco Leaves
7516-15 Cutter, Tobacco
7516-16 Dipper, Tobacco
7516-17 Drier, Snuff
7516-18 Drier, Tobacco
7516-21 Flavourer, Tobacco
7516-22 Grader, Tobacco
7516-23 Grinder, Snuff
7516-24 Maker, Cigar
7516-25 Maker, Cigarette
7516-26 Maker, Snuff
7516-28 Maker, Tobacco Cake
7516-31 Maker, Tobacco Plug
7516-32 Maker, Traditional Smoking Tobacco
7516-33 Mixer, Snuff
7516-34 Mixer, Tobacco
7516-35 Moulder, Cigar
7516-36 Presser, Cigar
7516-37 Roller, Cigar
7516-38 Screener, Snuff
7516-41 Sorter, Cigar
7516-42 Stemmer, Tobacco
7516-43 Stover, Tobacco
7516-44 Stripper, Tobacco
7516-45 Worker, Tobacco: Conditioning
7516-46 Worker, Tobacco: Cutting
7516-47 Worker, Tobacco: Drying
7516-48 Worker, Tobacco: Leaf Stemming
7516-51 Worker, Tobacco: Leaf Stripping

**UNIT 7517:
BREWERS, DISTILLERS AND RELATED WORKERS**

Brewers, Distillers and Related Workers brew and distill traditional liquor, make wine and herbal alcoholic brews using hand or handmade tools and equipment.

Tasks performed include: arranging and preparing ingredients such as fermented millet, roasted maize flour, sugar, honey or sugar cane juice, muratina; mixing ingredients with water; monitoring the process until brew is ready; carrying out distillation in preparations of some traditional liquors, making wine and herbal alcoholic brews.

For effective and efficient performance of tasks in this unit group, one requires skills in brewing and distillation process acquired through experiential learning while observing hygiene throughout the process.

Occupational titles classified in this unit group are:-

7517-11 Brewer, Traditional Liquor
7517-12 Brewer, Busaa
7517-13 Brewer, Muratina
7517-14 Brewer, Kangara
7517-15 Brewer, Miti-Ni-Dawa
7517-16 Distiller Traditional Ligour
7517-17 Maker, Wine

**MINOR GROUP 752:
WOOD TREATERS, CABINET-MAKERS AND
RELATED TRADES WORKERS**

Wood Treaters, Cabinet-Makers and Related Trades Workers season, preserve and treat wood and wooden items; make, decorate and repair wooden furniture, vehicles and other wooden products; operate and tend wood processing and woodworking equipment, machines and machine tools.

Tasks performed usually include: operating , tending, treating and using other equipment to dry lumber and other wood products, and to treat chemically and impregnate wood products with preservatives; operating woodworking machines to cut, shape and form parts and components; studying plans, verifying dimensions of articles to be made, fitting parts together to form complete units and checking the quality and fit of pieces to ensure adherence to specifications; setting and

adjusting various kinds of machines for operation by others; setting-up, programming, operating and monitoring several types of woodworking machines to fabricate, repair or refinish wooden parts for furniture, fixtures and other wood products.

Competent performance of tasks in most occupations in this minor group calls for knowledge and skills in wood processing. Understanding of the work organization, materials and tools used, nature and purpose of the final product is necessary. Most occupations in this sub-major group require skills at the **2nd KeSCO skill level**.

Occupations in this minor group are classified into the following unit groups:

7521: Wood Treaters

7522: Cabinet-Makers and Related workers

7523: Woodworking-Machine Tool Setters and Operators

**UNIT GROUP 7521:
WOOD TREATERS**

Wood Treaters operate and tend wood treatment processing equipment and machines to season and preserve wood and wooden items.

Tasks performed include: operating and tending kilns, treating tanks and other equipment to dry lumber, prepare and season wood and other wood products, and to treat chemically and impregnate wood products with preservatives to protect it against decay or parasites; controlling the loading of wood into treating plants, and prepares wood treating ingredients such as borax, copper chrome arsenate and creosote; inspecting and grading milled, rough-sawn, or dimensional stock lumber according to standards; monitoring equipment operation, gauges, and panel lights in order to detect deviations from standards and to ensure that processes are operating according to specifications; assisting in maintaining processing equipment and machines as required; cleaning, lubricating and adjusting equipment.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in wood processing acquired through experiential learning or vocational training in wood processing technology.

Occupational titles classified in this unit group are:-

7521-11 Dipper, Wood Treatment
 7521-12 Grader, Wood
 7521-13 Impregnator, Wood
 7521-14 Operator, Kiln: Dry (Wood)
 7521-15 Operator, Kiln: Lumber
 7521-16 Operator, Machine: Painting (Wood)
 7521-17 Operator, Machine: Seasoning (Wood)
 7521-18 Operator, Machine: Tempering (Wood)
 7521-21 Operator, Machine: Treating (Wood)
 7521-22 Operator, Tank: Timber Treating
 7521-23 Seasoner, Wood
 7521-24 Tender, Veneer Dryer
 7521-25 Treater, Wood
 7521-26 Woodworker, Treating
 7521-27 Worker, Wood: Incising

**UNIT GROUP 7522:
 CABINET-MAKERS AND RELATED WORKERS**

Cabinet-Makers and Related Workers make, decorate and repair wooden furniture, vehicles and related wooden products.

Tasks performed include: are operating woodworking machines, such as power saws, jointers, mortisers and shapers, and using hand tools to cut, shape and form parts and components; studying plans, verifying dimensions of articles to be made, or preparing specifications and checking the quality and fit of pieces in order to ensure adherence to specifications; trimming joints and fitting parts and subassemblies together to form complete units using glue and clamps, and reinforcing joints using nails, screws or other fasteners; making, restyling and repairing various wooden articles, such as cabinets, furniture, vehicles, scale models, sports equipment and other parts or products; decorating furniture and fixtures by inlaying

wood, applying veneer and carving designs; finishing surfaces of wooden articles or furniture.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in carpentry acquired through experiential learning and vocational training.

Occupational titles classified in this unit group are:-

7522-11 Applier, Veneer
 7522-12 Bender, Wood
 7522-13 Bodybuilder, Vehicle: Wooden
 7522-14 Builder, Coach-Body: Wooden
 7522-15 Builder, Vehicle-Body: Wooden
 7522-16 Builder, Vehicle-Frame: Wooden
 7522-17 Cabinet-Maker
 7522-18 Cabinet-Maker, Furniture
 7522-21 Cartwright
 7522-22 Carver, Wood
 7522-23 Cooper
 7522-24 Finisher, Wooden Furniture
 7522-25 Inlayer, Marquetry
 7522-26 Maker, Barrel
 7522-27 Maker, Cask
 7522-28 Maker, Chair
 7522-31 Maker, Clock Case
 7522-32 Maker, Clog
 7522-33 Maker, Coffin
 7522-34 Maker, Furniture: Cane
 7522-35 Maker, Instrument Case
 7522-36 Maker, Ladder: Wood
 7522-37 Maker, Model: Wooden
 7522-38 Maker, Piano Case
 7522-41 Maker, Picture Frame
 7522-42 Maker, Pipe: Smoking (Wood)
 7522-43 Maker, Sports Equipment: Wood
 7522-44 Maker, Tank: Wooden
 7522-46 Marker, Woodworking
 7522-47 Patternmaker, Wood
 7522-48 Stainer, Wooden Furniture
 7522-51 Tenoner
 7522-52 Varnisher, Wooden Furniture

7522-53 Wheelwright
 7522-54 Builder, Boat-Body
 7522-55 Maker, Mkokoteni
 7522-56 Maker Hand Cart
 7522-57 Woodcarver, Construction

UNIT GROUP 7523:

WOODWORKING-MACHINE TOOL SETTERS AND OPERATORS

Woodworking- Machine Tool Setters and operators set-up or operate and monitor automatic or semi-automatic woodworking machines, such as precision sawing, shaping, planning, boring, turning and woodcarving machines to fabricate or repair wooden parts for furniture, fixtures and other wooden products.

Tasks performed include: setting-up, programming, operating and monitoring several types of woodworking machines for sawing, shaping, boring, drilling, planning, pressing, turning, sanding or carving to fabricate or repair wooden parts for furniture, fixtures and other wooden products; operating pre-set special-purpose woodworking machines to fabricate wooden products such as coat hangers, mop handles, clothes pins and other products; selecting knives, saws, blades, cutter heads, cams, bits, or belts according to work piece, machine functions and product specifications; installing and adjusting blades, cutter heads, boring-bits and sanding-belts, and using hand tools and rules; setting and adjusting various kinds of woodworking machines for operation by others; reading and interpreting specifications or following verbal instructions.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in setting and operating woodworking machines acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:

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7523-11 Borer, Wood
 7523-12 Machinist, Wood Products
 7523-13 Operator, Lathe: Woodworking

7523-14 Operator, Machine: Bending (Wood)
 7523-15 Operator, Machine: Carving (Wood)
 7523-16 Operator, Machine: Drilling (Wood)
 7523-17 Operator, Machine: Engraving (Wood)
 7523-18 Operator, Machine: Etching (Wood)
 7523-21 Operator, Machine: Finishing (Wood)
 7523-22 Operator, Machine: Furniture Production
 7523-23 Operator, Machine: Marking (Wood)
 7523-24 Operator, Machine: Planing (Wood)
 7523-25 Operator, Machine: Polishing (Wood)
 7523-26 Operator, Machine: Sports Equipment (Wood)
 7523-27 Operator, Machine: Toy Production (Wood)
 7523-28 Operator, Machine: Wood Products
 7523-31 Operator, Machine: Woodworking
 7523-32 Operator, Set-Up: Woodworking Machine
 7523-33 Sawyer, Precision Woodworking
 7523-34 Sawyer, Wood
 7523-35 Setter, Woodworking Machine
 7523-36 Setter-Operator, Carving Machine
 Woodworking
 7523-37 Setter-Operator, Fret-Saw: Woodworking
 7523-38 Setter-Operator, Jigsaw: Woodworking
 7523-41 Setter-Operator, Lathe: Woodworking
 7523-42 Setter-Operator, Planing Machine:
 Woodworking
 7523-43 Setter-Operator, Routing Machine:
 Woodworking
 7523-44 Setter-Operator, Shaping Machine:
 Woodworking
 7523-45 Setter-Operator, Woodworking Machine
 7523-46 Turner, Wood
 7523-47 Woodworker, Dovetailing
 7523-48 Woodworker, Dowelling
 7523-51 Woodworker, Morticing
 7523-52 Woodworker, Sanding
 7523-53 Woodworker, Tenoning
 7523-54 Worker, Wood: Dovetailing
 7523-55 Worker, Wood: Dowelling
 7523-56 Worker, Wood: Morticing
 7523-57 Worker, Wood: Sanding
 7523-58 Worker, Wood: Tenoning

MINOR GROUP 753:

GARMENT AND RELATED TRADES WORKERS

Garment and Related Trades Workers prepare, fit, alter and repair tailored clothing; design, make, decorate and make garments and other related products; create patterns for garments; install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances and furnishings of automobiles; trim, scrape, tan, buff and dye animal hides, pelts or skins; modify and repair footwear and leather articles.

Tasks performed usually include: making, fabricating, fitting, altering and repairing tailored or hand-made clothing; creating precision master patterns for production of garments, other textile, and leather or fur products; sewing together, repairing, redesigning and decorating garments; repairing and replacing upholstery of furniture, fixtures, orthopaedic appliances; trimming, scraping, cleaning, tanning, buffing and dyeing animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products; making, modifying and repairing standard, custom or orthopaedic footwear and natural or synthetic leather articles. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO skill level**.

Occupations in this minor group are classified into the following unit groups:

7531: Tailors, dressmakers, furriers and hatters

7532: Garment and related patternmakers and cutters

7533: Sewing, embroidery and related workers

7534: Upholsterers and related workers

7535: Pelt dressers, tanners and fellmongers

7536: Shoemakers and related workers

UNIT GROUP 7531:

TAILORS, DRESSMAKERS, FURRIERS AND HATTERS

Tailors, Dressmakers, Furriers and Hatters fabricate, make, decorate, fit, alter and repair suits, overcoats,

dressess, hats and wigs according to customer's and clothing manufacturer's specifications.

Tasks performed are fabricating, making, decorating, fitting, altering and repairing overcoats, suits, skirts, shirts, blouses, lingerie, corsetry, hats, wigs and similar garments; selecting textile fabrics, leather or fur pelts matching the desired size, colour, texture, and quality of the garment; cutting to shape them to garment pattern and arranging them on pattern according to the design of the garment; making garment style changes, such as tapering trouser legs, narrowing lapels, and adding or removing padding; fitting, altering and repairing tailored clothing, dresses, coats and other made-to-measure garments according to customers' requests; folding, twisting, and draping material, such as satin or silk, or sewing ribbon or cloth; blending shades of hair to give natural appearance to wigs and arranging woven hair in specified position and sewing hair together to form hairpiece; making, altering, restyling and repairing fur garments and other fur articles; reclaiming furs or skins from old coats, gluing fabric to interior of fur coats and trimming fur garments.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in tailoring and dressing- making acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:

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7531-11 Coner, Hat Forms

7531-12 Cutter, Fur

7531-13 Dressmaker

7531-14 Dressmaker, Theatrical

7531-15 Furrier

7531-16 Grader, Fur

7531-17 Hatter

7531-18 Maker, Blouse

7531-21 Maker, Cap

7531-22 Maker, Corset

7531-23 Maker, Gown

7531-24 Maker, Hat

7531-25 Maker, Lingerie

7531-26 Maker, Shirt
 7531-27 Maker, Wig
 7531-28 Master, Wardrobe
 7531-31 Matcher, Fur
 7531-32 Milliner
 7531-33 Mistress, Wardrobe
 7531-34 Nailer, Fur
 7531-35 Sorter, Fur
 7531-36 Seamstress
 7531-37 Tailor
 7531-38 Tailor, Alteration
 7531-41 Tailor, Bespoke
 7531-42 Tailor, Fur
 7531-43 Tailor, Garment: Made-To-Measure
 7531-44 Tailor, Garment: Ready-To-Wear
 7531-45 Tailor, Theatrical
 7531-46 Trimmer, Fur

UNIT GROUP 7532: GARMENT AND RELATED PATTERNMAKERS AND CUTTERS

Garment and Related Patternmakers and Cutters create precision master patterns for production of garments, other textile, and leather or fur products.

Tasks performed include: creating a master pattern for each size within a range of garment sizes, using charts, drafting instruments, computers, and/or grading devices; creating the “blueprint” or pattern pieces for a particular apparel design with the aid of a computer; calculating dimensions of patterns according to sizes, considering stretching of material; drawing details on outlined parts to indicate where parts are to be joined, as well as the positions of pleats, pockets, buttonholes on garments; positioning templates or measuring materials to locate specified points of cuts or to obtain maximum yields and mark fabric accordingly; laying out master pattern on fabric and cutting sample pattern; testing patterns by making and fitting sample garments; placing patterns on top of layers of fabric and cutting fabric following patterns, using electric or manual knives, cutters or computer numerically controlled cutting devices; cutting fabric or fur pelts to

make parts for garments and other fur articles; trimming excess material or cutting threads off finished products, such as cutting loose ends of a finished product; positioning leather on cutting bed of machine, maximizing usage according to skin grain, skin flaws and skin stretch; performing pattern-making, marking and cutting tasks in the manufacture of other products such as soft furnishings and canvas goods.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in tailoring and dress-making with specialization in pattern-making acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are:

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7532-11 Copyist, Jacquard Design
 7532-12 Cutter, Garment
 7532-13 Cutter, Glove
 7532-14 Cutter, Mattress
 7532-15 Cutter, Pattern
 7532-16 Cutter, Sail
 7532-17 Cutter, Tailor's
 7532-18 Cutter, Tent
 7532-21 Cutter, Umbrella
 7532-22 Cutter, Upholstery
 7532-23 Marker, Garment
 7532-24 Patternmaker, Caps
 7532-25 Patternmaker, Fur
 7532-26 Patternmaker, Garment
 7532-27 Patternmaker, Gloves
 7532-28 Patternmaker, Hats
 7532-31 Patternmaker, Mattresses
 7532-32 Patternmaker Sails
 7532-33 Patternmaker, Tents
 7532-34 Patternmaker, Umbrellas
 7532-35 Patternmaker, Upholstery
 7532-36 Spreader, Fabric

UNIT GROUP 7533: SEWING EMBROIDERY AND RELATED WORKERS

Sewing, Embroidery and Related Workers sew together, repair, renovate and decorate garments, gloves and other products of textile, fur, light leather and other materials and fabricate tents sails, awnings and tarpaulins. They work mainly by hand using a needle and thread but may perform some tasks using a sewing machine.

Tasks performed are selecting thread according to specifications or colour of parts or dyeing thread to match colour and shade of cloth to be darned; embroidering ornamental designs on cloth by hand or machine using needle and coloured threads; sewing ornamental designs by hand over patterns on cloth using needle and coloured thread; softening leather or shoe material with water to prepare it for sewing; sewing or gluing decorative trimmings to articles, such as hats, caps, or millinery; hand sewing umbrella covers to frames, tacking cover to ribs along seams and sewing corners to tip of rib and sewing ties to outside of cover to hold umbrella when folded; fabricating and assembling thick cloth, canvas and like materials into sails, awning, tarpaulins and tents; repairing defective or damaged portion of cloth or garment by hand, using matching thread and needle.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in embroidery acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:

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7533-11 Embroiderer
 7533-12 Sewer, Awning
 7533-13 Sewer, Sail, Tent And Awning
 7533-14 Sewer, Toy: Soft Toys
 7533-15 Sewer
 7533-16 Sewer, Footwear
 7533-17 Sewer, Fur
 7533-18 Sewer, Garments
 7533-21 Sewer, Hat
 7533-22 Sewer, Leather
 7533-23 Sewer, Mattress
 7533-24 Sewer, Sail

7533-25 Sewer, Tent

7533-26 Sewer, Textile

**UNIT GROUP 7534:
 UPHOLSTERERS AND RELATED WORKERS**

Upholsterers and Related Workers install, repair and replace upholstery of furniture, fixtures, orthopaedic appliances; seats, panels, convertible and vinyl tops and other furnishings of automobiles, railway coaches, aircraft, ships and similar items with fabric, leather, rexine or other upholstery material. They also make and repair cushions, quilts and mattresses.

Tasks performed are discussing upholstery fabric, colour, and style with customers and providing cost estimate for upholstering furniture or other items; making upholstery patterns from sketches, customer descriptions or blueprints; laying out, measuring and cutting upholstery materials following patterns, templates, sketches, or design specifications; installing, arranging and securing springs, padding and covering material to furniture frames; sewing upholstery materials by hand to seam cushions and joining sections of covering materials; sewing rips or tears in material, or creating tufting, using needle and thread; tacking, gluing or sewing ornamental trims, buckles, braids, buttons and other accessories to covers or frames on upholstered items; laying out, cutting, fabricating and installing upholstery in aircrafts, motor vehicles, railway cars, boats and ships; repairing raw hide covering of artificial limbs; renovating antique furniture; collaborating with interior designers to decorate rooms and coordinate furnishing fabrics; making quilts, cushions and mattresses.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in upholstery techniques acquired through vocational training or experiential learning.

Examples of the occupational titles classified here:

7534-11 Maker, Bedding
 7534-12 Maker, Furniture: Soft Furnishing
 7534-13 Maker, Mattress

7534-14 Maker, Quilt
 7534-15 Maker, Soft Furnishing
 7534-16 Upholsterer
 7534-17 Upholsterer, Furniture
 7534-18 Upholsterer, Orthopaedic
 7534-21 Upholsterer, Vehicle
 7534-22 Sewer, Upholstery

UNIT GROUP 7535:

PELT DRESSERS, TANNERS AND FELLMONGERS

Pelt Dressers, Tanners and Fellmongers trim, scrape, clean, tan, buff and dye animal hides, pelts or skins to produce leather stock and finished furs for making garments and other products.

Tasks performed are sorting and grading pelts, hides and skins according to colour, shading, size and density; scraping particles of flesh, fat, or protective tissue from skins or pelts to clean and soften them; preparing hides by curing them with salt; removing long, coarse hair from pelts and trimming underlying hair to even length; tanning and dressing pelts to improve luster and beauty or restore natural appearance of pelts; preparing bark and myrobalan liquor for treating hides or skins; treating hides and skins in tanning solution to convert them into leather; tinting or dyeing furs to enhance natural shades of fur; removing wrinkles and setting grains on wet hide or skin; dressing and applying dyes and stains to leather; stretching and smoothing dressed pelts; seasoning leather by applying chemical solution or oil evenly on surface by hand brush and allowing it to dry in open air.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skill in tanning and garment making acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:

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7535-11 Buffer, Leather
 7535-12 Classer, Hide
 7535-13 Classer, Pelt
 7535-14 Classer, Skin
 7535-15 Currier, Leather

7535-16 Dehairer, Hide And Skin
 7535-17 Dresser, Pelt
 7535-18 Dyer, Leather
 7535-21 Dyer, Pelt
 7535-22 Dyer, Vat: Leather
 7535-23 Dyer, Vat: Pelt
 7535-24 Dyer-Stainer
 7535-25 Dyer-Stainer, Leather
 7535-26 Dyer-Stainer, Spray
 7535-27 Fellmonger
 7535-28 Finisher, Pelt
 7535-31 Flesher, Hide And Skin
 7535-32 Flesher, Pelt
 7535-33 Flesher-Dehairer, Hide
 7535-34 Grader, Hide
 7535-35 Grader, Pelt
 7535-36 Grader, Skin
 7535-37 Pickler, Pelt
 7535-38 Plucker-Trimmed, Pelt
 7535-41 Polisher, Leather
 7535-42 Puller, Pelt
 7535-43 Shaver, Fur
 7535-44 Splitter, Hide
 7535-45 Stainer, Leather
 7535-46 Stretcher, Leather
 7535-47 Stretcher, Pelt
 7535-48 Tanner
 7535-51 Leather Scourer

UNIT GROUP 7536:

SHOEMAKERS AND RELATED WORKERS

Shoemakers and Related Workers make, modify and repair standard, custom or orthopaedic footwear and natural or synthetic leather articles.

Tasks performed are making, modifying and repairing standard footwear to meet individual requirements; making, modifying and repairing orthopaedic or therapeutic footwear according to doctors' prescriptions, or modifying existing footwear for people with foot problems and special needs; repairing belts, luggage, purses and similar products; taking plaster casts of deformed legs or foot to prepare drawings; preparing inserts, heel pads, and lifts from casts of customers' feet;

checking the texture, colour, and strength of leather to ensure that it is adequate for a particular purpose; attaching accessories or ornamentation to decorate or protect products; making and repairing articles such as saddles and harnesses for animals, luggage, handbags, brief-cases, leather bags, belts and other accessories.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in leather handicrafts acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are:

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7535-11 Buffer, Leather
 7535-12 Classer, Hide
 7536-11 Burnisher, Footwears
 7536-12 Cementer, Footwear: Uppers
 7536-13 Channeller, Footwear: Soles
 7536-14 Cobbler
 7536-15 Cutter, Footwear
 7536-16 Cutter, Leather
 7536-17 Eyeletter, Footwear
 7536-18 Finisher, Footwear
 7536-21 Fitter, Footwear
 7536-22 Folder, Footwear: Uppers
 7536-23 Grader, Footwear: Soles
 7536-24 Laster, Footwear
 7536-25 Maker, Footwear
 7536-26 Maker, Harness
 7536-27 Maker, Horse Collar
 7536-28 Maker, Leather Goods
 7536-31 Maker, Orthopaedic: Footwear
 7536-32 Maker, Panel: Saddlery
 7536-33 Maker, Saddle
 7536-34 Maker, Sports Equipment: Footwear
 7536-35 Maker, Surgical Footwear
 7536-36 Maker, Whip
 7536-37 Patternmaker, Footwear
 7536-38 Polisher, Footwear
 7536-41 Preparer, Footwear
 7536-42 Presser, Footwear: Soles
 7536-43 Repairer, Footwear
 7536-44 Rounder, Footwear

7536-45 Saddler
 7536-46 Shoemaker
 7536-47 Shoemaker, Orthopaedic
 7536-48 Skiver, Footwear
 7536-51 Socker, Footwear
 7536-52 Sorter, Footwear
 7536-53 Splitter, Footwear
 7536-54 Stainer, Footwear
 7536-55 Taker-Off, Footwear Finishing
 7536-56 Trimmer, Footwear Finishing
 7536-57 Clicker Cutter
 7536-58 Maker, Hand-Bag/Leather
 7536-61 Sole Fitter

MINOR GROUP 754: OTHER CRAFT AND RELATED WORKERS

Craft and Related Workers not elsewhere classified work under the surface of water, using underwater breathing apparatus; position, assemble, and detonate explosives at mining, quarrying and demolition sites; inspect and test, raw materials, manufactured components and products; remove unwanted organisms to prevent damage to crops and buildings and other structures.

Tasks performed usually include: performing various underwater tasks; loading explosives into blast holes; mixing chemicals according to instructions; operating and monitoring equipment for spraying pests and weeds while ensuring safety precautions. Competent performance of tasks in most occupations in this sub-major group require skills at the **2nd and 3rd KeSCO skill level**.

Occupations in this minor group are classified into the following unit groups:

7541: Underwater Divers
7542: Shot-Firers and Blasters
7543: Product Graders and Testers (Excluding Foods And Beverages)
7544: Fumigators and Other Pest and Weed Controllers
7549: Other Craft and Related Workers

UNIT GROUP 7541: UNDERWATER DIVERS

Underwater Divers Work under the surface of water, using underwater breathing apparatus to inspect, install, repair, and remove equipment and structures, conduct tests or experiments, rig explosives, photograph structures or marine life or find and recover missing items and persons.

Tasks performed include are diving to sea bed to collect pearl oysters or chunks; performing various underwater tasks connected with salvage work or recovering dead bodies; communicating with workers on the surface while underwater, using signal lines or telephones; obtaining information about diving tasks and environmental conditions; descending into water with the aid of diver helpers, using scuba gear or diving suits working under water to lay and repair bridges, piers and harbour-wall foundations; inspecting for suspected damage and making minor repairs to ships' hulls and underwater installations; reporting on condition of wrecked ships; removing underwater obstructions; drilling holes for underwater blasting.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in diving acquired through vocational and tertiary training.

Occupational titles classified in this unit group are:
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7541-11 Diver, Abalone
7541-12 Diver, Commercial
7541-13 Diver, Oyster
7541-14 Diver, Pearl
7541-15 Diver, Salvage
7541-16 Diver, Shell Fish
7541-17 Diver, Sponge
7541-18 Diver, Underwater
7541-21 Frogman
7541-22 Frogman, Salvage
7541-23 Frogwoman
7541-24 Frogwoman, Salvage
7541-25 Welder, Underwater

7541-26 Worker, Underwater

UNIT GROUP 7542: SHOTFIRERS AND BLASTERS

Shot-firers and Blasters position, assemble, and detonate explosives at mining, quarrying and demolition sites.

Tasks performed are inspecting blast to ensure workplace safety and explosives handling, storage and transport procedures and regulations are followed; planning and giving instructions for the lay out, depth and diameter of blast holes; determining strength and pattern of blast required; detonating explosives on surface or underground mines, pit or quarry to fracture or separate stone or minerals from solid formations.

For effective and efficient performance of tasks in this unit group, one requires working knowledge of mines and explosives acquired through vocational or tertiary training.

Occupational titles classified in this unit group are:
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7542-11 Blaster
7542-12 Monkey, Powder
7542-13 Powder Man
7542-14 Powder Woman
7542-15 Shot-Firer

UNIT GROUP 7543: PRODUCT GRADERS AND TESTERS (EXCLUDING FOODS AND BEVERAGES)

Product Graders and Testers (except foods and beverages) inspect, test, sort, sample, and weigh raw materials, manufactured components and non-comestible goods produced or sold, to ensure compliance with quality standards and to identify defects, wear, and deviations from specifications, and to grade and classify them according to their quality.

Tasks performed are inspecting and testing products, parts and materials for conformity with specifications and standards; grading and classifying natural textile fibres for spinning and winding; discarding or rejecting products, materials, and equipment ; notifying supervisors and other personnel of production problems, and assisting in identifying and correcting these problems; recording inspection or test data; marking items with details such as grade and acceptance or rejection status; analyzing test data and making computations as necessary to determine test results.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in quality assurance acquired through tertiary training and experience.

Occupational titles classified in this unit group are:

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7543-11 Classer, wool
 7543-12 Controller, quality
 7543-13 Examiner, cloth
 7543-14 Examiner, fabrics
 7543-15 Grader, products
 7543-16 Grader, textile
 7543-17 Inspector, electrical products
 7543-18 Inspector, electronic products
 7543-21 Inspector, fabrics
 7543-22 Inspector, products (except food and drinks)
 7543-23 Inspector, quality

**UNIT GROUP 7544:
 FUMIGATORS AND OTHER PEST AND WEED
 CONTROLLERS**

Fumigators and other pest and weed controllers use chemicals to remove harmful insects, small animals, wild plants and other unwanted organisms to prevent damage to crops and to buildings and other structures and their surroundings and to prevent health risks.

Tasks performed are operating and monitoring equipment for spraying pests and weeds; mixing

chemicals according to instructions; covering areas to specified depths with pesticides, applying knowledge of weather conditions, droplet sizes, elevation-to-distance ratios, and obstructions; spraying or releasing chemical solutions or toxic gases and setting traps to kill pests and vermin, such as mice, termites, and roaches; lifting, pushing, and swinging nozzles, hoses, and tubes in order to direct spray over designated areas; filling sprayer tanks with water and chemicals; cleaning and servicing machinery to ensure operating efficiency.

For effective and efficient performance of tasks in this unit group, one requires working knowledge of pest and weed control acquired through vocational training and experience. In addition, applying knowledge of weather conditions and taking necessary safety precautions is essential.

Examples of the occupational titles classified here:

7544-11 Contractor, Spraying: Pest Or Weed Control
 7544-12 Controller, Pest
 7544-13 Controller, Weed
 7544-14 Exterminator
 7544-15 Fumigator
 7544-16 Officer, Pest Management
 7544-17 Sprayer, Crops (Except Aerial)
 7544-18 Sprayer, Herbicide
 7544-21 Sprayer, Insecticide
 7544-22 Sprayer, Malaria Control
 7544-23 Sprayer, Pesticide
 7544-24 Sprayer, Weed
 7544-25 Technician, Pest Control

**UNIT GROUP 7545:
 OTHER CRAFT WORKERS**

Craft Workers not elsewhere classified mould, slice, grind and polish optical lenses and arrange flowers for display.

Tasks performed are heating, moulding and pressing optical glass to make lens blanks; grinding, polishing lens blanks and arranging flowers for display

For effective and efficient performance of tasks in this unit group, one requires working knowledge and skills in art and design acquired through vocational, tertiary training or experiential learning.

Occupational titles classified in this unit group are:

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7545-11 Arranger, Flower
 7545-12 Finisher, Optical Lens
 7545-13 Florist, Arranging Flowers
 7545-14 Grinder, Glass Lens
 7545-15 Moulder, Glass Lens
 7545-16 Moulder, Optical Lens
 7545-17 Polisher, Glass: Lenses
 7545-18 Slicer, Optical Glass
 7545-21 Slitter, Optical Glass



PLANT AND MACHINE OPERATORS AND ASSEMBLERS

Plant and Machine Operators and Assemblers operate and monitor industrial and agricultural machinery and equipment, drive and operate trains, motor vehicles and mobile machinery and equipment, or assemble products from component parts according to strict specifications and procedures. The work mainly calls for experience with and an understanding of the machinery and equipment as well as an ability to cope with machine paced operations and to adapt to technological innovations.

Tasks performed by Plant and Machine Operators and Assemblers usually include: operating and monitoring mining, drilling or other industrial machinery and equipment for processing Metals, Minerals, Glass, Ceramics, Wood, Paper, Plastics, Rubber, Textiles, Fur, Leather, Chemicals, foodstuff and related products; driving motor vehicles and operating trains;

driving, operating and monitoring mobile industrial and agricultural machinery and equipment; assembling products from component parts according to strict specifications and procedures. Supervision of other workers may be included. Most occupations in this major group require skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this major group are classified into three sub-major groups, namely: -

81: Stationary Plant and Machine Operators

82: Assemblers

83: Drivers and Mobile Plant Operators

SUB-MAJOR GROUP 81: STATIONARY PLANT AND MACHINE OPERATORS

Stationary Plant and Machine Operators monitor and operate stationary industrial plant, machinery and equipment for which mobility is not an integral part of operation.

Tasks performed by workers in this sub-major group usually include: setting up, operating and monitoring a variety of stationary plant and machinery; detecting malfunctions and taking corrective action; examining outputs for defects and conformity with specifications and adjusting machine settings accordingly; performing maintenance, minor repairs and cleaning; recording data and maintaining production records. The work mainly calls for experience with and an understanding of the industrial plant, machinery or equipment being operated and monitored. Ability to cope with machine-paced operations and to adapt to innovations in machinery and equipment are often required. Supervision of other workers may be included.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups: -

811: Mining, Drilling 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 Operator

816: Food and Related Products Machine Operator

817: Wood Processing and Papermaking Machine Operator

818: Others Stationary Plant and Machine and Machine Operators

MINOR GROUP 811:

MINING, DRILLING AND MINERAL PROCESSING PLANT OPERATORS

Mining, Drilling and Mineral Processing Plant Operators monitor and operate plant and machinery and operate hand tools to extract rocks and minerals from the earth, process minerals and stone, drill wells and bores, and manufacture and finish cement and stone products.

Tasks performed usually include: setting up, operating and monitoring a variety of mining, drilling and mineral processing plant and machinery; operating washing, separating, extracting and combining equipment to remove waste and recover minerals; operating plant and machinery to make cement, concrete, artificial stone, and precast concrete and stone products; detecting malfunctions and taking corrective action; performing plant and machinery maintenance and cleaning; and maintaining production records.

Competent performance of tasks in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8111: Miners, Drillers and Quarries

8112: Mineral and Stone Processing Plant Operators

8113: Well Drillers and Borers and Related Workers

8114: Cement, Stone and Other Mineral Products Machine Operators

UNIT GROUP 8111:

MINERS, DRILLERS AND QUARRIES

Miners Drillers and Quarries operate plant machinery and equipment to extract rocks, mineral ores and other deposits from underground and surface mines and quarries.

Tasks performed include: positioning, operating and monitoring the performance of a variety of underground and surface mining equipment including continuous mining, cutting and channelling plants; setting up and operating drilling equipment in underground and surface mines and quarries; operating machinery to remove loosened rocks, ore, coal and other deposits; preparing, fitting and installing supports in underground workings including rock bolts; operating machinery to open new shafts, drives, air vents and rises; operating auxiliary plants such as pumps to expel air, water and mud; performing minor maintenance; lubricating and cleaning plants machines and tools.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills Plant and Machine operation used in mining, drilling and quarrying which may be acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are:-

8111-11 Bolter, roof: mining

8111-12 Clipper, mine
 8111-13 Drawer, prop: mine
 8111-14 Drawer, prop: quarry
 8111-15 Drawer, timber: mine
 8111-16 Drawer, timber: quarry
 8111-17 Driller, Mining
 8111-18 Driller, Oil and Gas
 8111-21 Driller, Geothermal
 8111-22 Miner
 8111-23 Miner, coal
 8111-24 Miner, diamond
 8111-25 Miner, gold
 8111-26 Miner, hydraulic: placer mining
 8111-27 Miner, surface
 8111-28 Miner, underground
 8111-31 Operator Machine, raise drill: mines and quarries
 8111-32 Operator long wall mine
 8111-33 Operator mechanical bugger: mining
 8111-34 Operator underground truck: mining
 8111-35 Operator mineral crush machine
 8111-36 Operator machine ballast production
 8111-37 Operator crusher: ore and stone
 8111-38 Operator fluorspar plant
 8111-41 Operator, machine: drilling (stone)
 8111-42 Operator Rig operation: Oil and Gas
 8111-43 Operator surface hydraulic fill/ mining
 8111-44 Operator, bogger
 8111-45 Operator, continuous miner
 8111-46 Operator, dragline: mining
 8111-47 Operator, jumbo
 8111-48 Operator, machine: channeling (mine)
 8111-51 Operator, machine: cutting (mine)
 8111-52 Operator, machine, trench digging(mine)
 8111-53 Operator, machine: drilling (mine)
 8111-54 Operator, machine: drilling (quarry)
 8111-55 Operator, machine: mining (continuous)
 8111-56 Operator, mining plant
 8111-57 Plant operator wash/mining
 8111-58 Piler, mine
 8111-61 Worker, timbering: mine
 8111-62 Worker, timbering: quarry
 8111-63 Worker, timbering: underground

UNIT GROUP 8112:

MINERAL AND STONE PROCESSING PLANT OPERATORS

Mineral and Stone Processing Plant Operators operate and monitor extrusion of rocks, minerals and stones to extract refined products for immediate use or further processing.

Tasks performed include: setting up and operating stationary plant and machinery which grind, crush, cut, saw and slice rocks, minerals and stones according to the specifications for the job; positioning blocks and slabs of stone onto machines for sawing, cutting and further working; monitoring and maintaining the flow of unprocessed rocks, minerals and stones from conveyors into machines; operating washing, separating, leaching, precipitating, filtering, extracting and combining equipment to remove waste material and extract minerals; combining mineral ores with solvents to facilitate further processing; separating metal and mineral concentrates from ore and alluvial deposits by thickening, flotation, gravity separation, filtration, or magnetic and electrostatic separation; observing meters, gauges and control panels; adjusting valves and controls to ensure the safe and efficient operation of equipment; detecting malfunctions and assisting with plant and machinery maintenance and repair; examining processed materials visually or with hands to ensure compliance with established standards and job specifications; collecting samples for testing in laboratories; recording information about extraction process such as quantities, types and dimensions of materials produced; sorting, stacking and moving processed minerals and stone for packaging, further processing or shipping.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in Plant and Machine operation used in mineral and stone processing which may be acquired through vocational training or experiential learning. In addition, adherence to work place safety is necessary.

Occupational titles classified in this unit group are: -

8112-11 Operator, Breaker: Gyratory
8112-12 Operator, Cone: Mine
8112-13 Operator, Crusher: Mineral or Stone Processing
8112-14 Operator, Gravitation Equipment: Mine
8112-15 Operator, Machine: Crushing (Coal)
8112-16 Operator, Machine: Crushing (Mineral Ore)
8112-17 Operator, Machine: Crushing (Rock)
8112-18 Operator, Machine: Crushing (Stone)
8112-21 Operator, Machine: Cutting (Stone)
8112-22 Operator, Machine: Grinding (Stone)
8112-23 Operator, Machine: Magnetic Ore Processing
8112-24 Operator, Machine: Milling (Minerals)
8112-25 Operator, Machine: Milling (Stone)
8112-26 Operator, Machine: Mineral Processing
8112-27 Operator, Machine: Planing (Stone)
8112-28 Operator, Machine: Pulverizing (Minerals)
8112-31 Operator, Machine: Sawing (Stone)
8112-32 Operator, Machine: Splitting (Stone)
8112-33 Operator, Machine: Washing (Minerals)
8112-34 Operator, Stone-Processing Plant
8112-35 Operator, Machine: Ore treating Solution
8112-36 Operator, Machine: Ore Separator
8112-37 Operator, Machine: Froth Floatation
8112-38 Operator, Machine: Coal Preparation
8112-41 Precipitator, Gold
8112-42 Precipitator, Silver
8112-43 Tender, Jig
8112-44 Washer, Coal
8112-45 Worker, Cyanide: Separation Equipment
8112-46 Worker, Flotation: Mineral Processing
8112-47 Operator Machine, Pelletizing
8112-48 Operator Machine, Soda Ash Production
8112-51 Operator Machine, Sodium Carbonate Production
8112-52 Sawyer, Industrial Diamonds

UNIT GROUP 8113:

WELL DRILLERS AND BORERS AND RELATED WORKERS

Well Drillers and Borers and Related Workers position, assemble and operate drilling machinery and equipment to sink wells, extract ore, liquids and gases or related tasks.

Tasks performed are assembling drilling rigs and auxiliary equipment; operating rotary type of drilling plant for sinking petroleum and gas wells; erecting drilling rigs; fitting cables, lifting and laying down tubing and removing drilling pipes; sinking, boring and developing well; assembling and dismantling pipes, casings and drill heads, and replacing dysfunctional equipment; regulate pressure in the well and controlling the speed of tools; preparing drilling fluid and checking the operation of pumps to ensure adequate circulation of fluid in drill pipes and wells; operating machines and tools to extract dust, cuttings and lost and broken drilling equipment from holes and wells; adjusting, repairing and cleaning drilling rigs, hoisting and other machinery maintaining records of drilling and servicing operations; closing and sealing wells no longer in use; supervising and training crew members.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in Plant and Machine operation used in well drilling and boring which may be acquired through vocational training or experiential learning. In addition, adherence to work place safety is necessary.

Occupational titles classified in this unit group are: -

8113-11 Borer, Well
8113-12 Derrick man
8113-13 Derrick woman
8113-14 Digger, Well
8113-15 Driller, Developmental
8113-16 Driller, Directional
8113-17 Driller, Oil or Gas Well
8113-18 Driller, Bore Hole: Water
8113-21 Driller, Water Well
8113-22 Offsider, Well Treatment: Oil and Gas

8113-23 Operator, Boring Equipment: Wells
 8113-24 Operator, Derrick
 8113-25 Operator, Drilling Equipment: Wells
 8113-26 Operator, Drilling Plant
 8113-27 Operator, Drilling Rig
 8113-28 Operator, Earth-Boring Machinery:
 Construction
 8113-31 Operator, Power-Tong: Oil and Gas Well
 8113-32 Operator, Pulling Equipment: Oil and Gas
 Wells
 8113-33 Operator, Service Rig: Oil and Gas Well
 8113-34 Rotary Driller: Oil and Gas Well
 8113-35 Sampler, Core
 8113-36 Sinker, Bore Hole
 8113-37 Sinker, Well
 8113-38 Tool Pusher
 8113-41 Tour Pusher

**UNIT GROUP 8114:
 CLAY, CEMENT, STONE AND OTHER MINERAL
 PRODUCTS MACHINE OPERATORS**

Clay, Cement, Stone and Other Mineral Products Machine Operators monitor and operate machines for manufacturing and finishing clay products, precast concrete, bitumen and stone products, and make cast stone for building purposes.

Tasks performed are operating and monitoring machines which manufacture and finish a variety of clay products by extruding, moulding, mixing, grinding, cutting and other processes; operating extrusion, moulding, mixing, pumping, compacting, grinding and cutting machinery to manufacture and finish precast concrete and stone products; operating plant to produce cement, lime and clinker, including loading and unloading ingredients and operating continuous feed equipment; operating concrete making and moulding plant and machines; cutting, grinding, drilling, sandblasting and polishing stone blocks, slabs and other concrete products; checking production plans and specifications to determine and select materials, ingredients, procedures, components, settings and adjustments for extrusion, moulding, mixing and

compacting machines; monitoring plant and regulating temperature and pressure and reporting malfunctions as necessary; arranging and assisting with plant and machinery maintenance and repair.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills acquired through vocational training or experiential learning in the operation of a rotary concrete mixer and other related Plant and Machines.

Occupational titles classified in this unit group are: -

8114-11 Cutter-Polisher, Industrial Diamonds
 8114-12 Operator, Concrete-Mixing Plant
 8114-13 Operator, Lathe: Stone Working
 8114-14 Operator, Machine: Abrasive-Coatings
 Production
 8114-15 Operator, Machine: Artificial Stone Products
 8114-16 Operator, Machine: Asbestos-Cement
 Products
 8114-17 Operator Machine Brick Making
 8114-18 Operator, Machine: Carving (Stone
 Products)
 8114-21 Operator, Machine: Cast-Concrete Products
 8114-22 Operator, Machine: Cast-Stone Products
 8114-23 Operator, Machine: Cement Products
 8114-24 Operator, Machine: Concrete Production
 8114-25 Operator, Machine: Clay Products
 8114-26 Operator, Machine: Cutting (Industrial
 Diamonds)
 8114-27 Operator, Machine: Cutting (Mosaic)
 8114-28 Operator, Machine: Cutting (Stone Products)
 8114-31 Operator, Machine: Engraving (Stone)
 8114-32 Operator, Machine: Finishing (Concrete)
 8114-33 Operator, Machine: Finishing (Stone)
 8114-34 Operator, Machine: Industrial-Diamond
 Production
 8114-35 Operator, Machine: Mineral Products
 8114-36 Operator, Machine: Polishing (Industrial
 Diamond)
 8114-37 Operator, Machine: Polishing (Stone)
 8114-38 Operator, Machine: Stone Products

8114-41 Operator Machine, Nonmetallic Mineral
Production

8114-42 Operator Machine, Tile Making

8114-43 Polisher, Industrial Diamonds

MINOR GROUP 812:

METAL PROCESSING AND FINISHING PLANT OPERATORS

Metal Processing and Finishing Plant Operators, operate and monitor industrial plant for metal processing and finishing of mineral ores and metals.

Tasks performed usually include: setting up, preparing, operating, and adjusting metal and ore processing and finishing machinery; coordinating and monitoring the operation of a particular aspect of metal processing production and finishing; verifying equipment for malfunctions, monitoring gauges, carrying out routine operating tests and arranging for maintenance; checking, testing and analysing sample products; recording data and writing production logs. Competent performance of tasks in most occupations in this minor group require skills at **2nd KeSCO** skill level

Occupations in this minor group are classified into the following unit groups:

8121: Metal Processing Plant Operators

8222: Metal Finishing, Plating and Coating Machine Operators

UNIT GROUP 8121:

METAL PROCESSING PLANT OPERATORS

Metal Processing Plant Operators, operate and monitor industrial plant for processing metal and metal working machines.

Tasks performed include: setting up, preparing and adjusting metal processing machinery to metal processing operation; operating, monitoring and adjusting industrial plant for processing of metal; annealing metals; cleaning and setting furnace for

charging and melting of raw materials; setting up and operating hydraulic extrusion; making or drawing of wire from billets; operating die-casting machine to make zinc, aluminium and alloy castings for gears, carburetor bodies, machinery parts, equipment; tempering, coiling and rolling finished strips in drum coiler; controlling process start-up and shut-down, troubleshooting and monitoring outside process equipment; verifying equipment for malfunctions, carrying out routine operating tests and arranging for maintenance; analyzing sample products, performing tests, recording data and writing production logs.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in operation of metal processing Plants and Machinery acquired through vocational training or experiential learning. In addition, adherence to work place safety is necessary.

Occupational titles classified in this unit group are: -

8121-11 Annealer

8121-12 Charger, Furnace

8121-13 Classifier, Aluminum

8121-14 Dryer, Asbestos

8121-15 Heater, Billet

8121-16 Ladler, Metal

8121-17 Manipulator, Rolling-Mill

8121-18 Operator, Carbonation Equipment: Metal

8121-21 Operator, Extrusion Press

8121-22 Operator, Foil-Winding Machine

8121-23 Operator, Furnace: Annealing (Metal)

8121-24 Operator, Furnace: Case-Hardening (Metal)

8121-25 Operator, Furnace: Hardening (Metal)

8121-26 Operator, Furnace: Heat-Treating (Metal)

8121-27 Operator, Furnace: Puddling

8121-28 Operator, Furnace: Reheating (Metal)

8121-31 Operator, Heat Treating: Metal

8121-32 Operator, Ladle: Pouring (Metal)

8121-33 Operator, Machine: Casting (Metal)

8121-34 Operator, Machine: Centrifugal Casting (Cylindrical Metal Products)

8121-35 Operator, Machine: Continuous Rod Casting (Non-Ferrous Metal)

8121-36 Operator, Machine: Die Casting (Non-Ferrous Metal)
 8121-37 Operator, Machine: Drawing (Metal)
 8121-38 Operator, Machine: Drawing (Seamless Pipe)
 8121-41 Operator, Machine: Drawing (Seamless Tube)
 8121-42 Operator, Machine: Drawing (Wire)
 8121-43 Operator, Machine: Extruding (Metal)
 8121-44 Operator, Machine: Lead Production
 8121-45 Operator, Machine: Metal Processing
 8121-46 Operator, Machine: Mixing (Metal)
 8121-47 Operator, Machine: Pouring (Metal)
 8121-48 Operator, Machine: Refining (Metal)
 8121-51 Operator, Machine: Tempering (Metal)
 8121-52 Operator, Plant: Metal Extrusion
 8121-53 Operator, Press: Extruding (Metal)
 8121-54 Operator, Rolling-Mill: Non-Ferrous Metal
 8121-55 Operator, Rolling-Mill: Seamless Pipe and Tube
 8121-56 Operator, Rolling-Mill: Steel (Cold-Rolling)
 8121-57 Operator, Rolling-Mill: Steel (Continuous)
 8121-58 Operator, Rolling-Mill: Steel (Hot-Rolling)
 8121-61 Operator, Slurry Equipment: Metal
 8121-62 Operator, Uranium Classifier
 8121-63 Operator, Zinc Cell
 8121-64 Pourer, Ladle
 8121-65 Refiner, Lead
 8121-66 Refiner, Metal
 8121-67 Refiner, Steel
 8121-68 Roller, Steel
 8121-71 Shredder, Scrap Metal

**UNIT GROUP 8122:
 METAL FINISHING, PLATING AND COATING
 MACHINE OPERATORS**

Metal Finishing, Plating and Coating Machine Operators monitor and operate equipment which finishes, plates and coats metal articles.

Tasks performed include: operating and monitoring equipment which cleans metal articles in preparation for electroplating, galvanizing, enamelling, nitriding, de-greasing or similar processes; preparing and

mixing metallizing solutions according to formulas or specifications; operating and monitoring electroplating equipment; operating and monitoring hot-dip equipment used to coat iron and steel products; operating and monitoring machines which automatically coat wire with non-ferrous metal; operating and monitoring equipment used to spray molten metal or other substances onto metal products for protective, decorative purposes and to impart electrical or magnetic properties; operating and monitoring equipment used to impart a rust-resistant finish to metal articles by treating them with chemicals and heating them; applying functional testing and inspecting procedures to metal stock and casting to ensure compliance with engineering standards and contract specifications; buffing, polishing and applying shellac, lacquer, paint or other finish; sand-blasting to clean and smoothen castings on cast metal articles; recording production logs.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills in operation of metal finishing, plating and coating Plants and Machinery acquired through vocational training or experiential learning.

Occupational titles classified in this unit group are: -

8122-11 Anodiser
 8122-12 Dipper, Metal Articles
 8122-13 Electroplater
 8122-14 Enameller, Metal Articles
 8122-15 Fettler
 8122-16 Nitrider
 8122-17 Operator, Cleaning Equipment: Metal
 8122-18 Operator, Machine: Bluing (Metal)
 8122-21 Operator, Machine: Coating (Metal)
 8122-22 Operator, Machine: Coating (Wire)
 8122-23 Operator, Machine: Degreasing (Metal)
 8122-24 Operator, Machine: Dipping (Metal)
 8122-25 Operator, Machine: Electroplating (Metal)
 8122-26 Operator, Machine: Finishing (Cast Metal Articles)
 8122-27 Operator, Machine: Finishing (Metal)

8122-28 Operator, Machine: Galvanizing (Metal)
 8122-31 Operator, Machine: Laminating (Metal)
 8122-32 Operator, Machine: Painting (Metal)
 8122-33 Operator, Machine: Plating (Metal)
 8122-34 Operator, Machine: Plating (Wire)
 8122-35 Operator, Machine: Polishing (Metal)
 8122-36 Operator, Machine: Shot blasting (Metal)
 8122-37 Operator, Machine: Spraying (Metal)
 8122-38 Operator, Sandblasting Equipment (Metal)
 8122-41 Sherardiser

MINOR GROUP 813:

CHEMICAL AND PHOTOGRAPHIC PRODUCTS PLANT AND MACHINE OPERATORS

Chemical and Photographic Products Plant and Machine Operators monitor and operate machines which process a variety of chemicals to produce pharmaceuticals, toiletries, explosives or other chemical products; make photographic film and paper and process exposed photographic film to make prints.

Tasks performed usually include: operating and monitoring machines and equipment which blend, mix, filter, ferment, process and package chemicals, photographic and chemical products to give them the desired properties for further industrial production, or to make finished products. Supervision of other workers may be included. Competent performance of tasks in most occupations in this minor group require skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8131: Chemical Products Plant and Machine Operators

8132: Photographic Products Machine Operators

UNIT GROUP 8131:

CHEMICAL PRODUCTS PLANT AND MACHINE OPERATORS

Chemical Products Plant and Machine Operators monitor and operate units and machinery to grind, mills, blend, mix, process and package a wide range of chemical products.

Tasks performed include: setting up, controlling, adjusting and stopping machines and plant; crushing, grinding, mixing and blending chemicals; milling solid chemicals to powder for further processing; blending liquid or slurry; heating into refined chemicals products; roasting and providing other types of heat treatment in chemical and related processes; cooking materials in order to purify or compound them; drying substance, dusting collectors to calcine chemicals raw ground stone, gypsum, slate, clay or cement slurry; refining or separating crude liquid chemicals into their chemical constituent; making caustic soda; monitoring meters, gauges and electronic instrumentation on one or more chemical or formulation units; measuring, weighing and loading chemical ingredients following formulation cards; recording production data; cleaning and performing minor repairs to machines and plant.

For effective and efficient performance of tasks in this unit group one requires knowledge and skills in chemical production plant and machine operation acquired through vocational training and experiential learning. In addition, attention to workplace safety measures and adherence to any relevant legal requirements are necessary.

Occupational titles classified in this unit group are: -

8131-11 Operator, Autoclave: Chemical and Related Processes

8131-12 Operator, Bleacher: Chemicals

8131-13 Operator, Boiler: Chemical and Related Processes

8131-14 Operator, Burner: Chemical and Related Processes

8131-15 Operator, Calciner: Chemical and Related Processes

8131-16 Operator, Centrifugal Separator: Chemical and Related Processes

8131-17 Operator, Chemical Processing Plant: Electric Cells

8131-18 Operator, Chemical Processing Plant: Radioactive Materials

8131-21 Operator, Compounder: Petroleum and Natural Gas Refining

8131-22 Operator, Converter: Chemical Processes (Except Petroleum and Natural Gas)

8131-23 Operator, Cooking Equipment: Chemical and Related Processes

8131-24 Operator, Dehydrator: Oilfield

8131-25 Operator, Distiller: Chemical Processes (Except Petroleum and Natural Gas)

8131-26 Operator, Distiller: Petroleum and Natural Gas Refining

8131-27 Operator, Distiller: Turpentine

8131-28 Operator, Distilling Equipment: Perfume

8131-31 Operator, Drier: Chemical and Related Processes

8131-32 Operator, Evaporator: Chemical Processes (Except Petroleum and Natural Gas)

8131-33 Operator, Expeller: Chemical and Related Materials

8131-34 Operator, Extractor: Chemical and Related Materials

8131-35 Operator, Extractor: Wood Distillation

8131-36 Operator, Filter: Rotary Drum

8131-37 Operator, Filter-Press: Chemical and Related Materials

8131-38 Operator, Furnace: Chemical and Related Processes

8131-41 Operator, Granulation Equipment: Pharmaceutical and Toiletry Products

8131-42 Operator, Kettle: Chemical and Related Processes

8131-43 Operator, Kiln: Cement Production

8131-44 Operator, Kiln: Charcoal Production

8131-45 Operator, Kiln: Chemical and Related Processes

8131-46 Operator, Kiln: Coke (Retort Kiln)

8131-47 Operator, Liquefaction Plant: Gases

8131-48 Operator, Machine: Ammunition Products

8131-51 Operator, Machine: Blending (Chemical and Related Processes)

8131-52 Operator, Machine: Candle Production

8131-53 Operator, Machine: Charcoal Production

8131-54 Operator, Machine: Chlorine Gas Production

8131-55 Operator, Machine: Coal Gas Production

8131-56 Operator, Machine: Compounding (Chemical and Related Processes)

8131-57 Operator, Machine: Crushing (Chemical And Related Processes)

8131-58 Operator, Machine: Detergent Production

8131-61 Operator, Machine: Explosive Production

8131-62 Operator, Machine: Fertilizer Production

8131-63 Operator, Machine: Fireworks Production

8131-64 Operator, Machine: Grinding (Chemical and Related Processes)

8131-65 Operator, Machine: Halogen Gas Production

8131-66 Operator, Machine: Hydrogen Gas Production

8131-67 Operator, Machine: Linoleum Production

8131-68 Operator, Machine: Match Production

8131-71 Operator, Machine: Milling (Chemical and Related Processes)

8131-72 Operator, Machine: Mixing (Chemical and Related Processes)

8131-73 Operator, Machine: Pharmaceutical Products

8131-74 Operator, Machine: Pulverising (Chemical and Related Processes)

8131-75 Operator, Machine: Synthetic-Fibre Production

8131-76 Operator, Machine: Toiletry Products

8131-77 Operator, Machine: Washing (Chemical and Related Materials)

8131-78 Technician, Hot Cell

UNIT GROUP 8132: PHOTOGRAPHIC PRODUCTS MACHINE OPERATORS

Photographic Products Machine Operators operate and monitor equipment which makes photographic film and paper; processes exposed photographic film and makes prints.

Tasks performed include: operating and monitoring equipment which makes photographic film and paper;

operating, monitoring and testing photographic processing and printing equipment; maintaining operational standards; preparing exposed film for different processing batches in dark rooms and dark chambers; inspecting images, films and prints, and adjusting settings on printmaking equipment to produce the required colour, brightness, contrast, number, size and type of prints; adjusting settings and running automatic developing equipment; operating equipment to transfer film to videotape or other electronic media; performing photographic processing-related tasks.

For effective and efficient performance of tasks in this unit group, one requires knowledge of photographic products machine operation acquired through vocational training and experiential learning. In addition, attention to workplace safety measures is necessary.

Occupational titles classified in this unit group are:

8132-11 Developer, Film: Black-and-White
 8132-12 Developer, Film: Colour
 8132-13 Developer, Film: X-Ray
 8132-14 Developer, Negative: Black-and-White
 8132-15 Developer, Negative: Colour
 8132-16 Developer, Photograph: Black-and-White
 8132-17 Developer, Photograph: Colour
 8132-18 Developer, Photographic Plate
 8132-21 Developer, Positive: Black-and-White
 8132-22 Developer, Positive: Colour
 8132-23 Developer, Print
 8132-24 Enlarger, Photograph
 8132-25 Operator, Machine: Developing (Motion Picture Film)
 8132-26 Operator, Machine: Developing (Photography)
 8132-27 Operator, Machine: Enlarging (Photography)
 8132-28 Operator, Machine: Film Developing
 8132-31 Operator, Machine: Film Paper Production
 8132-32 Operator, Machine: Photographic Film

8132-33 Operator, Machine: Photographic Film Developing
 8132-34 Operator, Machine: Photographic Film Production
 8132-35 Operator, Machine: Photographic Paper Production
 8132-36 Operator, Machine: Photographic Plate Production
 8132-37 Operator, Machine: Photographic Products
 8132-38 Operator, Machine: Printing (Black and White Photography)
 8132-41 Operator, Machine: Printing (Colour Photography)
 8132-42 Printer, Film: Photographic
 8132-43 Printer, Photograph
 8132-44 Printer, Projection
 8132-45 Processor, Photographic
 8132-46 Technician, Darkroom
 8132-47 Worker, Darkroom: Film Developing
 8132-48 Worker, Darkroom: Photograph Enlarging
 8132-51 Worker, Darkroom: Photograph Printing
 8132-52 Preparer, Photographic Chemicals

**MINOR GROUP 814:
 RUBBER, PLASTIC AND PAPER PRODUCTS
 MACHINE OPERATORS**

Rubber, Plastic and Paper Products Machine Operators operate and monitor machines which knead and blend rubber and rubber compounds; produce various components and products from natural and synthetic rubber and plastics or different paper products from paper, paperboard, cardboard and similar materials.

Tasks performed usually include: operating and monitoring machines which knead and blend rubber and rubber compounds and produce various components and products from natural and synthetic rubber and plastics; operating and monitoring machines which produce various paper products; examining outputs for defects and conformity to specifications and adjusting machine settings accordingly. Competent performance of tasks in most

occupations in this minor group require skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

8141: Rubber Products Machine Operators

8142: Plastic Products Machine Operators

8143: Paper Products Machine Operators

UNIT GROUP 8141:

RUBBER PRODUCTS MACHINE OPERATORS

Rubber Products Machine Operators monitor and operate machines which knead and blend rubber and rubber compounds and produce various components and products from natural and synthetic rubber, such as moulded footwear, domestic articles, insulating materials, industrial accessories or tyres.

Tasks performed are, operating and monitoring machines which knead, mix and blend rubber and rubber compounds for further processing; operating and monitoring machines which produce sheets of rubber or rubberized fabric by a rolling process; operating and monitoring machines which extrude compounded rubber or shape vulcanized rubber by moulding; operating and monitoring machines which build up tyres on a form, vulcanize tyres and mould or rebuild used tyres; examining outputs for defects and conformity to specifications; locating defects and repairing worn and faulty tyres by vulcanizing or other processes.

For effective and efficient performance of tasks in this unit group, one requires knowledge of rubber products machine operation acquired through vocational training and experiential learning.

Occupational titles classified in this unit group are: -

8141-11 Maker, Tyre

8141-12 Moulder, Rubber

8141-13 Operator, Calender: Rubber

8141-14 Operator, Machine: Coating (Rubber)

8141-15 Operator, Machine: Compounding (Rubber)

8141-16 Operator, Machine: Embossing (Rubber)

8141-17 Operator, Machine: Extruding (Rubber)

8141-18 Operator, Machine: Milling (Rubber)

8141-21 Operator, Machine: Moulding (Rubber)

8141-22 Operator, Machine: Moulding (Tyres)

8141-23 Operator, Machine: Rebuilding (Tyres)

8141-24 Operator, Machine: Rubber Processing

8141-25 Operator, Machine: Rubber Products

8141-26 Operator, Machine: Rubber Stamp Production

8141-27 Operator, Machine: Tyre Production

8141-28 Operator, Machine: Vulcanising (Rubber Goods)

8141-31 Operator, Machine: Vulcanising (Tyres)

8141-32 Operator, Rubber Processing Plant

8141-33 Repairer, Tyre

8141-34 Vulcanizer

UNIT GROUP 8142:

PLASTIC PRODUCTS MACHINE OPERATORS

Plastic Products Machine Operators monitor and operate machines which knead, melt, extrude, blend and blow compounds into moulds to obtain plastic materials and various plastic components and articles. Tasks performed include: operating and monitoring machines which knead and blend compounds to obtain plastic materials; operating and monitoring machines which shape plastic materials by moulding, extrusion, blowing, cutting and other means; operating and monitoring machines which laminate plastics and plastic-impregnated materials or produce fibreglass; encasing uncoated wire, cord, cable and optic fibre in plastic; examining outputs for defects and conformity to specifications; recycling waste plastic materials; making and repairing spectacle frames and plastic parts of orthopaedic appliances.

For effective and efficient performance of tasks in this unit group, one requires knowledge of rubber products machine operation acquired through vocational training or experiential learning. In addition, attention to workplace safety measures, adherence to any

relevant legal requirements, analytical skills, teamwork and ability read blueprints are necessary.

Occupational titles classified in this unit group are: -

- 8142-11 Builder, Plastic Boat
- 8142-12 Drawer, Fibre: Optic
- 8142-13 Operator, Machine: Blowing (Plastic Bottle)
- 8142-14 Operator, Machine: Buffing (Plastics)
- 8142-15 Operator, Machine: Carving (Plastics)
- 8142-16 Operator, Machine: Casting (Plastic Products)
- 8142-17 Operator, Machine: Cellophane Bag Production
- 8142-18 Operator, Machine: Compression Moulding (Plastics)
- 8142-21 Operator, Machine: Cutting (Plastics)
- 8142-22 Operator, Machine: Drilling (Plastics)
- 8142-23 Operator, Machine: Etching (Plastics)
- 8142-24 Operator, Machine: Extrusion (Plastic)
- 8142-25 Operator, Machine: Finishing (Plastics)
- 8142-26 Operator, Machine: Grinding (Plastics)
- 8142-27 Operator, Machine: Injection Moulding (Plastics)
- 8142-28 Operator, Machine: Laminating (Plastics)
- 8142-31 Operator, Machine: Moulding (Plastics)
- 8142-32 Operator, Machine: Plastic Cable Making
- 8142-33 Operator, Machine: Plastic Products
- 8142-34 Operator, Machine: Plastics Production
- 8142-35 Operator, Machine: Polythene Bag Production
- 8142-36 Operator, Press: Laminated (Plastics)

UNIT GROUP 8143:

PAPER PRODUCTS MACHINE OPERATORS

Paper Products Machine Operators monitor and operate machines which produce boxes, envelopes, bags and other goods from paper, paperboard, cardboard and similar products.

Tasks performed include: operating and monitoring machines which glue paper to cardboard, cut it to the required length or cut and crease cardboard or paperboard to form box blanks; operating and

monitoring pressing machines which form drinking cups or other containers from paper, paperboard or cardboard; operating and monitoring machines which cut, fold and glue paper to make envelopes and paper bags, or which form bags from other similar material.

For effective and efficient performance of tasks in this unit group, one requires knowledge of paper products machine operation which may be acquired through vocational training or experiential learning. In addition, attention to workplace safety measures, adherence to any relevant legal requirements are necessary.

Occupational titles classified in this unit group are: -

- 8143-11 Moulder, Papier Maché
- 8143-12 Operator, Machine: Cardboard Products
- 8143-13 Operator, Machine: Cutting (Paper-Boxes)
- 8143-14 Operator, Machine: Embossing (Paper)
- 8143-15 Operator, Machine: Envelope and Paper Bag Production
- 8143-16 Operator, Machine: Folding (Paper Boxes)
- 8143-17 Operator, Machine: Lining (Cardboard)
- 8143-18 Operator, Machine: Paper Box Production
- 8143-21 Operator, Machine: Paper Products
- 8143-20 Operator, Machine: Paperboard Products

MINOR GROUP 815:

**TEXTILE, FUR AND LEATHER PRODUCTS
MACHINE OPERATORS**

Textile, Fur and Leather Products Machine Operators monitor and operate various types of machines which prepare, process and treat fibres, yarn, thread, leather or fur; produce, modify and repair footwear and garments; and manufacture or dry clean textiles, fur or light leather articles.

Tasks performed usually include: operating and monitoring weaving and knitting machines which process yarn or thread into woven, non-woven and knitted products; operating and monitoring machines which prepare fibres, spin, double, twist and wind yarn and thread from natural textile fibres; operating and

monitoring sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments or embroider ornamental designs on garments or other materials; operating and monitoring machines which bleach, shrink, dye and otherwise treat fibres, yarn and cloth, or which dry clean garments, fur, rugs and carpets; operating and monitoring various machines which prepare leather or treat fur- or wool-bearing pelts; operating and monitoring machines which produce, modify and repair standard, custom or orthopaedic footwear and leather articles such as luggage, briefcases and handbags.

Competent performance of tasks in most occupations in this minor group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8151: Fibre Preparing, Spinning and Winding Machine Operators

8152: Weaving and Knitting Machine Operators

8153: Sewing Machine Operators

8154: Bleaching, Dyeing and Fabric Cleaning Machine Operators

8155: Fur and Leather Preparing Machine Operators

8156: Shoemaking and Related Machine Operators

8157: Laundry Machine Operators

8158: Other Textile, Fur and Leather Products Machine Operators

UNIT GROUP 8151:

FIBRE PREPARING, SPINNING AND WINDING MACHINE OPERATORS

Fibre Preparing, Spinning and Winding Machine Operators monitor and operate machines which prepare fibres, and spin, double, twist and wind yarn and thread from natural textile fibres. They twist two or more strands of yarn to prepare single stronger, smoother, uniform and heavier strands, and treat textiles to make them stiff and water resistant.

Tasks performed include: operating and monitoring machines for tearing woollen rags into fibre; operating and monitoring machines for cleaning and turning woollen yarn waste into fluffed wool; operating and monitoring machines which combine textile fibres into uniform blends; operating and monitoring machines which clean and fluff textile fibres, transform them into sliver, comb them into sliver for first drawing, combine slivers into sliver lap or sliver laps into ribbon lap; operating draw frames machines; operating and monitoring machines which spin thread and yarn from roving, wind two or more threads onto a bobbin, twist two or more strands of yarn or thread into single strands of yarn to increase strength, smoothness and/or uniformity of yarn, or wind yarn or thread from one package to another; operating and monitoring spinning frames that draw out and twist roving or sliver into yarn; operating and monitoring machines for drawing slivers; preparing sizing for use in stiffening and finishing cloth and yarn by mixing ingredients such as starch, tallow, resins and soaps with water and boiling mixture for specified times in steam; treating textiles with chemicals to make them water resistant; cleaning rollers and cylinders of carding machines to remove wool waste; operating and resurfacing metal drawing rolls of various spinning, combing and lapping machines with new rubber or leather covers.

For effective and efficient performance of tasks in this unit group, one requires knowledge of fiber preparing, spinning and winding machine operation acquired through vocational training and on the job experience.

Occupational titles classified in this unit group are: -

8151-11 Baller, Thread and Yarn

8151-12 Conditioner, Yarn

8151-13 Operator, Machine: Blending (Textile Fibres)

8151-14 Operator, Machine: Combing (Fibres)

8151-15 Operator, Machine: Doubling (Thread and Yarn)

8151-16 Operator, Machine: Drawing-Frame (Textile Fibres)

8151-17 Operator, Machine: Fibre Preparing
 8151-18 Operator, Machine: Lapping (Ribbon)
 8151-21 Operator, Machine: Lapping (Sliver)
 8151-22 Operator, Machine: Lapping (Textile Fibres)
 8151-23 Operator, Machine: Reeling (Thread and Yarn)
 8151-24 Operator, Machine: Roving-Frame (Textile Fibres)
 8151-25 Operator, Machine: Skeining (Thread and Yarn)
 8151-26 Operator, Machine: Spinning (Synthetic Fibre)
 8151-27 Operator, Machine: Spinning (Thread and Yarn)
 8151-28 Operator, Machine: Spooling (Thread and Yarn)
 8151-31 Operator, Machine: Textile Fibre Preparing
 8151-32 Operator, Machine: Twining (Thread and Yarn)
 8151-33 Operator, Machine: Twisting (Thread and Yarn)
 8151-34 Operator, Machine: Washing (Textile Fibres)
 8151-35 Operator, Machine: Winding (Thread and Yarn)

UNIT GROUP 8152: WEAVING AND KNITTING MACHINE OPERATORS

Weaving, Knitting and Sewing Machine Operators, operate and monitor weaving, knitting and sewing machines and related equipment used to produce materials and fabrics, make textile, fur or leather garments or embroider ornamental designs on garments or other materials.

Tasks performed include: setting up and operating batteries of automatic, link-type knitting machines to knit garments of specified pattern and design; threading yarn, thread and fabric through guides, needles and rollers of machines for weaving, knitting or other processing; tending automatic looms that simultaneously weave pile yarn, filling yarn and warp yarn material to produce carpets and rugs with various coloured designs; operating and monitoring looms on which yarn or twist is intersected and knotted at regular intervals to form mesh; operating and monitoring large automatic multi-needle machines to embroider material or to sew lengths of several layers of material

to make yard goods, quilts or mattress coverings; tending circular knitting machines with automatic pattern controls that knit seamless hose; operating and monitoring knitting machines to knit hosiery to shape of foot and leg; operating and monitoring machines for knitting heels and toes of socks into ribs or tops cut from circular fabric; operating and monitoring machines which seam openings in toes of socks; operating and monitoring crochet machines to knit lace, trimming, etc. of desired patterns or design; examining looms to determine causes of loom stoppage, such as warp filling, harness breaks or mechanical defects; repairing or replacing worn or defective needles and other components; cleaning, oiling and lubricating machines, using air hoses, cleaning solutions, rags, oil cans and grease guns.

For effective and efficient performance of tasks in this unit group, one requires knowledge of weaving and knitting machine operation acquired through vocational or tertiary training. In addition, attention to workplace safety measures.

Occupational titles classified in this unit group are: -

8152-11 Cutter, Jacquard Card
 8152-12 Drawer-In, Textile Weaving
 8152-13 Fixer, Loom
 8152-14 Lacer, Jacquard Card
 8152-15 Operator, Loom: Carpet Weaving
 8152-16 Operator, Loom: Jacquard
 8152-17 Operator, Loom: Lace Production
 8152-18 Operator, Machine: Carpet Production
 8152-21 Operator, Machine: Cloth Production
 8152-22 Operator, Machine: Crocheting
 8152-23 Operator, Machine: Drawing-In (Textile Weaving)
 8152-24 Operator, Machine: Knitting
 8152-25 Operator, Machine: Lace Production
 8152-26 Operator, Machine: Net Production
 8152-27 Operator, Machine: Threading (Loom)
 8152-28 Operator, Machine: Warping Beam (Textile Weaving)
 8152-31 Operator, Machine: Weaving
 8152-32 Operator, Machine: Weaving (Carpets)

8152-33 Operator, Machine: Weaving (Fabrics)
 8152-34 Operator, Machine: Weaving (Jacquard)
 8152-35 Operator, Machine: Weaving (Laces)
 8152-36 Setter, Knitting-Machine
 8152-37 Setter, Loom
 8152-38 Threader, Loom: Machine

UNIT GROUP 8153: SEWING MACHINE OPERATORS

Sewing Machine Operators, operate and monitor standard or specialized single or multiple-needle sewing machines to make, repair, darn and renovate textile, fur, synthetic or leather garments, or embroider ornamental designs on garments or other materials. They operate buttonhole making and eyelet holing machines.

Tasks performed are operating, monitoring or tending sewing machines that perform garment sewing operations such as joining, reinforcing, seaming or decorating garments or garment parts; cuts holes, stitch around holes, stitch buttons and fix eyelets to garments. attaching buttons, hooks, zippers, fasteners or other accessories to fabric, using feeding hoppers or clamp holders; joins fur pelt strips to required size and shape and join pelts into garment sections or shells; sews leather parts together for leather garments, handbags, gloves or similar items; marking patterns or produce handbags and other accessories; operating and monitoring machines which produce luggage belts, and other accessories as well as saddles, collars or harnesses; producing luggage, handbags, belts and other accessories, as well as other items such as saddles, collars or harnesses; detects problems such as defective stitching, breaks in thread or machine malfunctions; guides material or sewing arm of machine in accordance with drawing or outline or guidepoints of pantograph on enlarged design; marking outlines of design on material before embroidery is started; tending semi-automatic sewing machines with multiple-sewing heads controlled by pattern chains that embroider various designs on garments; operating machines such as single or

double needle sergers and flat-bed felling machines to automatically join, reinforce or decorate material or articles; performing simple equipment maintenance tasks such as replacing needles.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills on the routine and procedural operation, simple maintenance and repairs of the machine and industrial plant operated acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:-

8153-11 Machinist, Sewing
 8153-12 Operator, Machine: Embroidery
 8153-13 Operator, Machine: Sewing
 8153-14 Operator, Machine: Leather Sewing
 8153-15 Operator, Machine: Handbag Production
 8153-16 Operator, Machine: Leather Goods
 Production

UNIT GROUP 8154: BLEACHING, DYEING AND FABRIC CLEANING MACHINE OPERATORS

Textile and fabric bleaching, dyeing and cleaning machine operators operate and monitor machines which bleach, shrink, dye, wash and treat fibres, yarn or cloth or dry-clean textile, fur and leather articles.

Tasks performed are starting and controlling machines and equipment to bleach, dye or otherwise process and finish fabric, yarn, thread and other textile goods; shrinks woven or knitted cloth to predetermined size or strengthen the weave by interlocking the fibres; treats silk to give it body and weight; treats silk yarn cloth or pieces of goods to remove natural gum; impregnates textiles with chemicals to render them give waste or waterproof or other type of finish; dyeing articles to change or restore their colours; stretches or impart lustre or other type of finish to textiles; tending and regulating equipment that fumigates and removes foreign matter from furs; combs, dry and polish furs,

and clean, sterilize and fluff feathers and blankets; and cleaning machine filters and lubricating equipment.

For effective and efficient performance of tasks in this unit group, one requires knowledge and skills acquired through vocational or experiential learning, on the routine and procedural operation, simple maintenance and repairs of the machine and industrial plant used for fabric treatment.

Occupational titles classified in this unit group are:-

8154-11 Calenderer, Cloth
8154-12 Operator, Calender: Textiles
8154-13 Operator, Cleaning Equipment: Carpets
8154-14 Operator, Cleaning Equipment: Cloth
8154-15 Operator, Cleaning Equipment: Textiles
8154-16 Operator, Fulling-Mill: Textiles
8154-17 Operator, Machine: Bleaching (Fabric)
8154-18 Operator, Machine: Bleaching (Textiles)
8154-21 Operator, Machine: Degumming (Silk)
8154-22 Operator, Machine: Drying (Textiles)
8154-23 Operator, Machine: Dyeing (Fabric)
8154-24 Operator, Machine: Dyeing (Garments)
8154-25 Operator, Machine: Dyeing (Textile Fibres)
8154-26 Operator, Machine: Dyeing (Textile)
8154-27 Operator, Machine: Dyeing (Yarn)
8154-28 Operator, Machine: Shrinking (Textiles)
8154-31 Operator, Machine: Silk Weighting
8154-32 Operator, Machine: Washing (Cloth)
8154-33 Operator, Machine: Washing (Yarn)
8154-34 Operator, Machine: Waterproofing (Cloth)
8154-35 Operator, Machine: Waterproofing (Fabric)
8154-36 Operator, Machine: Waterproofing (Textiles)
8154-37 Operator, Press: Steam (Textiles)
8154-38 Operator, Press: Textile

**UNIT GROUP 8155:
FUR AND LEATHER PREPARING MACHINE
OPERATORS**

Fur and leather preparing machine operators monitor and operate various machines that prepare leather or

treat fur or wool-bearing pelts. They trim, scrape, clean, tan, buff and dye animal hides, pelts or skins.

Tasks performed are operating and monitoring machines which remove flesh and fat from hides or pelts to clean and soften them prior to processing; remove long coarse hair from fur pelts, trim hair to even length and dye, stretch and smooth dressed pelts; apply dyes and stains to leather; remove epidermis hair roots, pigment cells and lime salts from the grain side of skin; reduces thickness of hide or skin to uniform size; polish or roughen hides or skins to specified finishes; separate residual wool from skins, or flesh and hair from hides; split hides edgeways to form two or more pieces or to give uniform thickness; cut out leather parts for making a variety of products; treat hides and skins in solutions to convert them into leather; treat surfaces of leather with oil and operating glazing machines to give glossy finishes to leather; apply dyes and stains to leather; and offer simple maintenance and repair vats and other machinery. For effective and efficient performance of tasks in this unit group, one requires knowledge and skills acquired through vocational and experiential learning on the routine and procedural operation, simple maintenance and repairs of the machine and or industrial plant for Fur and leather Preparation.

Occupational titles classified in this unit group are:-

8155-11 Operator, Machine: Cutting (Leather)
8155-12 Operator, Machine: Dehairing (Hide)
8155-13 Operator, Machine: Finishing (Pelt)
8155-14 Operator, Machine: Fleshing (Hide)
8155-15 Operator, Machine: Fleshing (Pelt)
8155-16 Operator, Machine: Fur Preparing
8155-17 Operator, Machine: Hide Processing
8155-18 Operator, Machine: Leather Preparing
8155-22 Operator, Machine: Mixing (Fur Fibre)
8155-23 Operator, Machine: Pelt Processing
8155-24 Operator, Machine: Staining (Leather)
8155-25 Operator, Machine: Tanning
8155-26 Operator, Machine: Washing (Hide)

UNIT GROUP 8156: SHOEMAKING AND RELATED MACHINE OPERATORS

Shoemaking and Related Machine operators monitor and operate machines which produce and repair standard or special footwear and other related accessories, mainly made of leather.

Tasks performed are operating and monitoring machines which mark patterns and cut shoe parts; sew shoe parts together, or edge, polish, or apply ornaments and perform finishing tasks; make special leather footwear to individual requirements of customers; make special types of footwear such as mountain boots, riding boots or ballet shoes.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of shoe making machine and or industrial plant operated acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:-

- 8156-11 Operator, Machine: Footwear Production
- 8156-12 Operator, Machine: Footwear Production (Orthopaedic)
- 8156-13 Operator, Machine: Footwear Production (Raffia)
- 8156-14 Operator, Machine: Footwear Production (Sports)
- 8156-15 Operator, Machine: Shoe Production

UNIT GROUP 8157: LAUNDRY MACHINE OPERATORS

Laundry Machine Operators operate laundry, dry-cleaning, pressing and fabric treatment machines.

Tasks performed are sorting articles for cleaning according to the type, colour, fabric and cleaning

treatment required; placing sorted articles into receptacles and onto conveyor belts for moving to repair and cleaning areas; checking and removing stains from garments, replacing buttons and making minor repairs; loading and unloading washing machines, driers and extractors; adding cleaning agents and starches to articles; smoothing articles and guiding them through cleaning and pressing machines; timing, stopping and starting machines to untangle, straighten and remove articles; press, stretch or impart lustre, mark, iron, fold, stick, tie, package and roll or unroll flatwork or garments or other type of finish to textiles; placing articles on shelves and hanging articles for delivery and collection; packaging articles and preparing orders for despatch.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the operation, maintenance and repairs of laundry machines.

Occupational titles classified in this unit group are:-

- 8157-11 Calenderer, Laundry
- 8157-12 Cleaner, Dry: Machine
- 8157-13 Operator, Cleaning Equipment: Laundry
- 8157-14 Operator, Machine: Dry-Cleaning
- 8157-15 Operator, Machine: Drying (Laundry)
- 8157-16 Operator, Machine: Laundry
- 8157-17 Operator, Machine: Pressing (Laundry)
- 8157-18 Operator, Machine: Washing (Laundry)

UNIT GROUP 8158: OTHER TEXTILE, FUR AND LEATHER PRODUCTS MACHINE OPERATORS

This unit group covers other textile, fur and leather products machine operators who operate machines and plants for making hats, tents, mattresses or miscellaneous articles such as braids or other trimmings.

Tasks performed are operating and monitoring machines which form and make hats out of textiles, fur

or leather; make miscellaneous articles such as braids or other trimmings; fold cloth into measured length; wind thread, twine or yarn into balls preparatory to shipping or further processing; measure size of pieces of leather; cuts parts of garments, bags and other articles from single or multiple layers of cloth, knitted or other fabric, hessian, canvas; and cuts around edge of pattern or along outlines marked in chalk on material; make mattress of specific sizes; cuts out master patterns such as number, shape and size of pattern parts, and quantities of cloth required to make finished articles and assembles pre-cut pieces sews or joins pieces on machine to make tent.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of the respective machine and or industrial plant operated acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:

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8158-11 Blocker, Hat
 8158-12 Operator, Machine: Blocking (Hats)
 8158-13 Operator, Machine: Braid Making
 8158-14 Operator, Machine: Cutting (Garments)
 8158-15 Operator, Machine: Cutting (Textiles)
 8158-16 Operator, Machine: Forming (Felt Hoods)
 8158-17 Operator, Machine: Hat Making
 8158-18 Operator, Machine: Mattress Production
 8158-21 Operator, Machine: Pattern-Making (Fur)
 8158-22 Operator, Machine: Pattern-Making (Leather)
 8158-23 Operator, Machine: Pattern-Making (Textile)
 8158-24 Operator, Machine: Tent Making

MINOR GROUP 816: FOOD AND RELATED PRODUCTS MACHINE OPERATOR

Food and Related Products Machine Operators operate and monitor machines which process foodstuffs and manufacture food and related products for human and animal consumption.

The tasks performed include: operating and monitoring machines for slaughtering animals and cutting carcasses and fish into pieces for storage or sale; manufacturing meat and fish products; processing milk and cream and manufacturing dairy products; crushing and grinding grain, spices or similar foodstuffs, making bread, pasta and related products; processing fruit, nuts and vegetable; processing and refining sugar; processing tea, coffee and cocoa, or producing beer, wine, spirits and other beverages or tobacco products.

Competent performance of tasks in most occupations in this major group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit group:

8160 Food and Related Products Machine Operators

UNIT GROUP 8160: FOOD AND RELATED PRODUCTS MACHINE OPERATORS

Food and Related Products Machine Operators set, operate and attend machinery used to slaughter animals and trim meat from carcasses; bake, freeze, heat, crush, mix, blend and otherwise process foodstuffs, beverages and tobacco leaves.

Tasks performed are operating and monitoring machinery used to restrain, stun and slaughter animals and to trim carcasses into standard meat and fish cuts; sterilize fish, meat, fruits or vegetables prior to canning and other methods of preservation; produce canned and or bottled fish, fruits, meat and pasteurizing dairy products; operate and unloads an autoclave for processing chemicals, oils, or sterilizing bottles and ampoules; hull, husk, roll-mill and grind grains, mustard seeds, fruits, oil-seed, rice, nuts and spices; raises temperature of autoclave by increasing steam pressure; setting, operating and attending machinery and ovens to mix, salt, bake and otherwise prepare

bread, macaroni, noodles and flour confectionery products; grinding, mixing and other machines to make chocolate; cooking malt in water to make distilled or malt liquor crush, mix, malt, cook and ferment grains and fruits to produce beer, wines, spirits malt liquors, vinegar, yeast and related products; making soft drinks and carbonated waters; grind coffee, remove and wash off pulp, winnow, de-husks beans, cure and blend beans; dry tea leaves, roll withered leaves or dry rolled leaves and blend various grades; make jam, processed cheese, margarine, syrup, ice, pasta, ice-cream, sausages, chocolate, maize starch, hydrogenating edible fats and dextrin; refining oils and fats; cool, heat, dry, roast, blanch, condense, pasteurize, smoke, sterilize, freeze, evaporate and concentrate foodstuffs and liquids used in food processing; mixing, pulping, grinding, blending and separating foodstuffs and liquids with churning, pressing, sieving, grinding and filtering equipment; processing tobacco leaves to cigarettes, cigars, pipe and other tobacco products; crush sugar-cane, produce sugar crystals from hot sugar liquor and tends carbonation tanks to refine sugarcane juice; operating equipment such as compressors, scrubbers, evaporators and pumps.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of the respective machines and industrial plant operated acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:

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8160-11 Maker, Chewing-Gum

8160-12 Maltster

8160-13 Operator, Autoclave: Food Processing

8160-14 Operator, Machine: Bakery Products

8160-15 Operator, Machine: Blanching (Edible Nuts)

8160-16 Operator, Machine: Blending (Coffee)

8160-17 Operator, Machine: Blending (Spirits)

8160-18 Operator, Machine: Blending (Tea)

8160-21 Operator, Machine: Blending (Tobacco)

8160-22 Operator, Machine: Blending (Wine)

8160-23 Operator, Machine: Brewing (Spirits)

8160-24 Operator, Machine: Canning (Fish)

8160-25 Operator, Machine: Canning (Fruit)

8160-26 Operator, Machine: Canning (Meat)

8160-27 Operator, Machine: Canning (Vegetables)

8160-28 Operator, Machine: Chocolate Processing

8160-31 Operator, Machine: Cigar Production

8160-32 Operator, Machine: Coffee-Bean Processing

8160-33 Operator, Machine: Confectionery Production

8160-34 Operator, Machine: Curing (Meat)

8160-35 Operator, Machine: Dairy Products

8160-36 Operator, Machine: Distilling (Spirits)

8160-37 Operator, Machine: Drying (Foodstuffs)

8160-38 Operator, Machine: Edible Nut Processing

8160-41 Operator, Machine: Edible Oil Production

8160-42 Operator, Machine: Fish Processing

8160-43 Operator, Machine: Freezing (Food Stuffs)

8160-44 Operator, Machine: Fruit Processing

8160-45 Operator, Machine: Grain Processing

8160-46 Operator, Machine: Liqueur Production

8160-47 Operator, Machine: Malting (Spirits)

8160-48 Operator, Machine: Margarine Processing

8160-51 Operator, Machine: Meat Processing

8160-52 Operator, Machine: Milk Processing

8160-53 Operator, Machine: Milling (Grain)

8160-54 Operator, Machine: Milling (Spices)

8160-55 Operator, Machine: Noodle Production

8160-56 Operator, Machine: Pasta Production

8160-57 Operator, Machine: Pasteurising (Milk)

8160-58 Operator, Machine: Pastry Production

8160-61 Operator, Machine: Preserving (Fish)

8160-62 Operator, Machine: Preserving (Fruit)

8160-63 Operator, Machine: Preserving (Meat)

8160-64 Operator, Machine: Preserving (Vegetables)

8160-65 Operator, Machine: Refining (Oils and Fats)

8160-66 Operator, Machine: Refining (Sugar)

8160-67 Operator, Machine: Soft-Drinks Production

8160-68 Operator, Machine: Sterilising (Fish)

8160-71 Operator, Machine: Sterilising (Fruit)

8160-72 Operator, Machine: Sterilising (Meat)

8160-73 Operator, Machine: Sterilising (Vegetables)

8160-74 Operator, Machine: Sugar Production

8160-75 Operator, Machine: Tea-Leaf Processing
 8160-76 Operator, Machine: Tobacco Processing
 8160-77 Operator, Machine: Vegetable Juice Production
 8160-78 Operator, Machine: Vegetable Processing
 8160-81 Operator, Machine: Vinegar Making
 8160-82 Operator, Machine: Washing (Food Stuffs)
 8160-83 Operator, Press: Edible Oils
 8160-84 Operator, Press: Fruit
 8160-85 Operator, Vacuum Oven: Foodstuffs
 8160-86 Operator, Vacuum Pan: Condensed Milk
 8160-87 Operator, Vacuum Pan: Food Essences
 8160-88 Operator, Vacuum-Conditioner: Tobacco Processing
 8160-91 Operator, Winemaking Plant
 8160-92 Salter, Cheese
 8160-93 Steeper, Malting

MINOR GROUP 817:

WOOD PROCESSING AND PAPERMAKING PLANT OPERATORS

Wood Processing and Papermaking Plant Operators monitor, operate and control machinery to saw wood, cut veneer, make plywood, produce pulp and paper and to otherwise prepare wood, pulp and paper for further use.

Tasks performed usually include: examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out, or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns; sorting, stacking and placing logs and wood billets onto conveyors and lathes from trucks for processing into chips, veneers and pulp; operating and monitoring screening equipment, bleaching equipment, digesters, mixing tanks, washers and other pulp processing machinery and equipment to carry out one or more cellulose processing steps; operating and monitoring papermaking and finishing process machinery and equipment to dry, calender, laminate, coat, slit, trim, wind or carry out other papermaking and finishing

process steps; observing equipment and machinery panel indicators, gauges, level indicators and other equipment instruments to detect machinery and equipment malfunctions and ensure process steps are carried out according to specifications; operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer; transporting processed wood products to work areas.

Competent performance of tasks in most occupations in this major group requires skills at the 2nd KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

- 8171: Pulp and Papermaking Plant Operators**
- 8172: Wood Processing Plant Operators**

UNIT GROUP 8171:

PULP AND PAPERMAKING PLANT OPERATORS

Wood Processing and Paper-Pulp Operators operate and monitor machinery and equipment which grind and convert wood and other cellulose materials into pulp, and to produce coat and finish paper.

Tasks performed are operating and monitoring screening and bleaching equipment, digesters, mixing tanks, washers and other pulp processing machinery and equipment to carry out one or more cellulose processing steps; grind logs into wood chips, digest and refine chips, add chemicals such as glues and resins, and form, press and dry material to produce products such as particle boards and hard boards; operating and monitoring papermaking and finishing process machinery and equipment to dry, calender, laminate, coat, slit, trim, wind or carry out other papermaking and finishing process steps; produce paper pulp from wood billets and refine and prepares it for paper making; controlling start-up and shut-down of machinery and equipment, and observing equipment and machinery panel indicators, gauges and other equipment to detect machinery and equipment

malfunctions and ensure that process steps are carried out according to specifications; analysing instrument readings and production test samples and making adjustments to the production process and equipment as required; mounting, positioning and threading paper rolls using a hoist; inspecting paper visually for wrinkles, holes, discoloration, streaks or other defects, and taking corrective action.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of the pulp and papermaking machine and industrial plant operated acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:-

8171-11 Calenderer, Pulp and Paper
 8171-12 Finisher, Paper
 8171-13 Operator, Beater: Paper Pulp
 8171-14 Operator, Bleacher: Paper
 8171-15 Operator, Boiler: Paper Pulp
 8171-16 Operator, Calender: Pulp and Paper
 8171-17 Operator, Combiner: Paper Production
 8171-18 Operator, Digester: Paper Pulp
 8171-21 Operator, Grinder: Pulp and Paper
 8171-22 Operator, Machine: Cardboard Production
 8171-23 Operator, Machine: Coating (Paper)
 8171-24 Operator, Machine: Papermaking
 8171-25 Operator, Machine: Pulping (Wood)
 8171-26 Operator, Machine: Wood Grinding (Pulpmaking)
 8171-27 Operator, Papermaking Plant
 8171-28 Operator, Press: Hardboard
 8171-31 Operator, Repulper
 8171-32 Operator, Screener: Paper Pulp
 8171-33 Operator, Sheeter: Pulp and paper
 8171-34 Operator, Supercalender

**UNIT GROUP 8172:
WOOD PROCESSING PLANT OPERATORS**

Wood Processing Plant Operators monitor, operate and control lumber mill equipment for sawing timber logs into rough lumber, cutting veneer, making plywood and particle board, and preparing wood for use.

Tasks performed are examining logs and rough lumber to determine size, condition, quality and other characteristics to decide best lumber cuts to carry out; removes major branches, barks and tree tops from felled trees or operating automated equipment to convey logs through laser scanners which determine the most productive and profitable cutting patterns; operating and monitoring log in-feed and conveyor systems; operating and monitoring headsaws, resaws and multi-blade saws to saw logs, cants, flitches, slabs or wings and remove rough edges from sawn timber into dressed lumber of various sizes, and to saw or split shingles and shakes; operating and monitoring plywood core-laying machines and hot-plate plywood presses and machines which cut veneer; and cleaning and lubricating sawmill equipment; operates a continuous plant to mill and chip logs into chips to process wood veneer or core board sheets with adhesives to make plywood panels and hardboard; operates multi-blade sawing machines for log carriages and conveyors to reduce logs, remove rough edges from timber and saws timber boards to width, breakdown pieces such as cants, slabs and boards or flitches for further sawing.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of wood processing machine and industrial plant operated, acquired through vocational or experiential learning.

Occupational titles classified in this unit group are:-

8172-11 Assembler, Plywood Panel
 8172-12 Operator, Barker
 8172-13 Operator, Chipper: Wood
 8172-14 Operator, Cut-Off Saw

8172-15 Operator, Cut-Off: Log
 8172-16 Operator, Lathe: Cutting (Veneer)
 8172-17 Operator, Lathe: Cutting (Wood)
 8172-18 Operator, Lathe: Veneer
 8172-21 Operator, Machine: Boring (Wood)
 8172-22 Operator, Machine: Chipping (Wood)
 8172-23 Operator, Machine: Cutting (Veneer)
 8172-24 Operator, Machine: Cutting (Wood)
 8172-25 Operator, Machine: Milling (Wood)
 8172-26 Operator, Machine: Plywood Core Laying
 8172-27 Operator, Machine: Sawing (Wood)
 8172-28 Operator, Machine: Shaping (Wood)
 8172-31 Operator, Machine: Shaving (Wood)
 8172-32 Operator, Machine: Wood Processing
 8172-33 Operator, Planer: Sawmill
 8172-34 Operator, Press: Plywood
 8172-35 Operator, Press: Veneer
 8172-36 Operator, Press: Wafer Board
 8172-37 Operator, Saw: Circular
 8172-38 Operator, Sawmill
 8172-41 Operator, Trimmer: Sawmill
 8172-42 Operator, Wood-Processing Plant
 8172-43 Press-Operator, Plywood
 8172-44 Sawyer, Edge
 8172-45 Sawyer, Sawmill
 8172-44 Sawyer, Wood Processing Plant

MINOR GROUP 818: OTHER STATIONARY PLANT AND MACHINE OPERATORS

Other Stationary Plant and Machine Operators, operate glass and ceramic making machines, steam engine and boilers, packaging, bottling and labelling machines.

Tasks performed usually include: monitoring kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks; operating machines to anneal, harden or decorate glass and ceramics; maintaining and operating stationary steam engines, boilers, turbines and auxiliary equipment; operating and monitoring machines which weigh, pack and label products, or fill

containers with products; and make silicon chips and splice cables and ropes.

Competent performance of tasks in most occupations in this major group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

- 8181: Glass and Ceramics Plant Operators**
- 8182: Steam Engine and Boiler Operators**
- 8183: Packing, Bottling and Labelling Machine Operators**
- 8184: Silicon Chips, Splice Cables and Rope making machine Operators**

UNIT GROUP 8181: GLASS AND CERAMICS PLANT OPERATORS

Glass and Ceramics Plant Operators, monitor and operate kilns, furnaces and other machinery and equipment used in the manufacture of glass, ceramics, porcelain, tiles or bricks.

Tasks performed are operating and monitoring glass-making furnaces to make glass by melting and fusing pre-mixed adds specified additives or dyes or other ingredients; operate machines to anneal, tempering to harden and toughen glass or polish, decorate glass and ceramics; tending hot- or cold-end spray equipment used to coat glassware with surface hardener; press or blow molten glass into moulds to form or shape containers such as bottles, jars and drinking glasses; operating drawing kilns to process molten glass into continuous sheets of flat glass; floating-glass production plants; operating and maintaining finishing machines to grind, drill, sand, bevel, decorate, wash or polish glass or glass products; extrude molten glass to form fibreglass filaments; shape glass articles by pressure-moulding; sets screws, air valves, turntable rates, and the timing of plungers in glass-pressing machines; make glass rods and tubes from molten glass by drawing and

blowing; roll molten glass to a continuous sheet of flat glass; setting and operating press machines to mould ceramic articles from moist clay; mix clay with water to knead it into a suitable plastic condition or semi-liquid form for making ceramic products; operating kilns which bake pottery, porcelain ware, bricks and tiles; operating and monitoring machines for making glaze and abrasives; observing finished products to identify splits, cracks, breaks, colour and other imperfections. For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of glass and ceramic making machine and industrial plants.

Occupational titles classified in this unit group are:-

8181-11 Operator, Die-Press: Pottery and Porcelain
 8181-12 Operator, Furnace: Annealing (Glass)
 8181-13 Operator, Furnace: Glass Production
 8181-14 Operator, Furnace: Lehr
 8181-15 Operator, Furnace: Smelting (Glass)
 8181-16 Operator, Furnace: Tempering (Glass)
 8181-17 Operator, Kiln: Biscuit (Pottery and Porcelain)
 8181-18 Operator, Kiln: Biscuit (Tile)
 8181-21 Operator, Kiln: Brick
 8181-22 Operator, Kiln: Dry (Brick and Tile)
 8181-23 Operator, Kiln: Dry (Pottery and Porcelain)
 8181-24 Operator, Kiln: Float-Glass Bath
 8181-25 Operator, Kiln: Frit
 8181-26 Operator, Kiln: Glost (Pottery and Porcelain)
 8181-27 Operator, Kiln: Glost (Tile)
 8181-28 Operator, Kiln: Oven (Brick and Tile)
 8181-31 Operator, Kiln: Oven (Pottery and Porcelain)
 8181-32 Operator, Kiln: Porcelain
 8181-33 Operator, Kiln: Pottery
 8181-34 Operator, Kiln: Retort (Brick and Tile)
 8181-35 Operator, Kiln: Tile
 8181-36 Operator, Ladle: Glass
 8181-37 Operator, Machine: Bending (Glass)
 8181-38 Operator, Machine: Blowing (Glass)
 8181-41 Operator, Machine: Casting (Pottery and Porcelain)
 8181-42 Operator, Machine: Ceramics Production

8181-43 Operator, Machine: Clay Slips Production
 8181-44 Operator, Machine: Cutting (Glass)
 8181-45 Operator, Machine: Drawing (Glass)
 8181-46 Operator, Machine: Drilling (Glass)
 8181-47 Operator, Machine: Drilling (Pottery)
 8181-48 Operator, Machine: Engraving (Glass)
 8181-51 Operator, Machine: Etching (Glass)
 8181-52 Operator, Machine: Finishing (Glass)
 8181-53 Operator, Machine: Glass Bottle Production
 8181-54 Operator, Machine: Glass Production
 8181-55 Operator, Machine: Glass Products
 8181-56 Operator, Machine: Glass Rod Production
 8181-57 Operator, Machine: Glass Tube Production
 8181-58 Operator, Machine: Glass-Fibre Production
 8181-61 Operator, Machine: Glaze Production
 8181-62 Operator, Machine: Grinding (Clay)
 8181-63 Operator, Machine: Grinding (Glass)
 8181-64 Operator, Machine: Grinding (Glaze)
 8181-65 Operator, Machine: Mixing (Abrasives)
 8181-66 Operator, Machine: Mixing (Clay)
 8181-67 Operator, Machine: Mixing (Glass)
 8181-68 Operator, Machine: Mixing (Glaze)
 8181-71 Operator, Machine: Moulding (Glass)
 8181-72 Operator, Machine: Painting (Ceramics)
 8181-73 Operator, Machine: Painting (Glass)
 8181-74 Operator, Machine: Plating (Glass)
 8181-75 Operator, Machine: Polishing (Glass Lens)
 8181-76 Operator, Machine: Polishing (Glass)
 8181-77 Operator, Machine: Polishing (Plate-Glass)
 8181-78 Operator, Machine: Pottery and Porcelain Production
 8181-81 Operator, Machine: Pressing (Glass)
 8181-82 Operator, Machine: Rolling (Plate-Glass)
 8181-83 Operator, Machine: Tempering (Glass)
 8181-84 Operator, Press: Extruding (Clay)
 8181-85 Operator, Press: Filtering (Clay)
 8181-86 Operator, Pug-Mill: Clay
 8181-87 Operator, Sandblasting Equipment: Glass

**UNIT GROUP 8182:
STEAM ENGINE AND BOILER OPERATORS**

Steam Engine and Boiler Operators maintain and operate various types of steam engines, boilers,

turbines and auxiliary equipment steam engines, turbines on land and at sea.

Tasks performed are operating, cleaning, lubricating and monitoring steam engines, turbines, boilers and auxiliary equipment to supply and maintain steam and power for buildings, marine vessels or pneumatic tools; analysing and recording instrument readings, troubleshooting and performing minor repairs to prevent equipment or system failure; monitoring and inspecting performance of equipment for efficient operation and ensuring that boiler water, chemicals and fuel are maintained at required levels; firing coal furnaces by hand or with stokers and gas- or oil-fed boilers, using automatic gas feeds or oil pumps; testing boiler water quality or arranging for testing, adjusting and taking necessary corrective action, such as adding chemicals to prevent corrosion and harmful deposits; monitoring engines, machinery and equipment indicators, recording variables and reporting abnormalities; and operating and maintaining off-loading liquid pumps and valves.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repair of steam engines and boilers.

Occupational titles classified in this unit group are:
-

8182-11 Engineer, Stationary
8182-12 Fireman, Boiler Plant
8182-13 Fireman, Locomotive Boiler
8182-14 Fireman, Ship's Boiler
8182-15 Firewoman, Boiler Plant
8182-16 Firewoman, Locomotive Boiler
8182-17 Firewoman, Ship's Boiler
8182-18 Operator, Boiler Plant: Steam
8182-21 Operator, Boiler: Locomotive
8182-22 Operator, Boiler: Ships'
8182-23 Operator, Steam Engine
8182-24 Stoker, Ship
8182-25 Tender, Boiler

UNIT GROUP 8183:

PACKING, BOTTLING AND LABELLING MACHINE OPERATORS

Packing, Bottling and Labelling Machine Operators monitor and operate machines which weigh, pack and label various products or fill different containers with products.

Tasks performed are operating and monitoring machines that weigh, wrap, mark, seal and pack various products; wash bottles and other packaging containers; fill and seal tubes, bottles, cans, boxes, bags and other containers with products such as food, beverages, paints, oils and lotions; label products, packages and various containers or add revenue stamps by gluing or other methods.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of packaging, bottling and labelling machines.

Occupational titles classified in this unit group are:
-

8183-11 Filler, Bottle
8183-12 Operator, Machine: Bottling
8183-13 Operator, Machine: Branding
8183-14 Operator, Machine: Capping
8183-15 Operator, Machine: Filling (Containers)
8183-16 Operator, Machine: Labelling
8183-17 Operator, Machine: Marking (Goods)
8183-18 Operator, Machine: Packing
8183-21 Operator, Machine: Sealing
8183-22 Operator, Machine: Washing (Bottles)
8183-23 Operator, Machine: Wrapping

UNIT GROUP 8184:

SILICON CHIPS, SPLICE CABLES AND ROPE MAKING MACHINE OPERATORS

This unit group includes stationary plant and machine operators, who operate plant and machines which

make silicon chips, bail materials, splice cables and ropes.

Tasks performed are operating and monitoring machines which make lead products or wood encased pencils; assembles finished products of silicon chips according to strictly laid down procedures; joining, repairing and fitting attachments to wires and lamp cables by splicing; and compress large amount of a material together tightly into bails often tied or wrapped.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge and skills on the routine and procedural operation, simple maintenance and repairs of the respective machines and industrial plants.

Occupational titles classified in this unit group are:-

8184-11 Operator, machine: pencil production
8184-12 Operator, machine: silicon chip production
8184-13 Operator, machine: splicing (cable and rope)
8184-14 Operator, press: baling

SUB-MAJOR GROUP 82: ASSEMBLERS

Assemblers assemble prefabricated parts or components into sub-assemblies, products and equipment according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.

Tasks performed usually include: assembling components into various types of product and equipment, according to strictly laid down procedures.

Competent Performance of tasks in most occupations in this sub major group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this sub major group are classified into one minor group:

821: Assemblers

MINOR GROUP 821: ASSEMBLERS

Assemblers assemble prefabricated parts or components into sub-assemblies, products and equipment according to strictly laid down procedures.

Tasks performed usually include: assembling parts of mechanical machinery, electrical or electronic components into various types of product and equipment, according to strictly laid down procedures. The products worked on may be moved from one worker to the next along assembly lines.

Competent Performance of tasks in most occupations in this sub major group requires skills at the **2nd and 3rd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups: -

8211: Mechanical Machinery Assemblers
8212: Electrical and Electronic Equipment Assemblers
8213: Other Assemblers

UNIT GROUP 8211: MECHANICAL MACHINERY ASSEMBLERS

Mechanical Machinery Assemblers assemble the components or parts of mechanical machinery such as engines, motor vehicles, turbines and aircraft according to strictly laid down procedures.

Tasks performed include: reviewing work orders, specifications, diagrams and drawings to determine materials needed and assembly instructions; fitting and assembling components of aircraft frame in jig; cleaning, organizing, disassembling and assembling of large components of wind turbines; fitting up assembly parts like gear wheels, bottom rails, shaft assembly among others; fitting parts of printing machinery; fitting rotors blades, nozzles, injectors,

super heaters valves, crankshaft, piston assemblies with connecting rods, steam chest covers among others as appropriate for turbine, marine or steam engine; assembling components or parts of agricultural machinery and metal working machine tools; manufacture of earth moving, mining, textile, and woodworking machinery.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in mechanical engineering, machinery assembly and related field.

Examples of occupational titles classified here are:-

8211-11 Assembler, Agricultural Machinery
 8211-12 Assembler, Aircraft
 8211-13 Assembler, Earth-Moving Equipment
 8211-14 Assembler, Engine
 8211-15 Assembler, Gearbox
 8211-16 Assembler, Industrial Machinery
 8211-17 Assembler, Internal Combustion Engine
 8211-18 Assembler, Machine-Tool
 8211-21 Assembler, Mechanical Machinery
 8211-22 Assembler, Mining Machinery
 8211-23 Assembler, Printing Machinery
 8211-24 Assembler, Steam Engine
 8211-25 Assembler, Textile Machinery
 8211-26 Assembler, Marine
 8211-27 Assembler, Turbine
 8211-28 Assembler, Vehicle
 8211-31 Assembler, Woodworking Machinery
 8211-32 Fitter, Bench: Trucks
 8211-33 Installer, Engine
 8211-34 Operator, Machine: Assembly Line (Vehicles)
 8211-35 Operator, Machine: Assembly-Line (Aircraft)
 8211-36 Operator, Machine: Vehicle Assembly
 8211-37 Internal Combustion Engine (Except Ship or Aircraft) Assembler
 8211-38 Assembler, Motor Vehicle Engines
 8211-41 Assembler, Marine Engine

UNIT GROUP 8212:

ELECTRICAL AND ELECTRONIC EQUIPMENT ASSEMBLERS

Electrical and Electronic Equipment assemblers assemble or modify components of electrical, electro-mechanical and electronic equipment according to strictly laid down procedures.

Tasks performed include: assembling component and parts of electrical and electronic systems; positioning, aligning, fastening, soldering and micro-welding equipment units to assemblies, sub-assemblies, or frames using hand or power tools; assembling, winding and testing electric motor and generator stators, armatures, or rotors; fitting and assembling finished mechanical parts of precision instruments such as binoculars, microscope level, cameras and gauges according to drawings; assembling various components of radio set by fitting and soldering parts together as designed to form sub-assemblies and fitting them to printed circuit board following specifications to make complete wireless receiving set; assembling finished components of telephones, switches and relays in sequence by soldering, screwing, painting and other minor machine operations to form complete unit; assembling the components or parts of micro-electronic equipment such as hearing aides; assembling the components or parts to make watches or clocks; inspecting and testing completed components and assembling wiring installations and circuits; operating wire-coiling machines to wind wire coils used in electrical equipment and components such as registers, transformers, resistors, bobbins, armature wires, electric motors and generators.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in electrical and electronic engineering and related fields.

Occupational titles classified here are: -

8212-11 Assembler, Armature
 8212-12 Assembler, Audio-Visual Equipment
 8212-13 Assembler, Chronometer
 8212-14 Assembler, Clock

8212-15 Assembler, Electrical Components
 8212-16 Assembler, Electrical Equipment
 8212-17 Assembler, Electromechanical Equipment
 8212-18 Assembler, Electronic Components
 8212-21 Assembler, Electronic Equipment
 8212-22 Assembler, Hearing Aid
 8212-23 Assembler, Microelectronics Equipment
 8212-24 Assembler, Office Machinery
 8212-25 Assembler, Precision Instrument
 8212-26 Assembler, Radio
 8212-27 Assembler, Telephone
 8212-28 Assembler, Television
 8212-31 Assembler, Watch
 8212-32 Etcher, Printed Circuit Board
 8212-33 Operator, Machine: Winding (Armature)
 8212-34 Operator, Machine: Winding (Coil)
 8212-35 Operator, Machine: Winding (Filament)
 8212-36 Operator, Machine: Winding (Rotor Coil)
 8212-37 Operator, Machine: Winding (Stator Coil)
 8212-38 Operator, Machine: Winding (Transformer Coil)
 8212-41 Winder, Armature: Operating Machine
 8212-42 Winder, Coil: Operating Machine
 8212-43 Winder, Filament: Operating Machine
 8212-44 Winder, Rotor Coil: Operating Machine
 8212-45 Winder, Stator Coil: Operating Machine
 8212-46 Winder, Transformer Coil: Operating Machine

UNIT GROUP 8213: OTHER ASSEMBLERS

Other Assemblers assemble various products that do not include electronic, electrical, or mechanical components according to strictly laid down procedures.

Tasks performed include: assembling component, positioning, aligning, fastening, soldering and micro-welding equipment units to assemblies, sub-assemblies, or frames; assembling different cycle components and parts of a bicycle; assembling metal components or parts of various types of sheet-metal furniture, ammunitions, jewellery, knives, builder's box and other products; assembling components or parts made from wood, paperboard or related materials of

various types of products; assembling of plastic articles, such as bags, baby pants, coolers, fibre glass chairs, containers, trays and inflatable toys and marking cutting lines on plastic sheet of sections to be assembled; putting together various components, materials, and fabrics to build complete furnishings, from couches and beds to dining tables and chairs, curtains, and more; assembling components or parts made from leather, rubber, plastic and textile materials to various products such eyeglass frame, thermos bottle, sun-blinds and other composite products; recording production and operational data on specified forms; inspecting and testing components and completed assemblies; rejecting faulty products.

For effective and efficient performance of tasks in this unit group, one requires tertiary level training in the relevant trade area.

Occupational titles classified here are: -

8213-11 Assembler, Ammunition
 8213-12 Assembler, Bicycle
 8213-13 Assembler, Cardboard Products
 8213-14 Assembler, Composite Products
 8213-15 Assembler, Door
 8213-16 Assembler, Eyeglass Frame
 8213-17 Assembler, Furniture
 8213-18 Assembler, Jewellery
 8213-21 Assembler, Knife
 8213-22 Assembler, Leather Products
 8213-23 Assembler, Metal Products: Except Mechanical
 8213-24 Assembler, Paperboard Products
 8213-25 Assembler, Pen And Pencil
 8213-26 Assembler, Plastic Products
 8213-27 Assembler, Plastic Toy
 8213-28 Assembler, Rubber Products
 8213-31 Assembler, Sun-Blinds
 8213-32 Assembler, Textile Products
 8213-33 Assembler, Thermos Bottle
 8213-34 Assembler, Wood Products
 8213-35 Builder, Box
 8213-36 Finisher, Luggage
 8213-37 Assembler, Sheet-Metal Furniture

8213-38 Assembler, Wooden Furniture
8213-41 Assembler, Paper Products

SUB-MAJOR GROUP 83: DRIVERS AND MOBILE PLANT OPERATORS

Drivers and Mobile Plant Operators drive and tend trains and motor vehicles, or drive, operate and monitor mobile industrial and agricultural machinery and equipment or execute deck duties on board ship and other water-borne craft.

Tasks performed usually include: driving and tending trains and motor vehicles; driving, operating and monitoring mobile industrial and agricultural machinery and equipment; carrying out deck duties on board ship and other water-borne craft.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this sub major group are classified into the following minor groups: -

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 Crew and Related Workers

MINOR GROUP 831: LOCOMOTIVE ENGINE DRIVERS AND RELATED WORKERS

Locomotive Engine Drivers and Related Workers drive or assist in driving locomotive engines to transport passengers and freight.

Tasks performed usually include: safeguarding railway freight trains during runs; controlling the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards; driving or assisting

in driving railway engines, operating railway signals, switching rolling stock and making up trains in railway yards and mines, preparing train for hauling in mines and controlling their movement.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8311: Locomotive Engine Drivers

8312: Railway Brake, Signal and Switch Operators

UNIT GROUP 8311: LOCOMOTIVE ENGINE DRIVERS

Locomotive-Engine Drivers drive or assist in driving locomotive engines to transport passengers and freight.

Tasks performed are: driving or assisting in driving a steam, electric or diesel-electric locomotive engine; driving loco engine on rail tracks within traffic yard for formation of and breaking up of passenger and goods trains; driving electrically propelled railway engine on scheduled rail routes for transporting passengers and goods; operating the locomotive to ensure movement of raw materials, intermediates, finished products within the plant; driving diesel engine of railway train transporting passengers and goods. Takes charge of engine from Loco Shunter after examining departure of train at stations to scheduled timings; driving an underground or elevated passenger train.

For effective and efficient performance of tasks in this unit group one requires tertiary level training in Mechanical Engineering and driving skills.

Occupational titles classified here are: -

8311-11 Driver, Assistant: Railway Engine

8311-12 Driver Assistant: Train

8311-13 Driver, Elevated Train

8311-14 Driver, Locomotive
 8311-15 Driver, Metropolitan Railway
 8311-16 Driver, Monorail
 8311-17 Driver, Railway Engine
 8311-18 Driver, Shunting-Engine
 8311-21 Driver, Sub Way
 8311-22 Driver, Train
 8311-23 Driver, Underground Train

**UNIT GROUP 8312:
 RAILWAY BRAKER, SIGNAL AND SWITCH
 OPERATORS**

Railway Brakers, Signalers and Shunters Operators take charge of and safeguard railway freight trains during runs, control the movement of railway traffic by operating signals, switch rolling stock and make up trains in railway yards, make up trains for hauling in mines and control their movement.

Tasks performed are: inspecting equipment such as couplings, air hose, journal boxes, and handbrakes to ensure that they function properly; assisting passengers to board and leave train; supervising work of railway operation points and setting of railway lines in non-interlock yard and guiding movement of shunting engine in railway yard for attaching to or detaching wagons and carriages from trains; controlling flow of railway traffic over section of line within jurisdiction by operating signals recorded on the control graph and setting of points from control tower or cabin under instructions from Station Master; taking charge of and safeguarding freight train during run; controlling flow of railway traffic over section of line by operating signals and switches from control panel or signal box; checking train systems and equipment such as air conditioning and heating systems, brakes and brake hoses prior to train run; checking tickets and assisting passengers with mobility issues embark and disembark the train safely; protecting the train and acting in emergencies; making sure the train stays on schedule starting from the stations; opening and closing of power operated doors.

For effective and efficient performance of tasks in this unit group one requires tertiary level training in Electrical Engineering and driving. In addition, awareness of public safety and security are necessary.

Occupational titles classified here are: -

8312-11 Braker, Railway
 8312-12 Braker, Train
 8312-13 Coupler, Railway Yard
 8312-14 Guard, Train: Freight
 8312-15 Guard, Train: Goods
 8312-16 Operator, Switch: Railway
 8312-17 Shunter, Railway
 8312-18 Signaller, Railway

**MINOR GROUP 832:
 CAR, VAN AND MOTORCYCLE DRIVERS**

Car, Van and Motorcycle Drivers drive and tend motor cycles, motorized tricycles, cars or vans to transport passengers, materials or goods.

Tasks performed usually include: driving and tending cars, vans, motor cycles or motorized tricycles in order to transport materials, goods or passengers.

Competent performance in most occupations in this sub-major group requires skills at the **1st and 2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

**8321: Motorcycle Drivers
 8322: Car, Taxi and Van Drivers**

**UNIT GROUP 8321:
 MOTORCYCLE DRIVERS**

Motor-Cycle Drivers drive and tend motor cycles or motorized tricycles equipped to transport materials, goods or passengers.

Tasks performed are: delivering messages, telegrams and important communications to addressees, riding auto or motor cycle, bicycle, etc.; driving and tending motor cycles or motorized tricycles to transport materials, goods and passengers; cleaning and washing motorcycles as well as performing minor repairs and maintenance; keeping a record of journeys.

For effective and efficient performance of tasks in this unit group one requires skills in motorcycle riding acquired through vocational training or experiential learning.

Occupational titles classified here are: -

8321-11 Courier, Motorcycle
8321-12 Deliverer, Motorcycle
8321-13 Driver, Dispatch
8321-14 Driver, Motorcycle
8321-15 Driver, Motor Tricycle
8321-16 Driver, Rickshaw: Motorized
8321-17 Driver, Taxi: Motor-Tricycle
8321-18 Driver, Tricycle: Motorized
8321-21 Messenger, Motorcycle
8321-22 Motorcyclist
8321-23 Rider, Dispatch
8321-24 Rider, Motor Cycle

**UNIT GROUP 8322:
CAR, TAXI AND VAN DRIVERS**

Car, Taxi and Van Drivers drive and tend motor cars and vans to transport passengers, mail or goods.

Tasks performed are: driving and tending passenger vans or cars; driving and tending cars, vans or small trucks to deliver mail or goods; driving a specialized vehicle to transport sick or injured people to hospitals or emergency facilities for treatment; assisting and operating equipment to assist physically challenged passengers; providing customer service by parking and retrieving their vehicle and cleaning and washing cars as well as performing minor repairs and maintenance; keeping a record of journeys.

For effective and efficient performance of tasks in this unit group one requires skills in driving acquired through vocational training or experiential learning. In addition, good communication, interpersonal skills and being observant to traffic laws are necessary.

Occupational titles classified here are: -

8322-11 Attendant, Car Park: Driving Cars
8322-12 Attendant, Parking: Driving Cars
8322-13 Chauffer, Motor-Car
8322-14 Courier, Driving Car
8322-15 Courier, Driving Van
8322-16 Deliverer, Driving Car
8322-17 Deliverer, Driving Van
8322-18 Driver, Ambulance
8322-21 Driver, Cab
8322-22 Driver, Car
8322-23 Driver, Car-Delivery
8322-24 Driver, Mail Van
8322-25 Driver, Motor Car
8322-26 Driver, Postal Van
8322-27 Driver, Taxi
8322-28 Driver, Van
8322-31 Messenger, Driving Car
8322-32 Messenger, Driving Van
8322-33 Valet, Parking

**MINOR GROUP 833:
HEAVY TRUCK AND BUS DRIVERS**

Heavy Truck and Bus Drivers drive and tend heavy trucks, lorries, buses or street tramcars to transport goods, liquids, heavy materials, mail or passengers.

Tasks performed usually include: driving and tending heavy trucks, lorries, buses or street tramcars in order to transport goods, liquids, gas, heavy materials, mail or passengers.

Competent performance in most occupations in this sub-major group requires skills at the **1st and 2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8331: Bus and Tram Drivers
8332: Heavy Truck and Lorry Drivers

UNIT GROUP 8331:
BUS AND TRAM DRIVERS

Bus and Tram Drivers drive and tend buses or street tramcars to transport passengers, mail or goods.

Tasks performed are: driving and tending motor bus, trolley bus or motor coach to transport local or long-distance passengers, mail or goods; driving and tending street tramcar on scheduled routes in cities for transporting passengers to different localities; opening and closing doors before or after passenger's board or alight; assisting passengers with luggage; controlling lighting, heating and ventilation on buses and trams; and observing traffic to ensure safe progress.

For effective and efficient performance of tasks in this unit group one requires skills in driving acquired through vocational training or experiential learning. In addition, interpersonal and customer service skills are necessary.

Occupational titles classified in this unit group are: -

8331-11 Driver, Bus
8331-12 Driver, Coach
8331-13 Driver, Motor Bus
8331-14 Driver, Motor Coach
8331-15 Driver, Streetcar
8331-16 Driver, Tram
8331-17 Driver, Trolley-Bus

UNIT GROUP 8332:
HEAVY TRUCK AND LORRY DRIVERS

Heavy-Truck and Lorry Drivers drive and tend heavy motor vehicles such as tankers to transport liquids or lorries with trailers to transport goods or heavy materials over short or long distances.

Tasks performed include: driving motor truck for transporting goods from one place to another; driving and tending a heavy motor vehicle, such as a lorry with or without trailer or a dump-truck to transport goods, liquids or heavy materials over short or long distances; driving specialized truck to construction sites and pouring concrete from the mixer; ensuring goods are stowed and securely covered to prevent loss and damage; assisting with or carrying out loading or unloading operations, using various lifting or tipping devices; driving electric or diesel-powered shuttle cars, transporting mine materials from the area onto a conveyor or another mine car.

For effective and efficient performance of tasks in this unit group one requires driving skills acquired through vocational training or experiential learning. In addition, interpersonal skills and being observant to traffic laws are necessary.

Occupational titles classified here are: -

8332-11 Driver, Aircraft Fueller
8332-12 Driver, Concrete Mixer
8332-13 Driver, Dumper Truck
8332-14 Driver, Garbage Truck
8332-15 Driver, Heavy Goods Vehicle
8332-16 Driver, Lorry
8332-17 Driver, Road Train
8332-18 Driver, Semi-Trailer
8332-21 Driver, Tanker
8332-22 Driver, Trailer-Truck
8332-23 Driver, Train: Road
8332-24 Driver, Truck
8332-25 Driver, Truck: Heavy
8332-26 Fueller, Aircraft
8332-27 Operator, Shuttle Car: Mine
8332-28 Operator, Shuttle Car: Quarry
8332-31 Refueller, Aircraft

MINOR GROUP 834:
MOBILE PLANT OPERATORS

Mobile Plant Operators drive, tend, operate and monitor special-purpose motorized machinery or equipment used for clearing or preparing land; digging, moving, and spreading earth, rock and similar materials; and lifting or moving heavy objects.

Tasks performed usually are: preparing and positioning plant for operation; adjusting speed, height and depth of implements; driving and operating mobile plant; operating attachments to lift, swing and release trees, logs, earth and other heavy objects or materials; operating and monitoring lifting trucks and stationery or mobile cranes in construction, transportation and storage operations; servicing machinery and performing minor repairs.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

8341: Mobile Farm and Forestry Plant Operators

8342: Earth Moving and Related Operators

8343: Crane, Hoist and Related Operators

8344: Lifting Truck Operators

UNIT GROUP 8341:

MOBILE FARM AND FORESTRY PLANT OPERATORS

Mobile Farm and Forestry Plant Operators drive, tend, operate and monitor one or more types of special-purpose motorized, mobile machinery or equipment used in agricultural, horticultural and forestry operations.

Tasks performed are: driving and tending tractor-drawn or self-propelled special-purpose forestry machinery to clear land, plant, harvest and carry trees and timber or perform other forestry operations; operating harvesting machine to harvest the crop; preparing and positioning plant for operation;

controlling and maintaining an automatic machine that bales rubber pellets; adjusting speed, height and depth of implements; operating plant to hold, lift and cut trees; operating attachments to lift, swing, release and sort trees and logs, and operating auxiliary plant such as chipping machines and log splitting machines; feeding felled trees into processors to strip limbs and cut into logs and loading logs onto stockpiles and into trucks; servicing machinery and performing minor repairs.

For effective and efficient performance of tasks in this unit group one requires plant operation skills acquired through vocational training or experiential learning. In addition, practical experience in driving and knowledge of the type of machinery to be used is necessary.

Occupational titles classified here are: -

8341-11 Driver, Lumber Carrier

8341-12 Driver, Timber Carrier

8341-13 Driver, Tractor

8341-14 Operator, Agricultural Machinery

8341-15 Operator, Baler: Farm

8341-16 Operator, Combiner: Agricultural

8341-17 Operator, Forestry Machinery

8341-18 Operator, Harvester

8341-21 Operator, Logging Plant

8341-22 Operator, Motorized Farm Equipment

8341-23 Operator, Motorized Forestry Equipment

8341-24 Operator, Thresher

8341-25 Operator, Tree Faller

UNIT GROUP 8342:

EARTHMOVING AND RELATED PLANT OPERATORS

Earthmoving and Related Plant Operators operate machines to excavate, grade, level, smooth and compact earth or similar materials.

Tasks performed are: operating and monitoring excavating machinery equipped with moveable shovel, grab-bucket or dragline bucket to excavate and move earth, rock, sand, gravel or similar materials; operating and monitoring machinery for digging trenches for

sewers, drainage, water, oil, gas or similar pipelines; operating and monitoring machinery equipped with concave steel blade to move, distribute and level earth, sand, snow and other materials; operating power-driven machine fitted with adjustable steel blades to level ground by pushing earth to sides; operating and monitoring equipment to remove sand, gravel and mud from bottom of water body; operating and monitoring machines for hammering wooden, concrete or steel piles into ground; operating and monitoring power roller to compact and smooth layers of materials in making roads, pavements and similar work; managing equipment that sends hot mix asphalt materials through a mixing drum and into a storage silo until it is time to be loaded into trucks; operating and monitoring machines which spread and smooth concrete or bituminous or tar preparations to construct roadways, roads or similar surfaces.

For effective and efficient performance of tasks in this unit group one requires plant operation skills acquired through vocational training or experiential learning, in addition to skills in defensive driving and first aid.

Occupational titles classified here are: -

8342-11 Digger, Grave: Earthmoving Equipment
 8342-12 Driver, Bulldozer
 8342-13 Driver, Digger: Trench Digging
 8342-14 Driver, Excavating Machine
 8342-15 Driver, Road Grader and Scraper
 8342-16 Driver, Road Roller
 8342-17 Driver, Steamroller
 8342-18 Driver, Street Sweeper
 8342-21 Driver, Tar-Spreading Machine
 8342-22 Driver, Trench-Digging Machine
 8342-23 Operator, Bulldozer
 8342-24 Operator, Digger: Trench Digging
 8342-25 Operator, Dredge
 8342-26 Operator, Earthmoving Equipment

**UNIT GROUP 8343:
 CRANE, HOIST AND RELATED PLANT
 OPERATORS**

Crane, Hoist and Related Plant Operators operate and monitor stationary and mobile cranes and other hoisting equipment.

Tasks performed are: operating crane mounted on pneumatic wheels to lift, carry and lower heavy loads from one place to another; operating power-driven winch (hauling or lifting device, consisting essentially of a cable, a hand or power-driven drum) to lift and lower load, bend pipes, etc. or to hoist and lower dredging pipes, grabs etc., on dredges; loading and unloading boats and other marine vehicles, managing the warehouse containing boats and equipment, and performing any other duties necessary for operating a dock operating and monitoring stationary or mobile cranes by raising and lowering jibs and booms, to lift, move, position or place equipment and materials; operating and monitoring equipment for hoisting, lowering or raising workers and materials on construction sites or in mines; operating and monitoring ski-lifts and similar equipment; operating and monitoring machinery used to haul ferry or barge with goods, passengers and vehicles across short stretches of water; operating and monitoring machinery to open and close bridge for the passage of road and water traffic; operating and monitoring cranes equipped with dredging attachments to dredge waterways and other areas; operating cranes mounted on boats or barges to lift, move and place equipment and materials.

For effective and efficient performance of tasks in this unit group one requires plant operation skills acquired through vocational training or experiential learning. In addition, defensive driving, first aid, good hand-eye coordination, knowledge in building and construction and type of machinery to be used are necessary.

Occupational titles classified here are: -

8343-11 Attendant, Dry Dock
 8343-12 Banksman, Mine
 8343-13 Banks Woman, Mine
 8343-14 Driver, Cable Railway

8343-15 Driver, Cage: Mine
 8343-16 Driver, Funicular
 8343-17 Keeper, Lock: Canal Or Port
 8343-18 On Setter, Mine
 8343-21 Operator, Boat: Derrick
 8343-22 Operator, Bridge
 8343-23 Operator, Cable Car
 8343-24 Operator, Cable Railway
 8343-25 Operator, Cage: Mine
 8343-26 Operator, Chair-Lift
 8343-27 Operator, Conveyer
 8343-28 Operator, Crane
 8343-31 Operator, Donkey Engine
 8343-32 Operator, Drawbridge
 8343-33 Operator, Elevator: Material-Handling
 8343-34 Operator, Funicular
 8343-35 Operator, Hoist
 8343-36 Operator, Lock: Canal or Port
 8343-37 Operator, Machine: Cable Installation
 8343-38 Operator, Machine: Electrical Line Installation
 8343-41 Operator, Merry-Go-Round
 8343-42 Operator, Roller Coaster
 8343-43 Operator, Ropeway: Aerial
 8343-44 Operator, Ski-Lift
 8343-45 Operator, Sluice: Dock
 8343-46 Operator, Winch
 8343-47 Sluice Man, Dock
 8343-48 Sluice Woman, Dock
 8343-51 Tender, Skip

UNIT GROUP 8344: LIFTING TRUCK OPERATORS

Lifting-Truck Operators drive, operate and monitor lifting-trucks or similar vehicles to transport, lift and stack pallets with goods.

Tasks performed include: operating power-driven truck fitted with adjustable lifting platform to load, transport or stack merchandise and other material in warehouse, storage yard or factory; operating and monitoring lifting-truck and similar equipment to load and unload, transport, lift and stack goods and pallets in terminals, harbours, ware-houses, factories and other

establishments; positioning lifting devices under, over, or around loaded pallets, skids and boxes, and securing material or products for transport to designated areas; inspecting equipment to identify wear and damage.

For effective and efficient performance of tasks in this unit group one requires plant operation skills acquired through vocational training or experiential learning. In addition, defensive driving, first aid and good hand-eye coordination.

Occupational titles classified here are: -

8344-11 Driver, Truck: Forklift
 8344-12 Operator, Forklift
 8344-13 Operator, Truck: Forklift
 8344-14 Operator, Truck: Lifting

MINOR GROUP 835: SHIPS DECK CREWS AND RELATED WORKERS

Ships Deck Crews and Related Workers carry out deck duties on board ships and similar duties on board other water-borne craft.

Tasks performed are: standing look-out watches at sea and when entering or leaving harbour or other narrow waters; steering ship according to instructions; handling ropes and wires, and operating mooring equipment; maintaining and, in some cases, operating ship's equipment, cargo gear, rigging, life-saving and fire- fighting appliances; performing deck and hull cleaning, scraping, painting and other maintenance duties as required; breaking out, rigging and stowing cargo-handling gear, stationary rigging and running gear.

Competent performance in most occupations in this sub-major group requires skills at the **2nd KeSCO** skill level.

Occupations in this minor group is classified into the following unit group:

8350: Ships Deck Crew and Related Workers

UNIT GROUP 8350: SHIPS DECK CREWS AND RELATED WORKERS

Ships Deck Crews and Related Workers carry out deck duties on board ships and similar duties on board other water-borne craft.

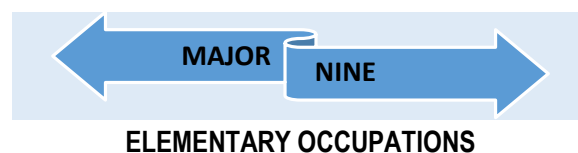
Tasks performed are: piling boat to goods and passengers across waterways, working alone or in groups; serving in the operation of a ship, yacht, ferry; handling ropes and wires, and operates mooring equipment; maintaining and, in some cases, operating ship equipment, cargo gear, rigging, life-saving and fire-fighting appliances; navigating, monitoring, and overseeing vessel activity and course; sweeping, washing, buffing and painting the deck, performing maintenance on the gear that handles cargo.

For effective and efficient performance of tasks in this unit group requires knowledge and skills in maritime operations acquired through vocational training or experiential learning. In addition, customer care, basic understanding of mechanics and general maintenance are necessary.

Occupational titles classified in this unit group are:

8350-11 Boatman
8350-12 Boatswain
8350-13 Boatwoman
8350-14 Coxswain
8350-15 Coxswain, Lifeboat
8350-16 Driver, Ferry
8350-17 Crewman
8350-18 Crewman, Dredger
8350-21 Crewman, Yacht
8350-22 Crewwoman
8350-23 Crewwoman, Dredger
8350-24 Crewwoman, Yacht
8350-25 Hand, Cable-Ship
8350-26 Hand, Deck
8350-27 Hand, Ferry

8350-28 Hand, Tug
8350-31 Keeper, Lighthouse
8350-32 Life Boatman
8350-33 Life Boatwoman
8350-34 Lighter Man
8350-35 Lighter Woman
8350-36 Lighthouse-Man
8350-37 Lighthouse-Woman
8350-38 Light Shipman
8350-41 Light Ship Woman
8350-42 Operator, Barge
8350-43 Sailor
8350-44 Seaman, Able
8350-45 Seaman, Ordinary
8350-46 Sea Woman, Able
8350-47 Sea Woman, Ordinary
8350-48 Tender, Lighthouse
8350-51 Waterman



This major group covers occupations which require the knowledge and experience necessary to perform mostly simple and routine tasks, involving the use of simple hand-held tools and in some cases certain physical effort. With few exceptions they may require only limited personal initiative or judgement.

Tasks performed in this major group usually include: cleaning, washing, pressing; taking care of apartment, houses, hotels, offices and other buildings; helping in kitchen and performing simple tasks in food preparation; cleaning cars, floors, wiping windows, and other glass surfaces of buildings; performing various simple farming, fishing, hunting or trapping tasks; door keeping and property watching; collecting garbage; performing simple tasks connected with mining, construction and manufacturing including product-sorting and simple hand-assembling of components; packing by hand; restocking supplies; freight handling;

pedaling or hand-guiding vehicles to transport passengers and goods, driving animal-drawn vehicles or machinery; selling goods (excluding food) in streets and public places, or from door to door; providing various street services; sweeping streets and similar places; delivering messages or goods; carrying luggage; supervision of other workers may be included. Competent performance in most occupations in this sub-major group require skills at the **1st KeSCO** skill level.

This major group is sub-divided into the following sub-major groups:

91: Cleaners and Helpers

92: Agricultural, Forestry and Fishery Labourers

93: Labourers in Mining, Construction, Manufacturing and Transport

94: Food Preparation Assistants

95: Street and Related Sales and Services Workers

96 Refuse Workers and Other Elementary Workers

**SUB-MAJOR GROUP 91:
CLEANERS AND HELPERS**

This sub-major group consists of cleaners and helpers who are either self-employed or employed by cafes, hotels, motels and resorts; shopping and recreational facilities; hospitals, health care facilities and educational and other institutions; building management companies, cleaning service companies, condominium corporations and private individuals, industrial, educational, religious and other establishments, as well as in aircraft, trains, coaches, trams and similar vehicles, in order to keep the interiors and fixtures clean.

Tasks performed in this sub-major group usually include: sweeping or vacuum cleaning; dusting, washing and polishing floors, furniture and other objects; removing rubbish and emptying containers, bins and trays; taking care of linen, clothes and bed making; helping with preparation of meals and cleaning

in kitchens; cleaning cars and wiping windows; pressing or laundering garments and textiles by hand. Competent performance in most occupations in this sub-major group require skills at the **1st KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

911: Domestic, Hotel and Office Cleaners and Helpers

912: Vehicle, Window, Laundry and Other Hand Cleaning Workers

**MINOR GROUP 911:
DOMESTIC, HOTEL AND OFFICE CLEANERS AND HELPERS**

Domestic, hotel and office cleaners and helpers sweep, mops, vacuum clean, wash, polish and take care of household linen, carpets, curtains and purchase household supplies; perform various tasks in order to keep clean, and tidy the interiors and fixtures of hotels, offices and other establishments.

Tasks performed in this minor group usually include: sweeping or vacuum cleaning; washing, waxing, polishing floors, furniture and other objects in hotels, offices and other establishments; cleaning, disinfecting and deodorising kitchens, bathrooms and toilets; dusting, cleaning and polishing furnishes and other wares; making beds, supplying towels, soap and related items; helping with preparation of meals and washing dishes; picking up rubbish, emptying garbage containers, and taking contents to waste areas for removal.

Competent performance in most occupations in this sub-major group require skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into two unit groups:

9111: Domestic Cleaners and Helpers**9112: Cleaners and Helpers in Offices, Hotels and Other Establishments****UNIT GROUP 9111:****DOMESTIC CLEANERS AND HELPERS**

Domestic cleaners and helpers are service workers who help out around the home by sweeping, vacuum cleaning, washing and polishing, take care of household linen, purchase household supplies, prepare food, serve meals and perform various other domestic duties.

Tasks performed in this unit group usually include: sweeping, vacuum cleaning, polishing and washing floors and furniture other fixtures; washing, ironing and mending linen and other textiles; setting and cleaning tables; helping with preparation, cooking and serving of meals and refreshments; purchasing food and various other household supplies; cleaning, disinfecting and deodorizing kitchens, bathrooms and toilets; cleaning or wiping windows and other glass surfaces; washing dishes and utensils; cleaning and wiping appliances, cupboards, counters, pantries and floors; taking care of household pets and plants; attends to employer's personal needs and keeps wardrobe and personal effects in good order; brushes, cleans, mends, irons and packs and unpacks lays out employer's clothing; and receiving visitors and answering telephones.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in housekeeping, sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9111-11 Cleaner, domestic

9111-12 Helper, domestic

9111-13 Servant, domestic

9111-14 Houseboy

9111-15 Housemaid

9111-16 Maid, domestic

9111-17 Maid, parlour: domestic

UNIT GROUP 9112:**CLEANERS AND HELPERS IN OFFICES, HOTELS AND OTHER ESTABLISHMENTS**

Cleaners and helpers in offices, hotels and other establishments perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of hotels, restaurants, shopping and recreation facilities, hospitals, offices and other establishments.

Tasks performed in this unit group usually include: cleaning, disinfecting and deodorizing public areas such as changing rooms, showers and elevators; making beds, cleaning bathrooms, supplying towels, soap and related items; washing, ironing and mending linen and other textiles; pick up debris and empty trash containers; taking care of household pets and plants, receiving visitors, answering telephones; cleaning kitchens and generally helping with kitchen work, including dishwashing; set-up, install, reconfigure, relocate and dismantle temporary partitions and furnishings of rooms; picking up debris, trash, emptying garbage containers and taking contents to waste areas for removal; and removing dust and dirt from ceilings, walls, overhead pipes and fixtures; sweeping, mopping, dusting or vacuum cleaning, washing, polishing and waxing floors, furniture and other fixtures in buildings, lobbies, hallways, offices and rooms.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in housekeeping, sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9112-11 Attendant, lavatory
 9112-12 Attendant, rest-room
 9112-13 Chambermaid
 9112-14 Cleaner, factory
 9112-15 Cleaner, hospital
 9112-16 Cleaner, hotel
 9112-17 Cleaner, office
 9112-18 Cleaner, restaurant
 9112-21 Contractor, cleaning
 9112-22 Maid, linen
 9112-23 Sweeper, floor

**MINOR GROUP 912:
 VEHICLE, WINDOW, LAUNDRY AND OTHER
 HAND CLEANING WORKERS**

Vehicle, window, laundry and other hand cleaning workers, clean commercial and domestic premises, construction sites and industrial machines, windows, showcases or other surfaces of buildings or vehicles; and press, launder or dry-clean linen and other textiles by hand.

Tasks performed in this minor group usually include: cleaning, wiping and polishing cars; washing windows or other glass surfaces with water or various solutions, drying and polishing them; laundering and pressing linen, clothing, fabrics and similar articles by hand in a laundry or in other establishments; cleaning fabrics, leather goods and similar articles by hand and with chemical solutions clothing.

Competent performance in most occupations in this sub-major group require skills at the 1st KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

9121: Hand Launderers and Pressers
9122: Vehicle Cleaners
9123: Window Cleaners
9129: Other Cleaning Workers

**UNIT GROUP 9121:
 HAND LAUNDERERS AND PRESSERS**

Hand launderers and pressers launder, apply cleaning agent to remove stains and dirt, press or dry-clean garments, linen and other textiles by hand.

Tasks performed in this unit group usually include: picking up, sorting washing, laundering, drying and pressing linen, clothing, fabrics and similar articles by hand in a laundry or other establishment; mixing and adding detergents, dyes, bleaches, starches and other cleaning solutions and chemicals; use hand-held steam iron to touch up finished garments and other articles; cleaning, by hand and with chemical solutions, clothing, fabrics, leather goods and similar articles; replacing buttons and making minor repairs; placing articles on shelves and hanging articles for delivery and collection; match invoices with tags on garments or other articles; and fold and bags dry cleaned and laundered articles.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in housekeeping, sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9121-12 Dhobi
 9121-13 Dry-cleaner, hand
 9121-14 Dryer, laundry: hand
 9121-15 Ironer, hand
 9121-16 Launderer, hand
 9121-17 Presser, hand
 9121-18 Spotter, dry-cleaning
 9121-21 Washer, hand: laundry

**UNIT GROUP 9122:
 VEHICLE CLEANERS**

Vehicle cleaners wash, clean and polish the exterior and interior of vehicles as well as of aircraft, ships, coaches, trams, trains, buses and similar vehicles.

Tasks performed in this unit group usually include: cleaning, wiping, drying, waxing and polishing cars and other vehicles, by hand or using hand-held power tools; vacuuming vehicle interiors; removing dust, soot, oil, grease and other residues applying cleaning agents to remove stains from vehicle exteriors and interiors; washing tyres and wheel arches and blackening tyres; wiping and polishing vehicle windows; and emptying and cleaning compartments in vehicles.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in housekeeping, sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9122-11 Cleaner, car
9122-12 Cleaner, vehicles
9122-13 Cleaner, bus
9122-14 Cleaner, train
9122-15 Detailer, aircraft
9122-16 Detailer, boat
9122-17 Detailer, car
9122-18 Detailer, caravan
9122-21 Detailer, vehicles
9122-22 Washer, car
9122-23 Washer, hand: vehicle

**UNIT GROUP 9123:
WINDOW CLEANERS**

Window cleaners apply different cleaning agent, wash, clean, wipe and polish windows and other glass fittings in buildings and houses.

Tasks performed in this unit group usually include: choosing and mixing appropriate cleaning or polishing agents; cleaning, wiping, drying and polishing windows or other glass surfaces and fittings with water or various solutions and agents, and drying and polishing them; using ladders, swinging scaffolds, bosun's chairs, hydraulic bucket trucks and other equipment to reach and clean windows in multistorey buildings;

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in , sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9123-11 Cleaner, window
9123-12 Washer, window

**UNIT GROUP 9129:
OTHER CLEANING WORKERS**

This unit group includes cleaning workers not classified elsewhere. The group includes, those who clean surfaces, materials and objects such as carpets, walls, swimming pools and cooling towers, cleaning and servicing filters, graffiti removal and cleaning using specialized cleaning equipment like water blasters and chemicals.

Tasks performed in this unit group usually include: cleaning carpets and upholstered furniture using hand cleaning machines and their attachments; selecting and applying cleaning agents to remove stains from carpets; treating carpets with soil-repellent chemicals and deodorants, and treating for pests; cleaning stone walls, metal surfaces and fascias using high-pressure water cleaners and solvents; applying chemicals and high-pressure cleaning methods to remove micro-organisms from water and filtration systems; using ladders, swinging scaffolds, bosun's chairs, hydraulic

bucket truck and other equipment to reach and clean windows in multi-storey buildings; using wet vacuums and other suction equipment to remove scale, accumulated dirt and other deposits from swimming pools, cooling tower components and drains.

For effective and efficient performance of tasks in this unit group, one requires basic knowledge in housekeeping, sanitation and operation of the broad range of simple and hand tools and machine used in executing their tasks, as well application of chemicals and detergents used. Manual strength and dexterity and tasks flexibility is key when executing the tasks.

Occupational titles classified here are:

9124-11 Blaster, water: cleaning
9124-12 Cleaner, carpet
9124-13 Cleaner, cooling tower
9124-14 Cleaner, drain
9124-15 Cleaner, filter
9124-16 Cleaner, graffiti
9124-17 Cleaner, gutter
9124-18 Cleaner, pool
9124-21 Cleaner, swimming pool
9124-22 Cleaner, upholstery
9124-23 Dry-cleaner, carpet
9124-24 Hydroblaster, cleaning
9124-25 Hydroblaster, graffiti removal
9124-26 Remover, graffiti
9124-27 Serviceperson, filter
9124-31 Serviceperson, swimming pool: cleaning

SUB-MAJOR GROUP 92: AGRICULTURAL, FORESTRY, FISHERY AND RELATED LABOURERS

Agricultural, Forestry, fishery and related labourers mainly perform simple and routine tasks in connection to crop and livestock farming, gardening, forestry, fishing and related works requiring the use of simple hand-held tools and very often considerable physical effort.

The tasks performed by labourers in this sub-major group usually include: digging, shovelling, loading, unloading, stacking, raking, pitching; spreading manure or fertilizers; watering and weeding; picking fruit, vegetables and various plants; feeding animals; cleaning animal quarters and farm grounds; clearing forest grounds and undergrowth; performing simple tasks connected with aquatic cultivation; gathering seaweed, clams and other mollusca; Supervision of other workers may be included. Competent performance in most occupations in this sub-major group requires skills at the 1st KeSCO skill level.

Occupations in this sub-major group are classified into the following minor group: -

921: Farm-hands and Related Labourers

MINOR GROUP 921: FARM-HANDS AND RELATED LABOURERS

Farm-hands and related labourers help with farm work by performing a variety of simple farming tasks in connection with crop farming, livestock farming, mixed crop and livestock farming, garden and horticultural farming, forestry, fishery and aquaculture.

Tasks performed in this minor group usually include: planting, harvesting or tendering of crops, farm production of animals, including poultry and insects; cultivation and maintenance of natural and plantation forests; cultivation and maintenance of trees, shrubs, flowers and other plants in parks and private gardens; cultivation, fishing and harvest fish and seafood in aquaculture. Competent performance in most occupations in this minor group requires skills at the 1st KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

9211: Crop Farm labourers

9212: Livestock Farm labourers

9213: Mixed Crop and Livestock Farm Labourers

9214: Garden and Horticultural**9215: Forestry Labourers****9216: Fishery and Aquaculture Labourers****UNIT GROUP 9211****FARM LABOURERS**

Crop farm labourers perform a variety of simple and routine crop farming tasks such as planting, harvesting or tending in the production and husbandry of crops such as fruit, nuts, grains and vegetables either by hand or by using hand-held tools on farms.

Tasks performed in this unit group include:- tilling, digging and shovelling to clear ditches or for other purposes; planting, watering, thinning, and weeding crops by hand or using hand tools; harvesting field crops by hand; cutting cane, picking fruit, nuts, vegetables and other crops; plucking tea; grading, sorting, bunching and packing produce into containers; and performing minor repairs on fixtures, buildings and fences; raking, pitching and stacking straw, hay and similar material; loading and unloading supplies, produce and other materials;

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9211-11 Cutter, sugar cane
9211-12 Hand, farm: citrus fruit
9211-13 Hand, farm: cotton picking
9211-14 Hand, farm: field crops
9211-15 Hand, farm: fruit picking
9211-16 Hand, farm: orchard
9211-17 Hand, farm: tea plucking
9211-18 Hand, harvest

9211-21 Hand, harvest: field crops

9211-22 Hand, harvest: orchard

9211-23 Labourer, farm: cotton

9211-24 Labourer, farm: field crops

9211-25 Labourer, farm: potato digging

9211-26 Labourer, harvesting

9211-27 Labourer, rice farm

9211-28 Picker, cotton

9211-31 Picker, fruit

9211-32 Picker, vegetable

9211-33 Planter, cane

9211-34 Plucker, tea

UNIT GROUP 9212**LIVESTOCK FARM LABOURERS**

Livestock farm labourers perform simple and routine tasks in farm production of animals, including poultry and insects.

Tasks performed in this unit group include:- Feeding, watering, cleaning and grooming animals and keeping their quarters clean; monitoring livestock and reporting on their condition; assisting with maintaining the health and welfare of livestock; assisting with herding, droving and separating livestock for milking, shearing transportation or slaughter and between pastures; collecting eggs and placing in incubators; raking, pitching, stacking and storing hay, straw and other types of animal feed and bedding; performing minor repairs on fixtures, buildings and fences.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9212-11 Collector, egg

9212-12 Groom, horse
 9212-13 Groom, stud
 9212-14 Hand, farm: dairy
 9212-15 Hand, farm: fur-bearing animals
 9212-16 Hand, farm: livestock
 9212-17 Hand, farm: silk worms
 9212-18 Hand, stable
 9212-21 Labourer, cattle station
 9212-22 Labourer, farm: dairy
 9212-23 Labourer, farm: livestock
 9212-24 Labourer, ranch
 9212-25 Lad, stable
 9212-26 Lass, stable

UNIT GROUP 9213 MIXED CROP AND LIVESTOCK FARM LABOURERS

Mixed Crop and Livestock Farm Labourers perform simple and routine tasks in farm production of both crops and animals.

Tasks performed in this in this unit group include:- digging and shoveling to clear ditches or for other purposes; loading and unloading supplies, produce and other materials; raking, pitching and stacking straw, hay and similar material; watering, thinning, and weeding crops by hand or using hand tools; picking fruit, nuts, vegetables and other crops and collecting eggs; planting and harvesting field crops, such as rice, by hand; feeding, watering, and cleaning animals and keeping their quarters clean; monitoring livestock, reporting on their condition; assisting with herding, droving and separating livestock for milking, shearing transportation or slaughter and between pastures; grading, sorting, bunching and packing produce into containers; performing minor repairs on fixtures, buildings and fences.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience,

physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9213-11 Hand, farm
 9213-12 Hand, farm: livestock and crops
 9213-13 Hand, farm: mixed farming (livestock and crops)
 9213-14 Helper, farm
 9213-15 Labourer, farm
 9213-16 Labourer, farm:

UNIT GROUP 9214 GARDEN AND HORTICULTURAL

Garden and horticultural labourers perform simple and routine tasks in operations to cultivate and maintain trees, shrubs, flowers and other plants in parks and private gardens, to produce saplings, bulbs and seeds, or grow vegetables and flowers by intensive cultivation techniques using simple hand-held tools.

Tasks performed in this in this unit group include:- preparing garden sites and plots using hand tools and simple machines; assisting with planting and transplanting flowers, shrubs, trees and lawns; pruning plants; trimming plants; maintaining gardens and turfs by watering, over sowing or over seeding , weeding, mowing or cutting lawns and repairing green damage; cleaning gardens and removing rubbish; assisting with propagating, planting and potting seeds, bulbs and cuttings; tending plants by hand watering and weeding; harvesting and packaging plants for sale and transport; loading, unloading and moving supplies, produce and equipment; performing minor repairs on fixtures, buildings and fences.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience,

physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9214-11 Assistant, gardener's
 9214-12 Assistant, greenkeeper's
 9214-13 Assistant, nursery: horticulture
 9214-14 Contractor, lawn mowing
 9214-15 Contractor, mowing
 9214-16 Cutter, lawn
 9214-17 Hand, garden
 9214-18 Hand, nursery: horticulture
 9214-21 Hand, plant nursery
 9214-22 Labourer, cemetery: gardening
 9214-23 Labourer, council: gardening
 9214-24 Labourer, garden
 9214-25 Labourer, horticultural
 9214-26 Labourer, nursery
 9214-27 Lawnmower
 9214-28 Lopper, tree
 9214-31 Potter, nursery
 9214-32 Pruner, shrub: garden maintenance
 9214-33 Pruner, tree: garden maintenance
 9214-34 Trimmer, tree: garden maintenance
 9214-35 Worker, garden
 9214-36 Worker, garden maintenance
 9214-37 Worker, maintenance: gardening
 9214-38 Worker, nursery: horticulture
 9214-41 Worker, plant nursery

**UNIT GROUP 9215
 FORESTRY LABOURERS**

Forestry labourers perform simple and routine tasks to cultivate and maintain natural and plantation forests, and logging, felling and sawing trees.

Tasks performed in this in this unit group include:- digging holes for tree planting; stacking and loading logs and timber; clearing undergrowth in forest stands and thinning young plantations; axing trees and tree trunks; choking or choker setting logs; climbing trees ;

maintaining look-out for fires in forests; removing major branches and tree tops, trimming branches and sawing trunks into logs; stump grubbing trees; operating and maintaining manual and hand held machine saws to fell trees and cut felled trees and branches into logs including swapper logging; timber wood lumbering; collecting seeds, and planting seedlings; performing minor repairs and maintenance of forest roads, buildings, facilities and equipment.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9215-11 Axeman
 9215-12 Axewoman
 9215-13 Chokerman
 9215-14 Chokerwoman
 9215-15 Clearer, tree
 9215-16 Climber, tree
 9215-17 Labourer, forestry
 9215-18 Planter, tree
 9215-21 Stacker, timber: forestry
 9215-22 Stump-grubber
 9215-23 Swamper, logging
 9215-24 Worker, timber: forestry

**UNIT GROUP 9216
 FISHERY AND AQUACULTURE LABOURERS**

Fishery and aquaculture labourers perform simple and routine tasks to cultivate, catch and harvest fish and seafood in aquaculture and inland, coastal and deep sea fishing operations.

Tasks performed in this in this unit group include:- operating fishing gear to catch fish and other marine

life; combing the beach for valuables items; gathering seaweed, sea mosses, clams and other molluscs; cleaning the sea-bed and feeding fish and molluscs that are being cultivated; preparing nets, lines and other fishing tackle and other deck equipment; cleaning, sorting and packing fish and seafood in ice and salt and stowing catch in hold; cleaning deck surfaces and fish hold; handling mooring lines during docking.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9216-11 Beachcomber
9216-12 Gatherer, seaweed
9216-13 Gatherer, shellfish
9216-14 Labourer, aquaculture
9216-15 Labourer, fish farm
9216-16 Labourer, fishery

**SUB-MAJOR GROUP 93:
LABOURERS IN MINING, CONSTRUCTION,
MANUFACTURING AND TRANSPORT**

Labourers in mining, construction, manufacturing and transport mainly perform simple and routine tasks in connection with mining and quarrying, civil engineering works, building construction and maintenance, manufacturing and transport, requiring the use of simple hand-held tools and very often considerable physical effort.

The tasks performed by labourers in this sub-major group usually include: performing simple and routine tasks in connection to mining and quarrying operations; building and maintenance of roads, railways, dams and

other civil engineering works; building construction and demolition works; Hand packing of material weigh; Transportation and Storage services. Supervision of other workers may be included. Competent performance in most occupations in this sub-major group requires skills at the **1st KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:-

**931: Mining and Quarrying Labourers
932: Manufacturing and Maintenance Labourers
933: Transport and Storage Labourers**

**MINOR GROUP 931:
MINING AND QUARRYING LABOURERS**

Mining and quarrying labourers perform simple and routine tasks connected with mining and quarrying, requiring the use of simple hand-held tools and often considerable physical effort to dig out and process rock, slate, gravel and sand from quarries and mines.

Tasks performed in this minor group usually include: Simple routine tasks connected with mining and quarrying operations; building and maintenance of roads, railways, dams and other civil engineering projects; building construction and demolition work.

Competent performance in most occupations in this minor group require skills at the 1st KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

**9311: Mining and Quarrying Labourers
9312: Civil Engineering Labourers
9313: Building Construction Labourers**

**UNIT GROUP 9311:
MINING AND QUARRYING LABOURERS**

Mining and quarrying labourers perform simple and routine tasks connected with mining and quarrying,

requiring the use of simple hand-held tools and often considerable physical effort to dig out and process rock, slate, gravel and sand from quarries and mines.

Tasks performed in this unit group include:-assisting miners and quarriers in maintaining machinery, equipment, and mine and quarry installations; assembling and dismantling mining equipment; removing tunnel supports from disused workings in mines and quarries; removing dangerous projections from mine and quarry workings; removing waste and serviceable materials and equipment from work areas after extraction activities have been completed, and clearing rock and mineral spills; cleaning machinery, equipment, tools, roadways and haulage tracks; sorting, loading, unloading, stacking and storing tools, materials and supplies used by other mine workers.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9311-11 Labourer, mining
9311-12 Labourer quarry

UNIT GROUP 9312: CIVIL ENGINEERING LABOURERS

Civil engineering labourers perform manual routine tasks in connection with the building and maintenance of roads, railways, dams, building bridges, canals and other civil engineering projects.

Tasks performed in this unit group include:-digging and filling holes, ditches, canals, graves and trenches using hand held tools; shovelling and spreading gravel and related materials onto conveyors, wheelbarrows and

trucks for removal; trimming and cutting rocks and concrete and bitumen surfaces using jack-hammers; loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows and hand trucks; maintaining and cleaning worksites and removing obstructions in construction sites for roads, wells, dams, railway lines.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required (unskilled manual labourers) except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9312-11 Digger, grave: hand-held tools
9312-12 Labourer, construction: civil engineering
9312-13 Labourer, construction: dams
9312-14 Labourer, construction: roads
9312-15 Labourer, digging: ditch
9312-16 Labourer, digging: grave
9312-17 Labourer, digging: trench
9312-18 Labourer, earthmoving
9312-21 Labourer, maintenance
9312-22 Labourer, maintenance: dams
9312-23 Labourer, maintenance: roads
9312-24 Labourer, tube well
9312-25 Labourer, water well
9312-26 Navvy
9312-27 Shoveller, civil engineering
9312-28 Trackman, railway
9312-31 Trackwoman, railway
9312-32 Roads, Dams and Similar Construction Labourer

UNIT GROUP 9313: BUILDING CONSTRUCTION LABOURERS

Building construction labourers perform manual routine tasks in connection with building construction and demolition work including preparing and maintaining building construction activities on construction site.

Tasks performed in this unit group include:-assisting bricklayers and carpenters in building and construction sites; cleaning used building bricks and doing other simple work on demolition sites; mixing pouring and spreading materials such as concrete, plaster and mortar digging and filling holes and trenches using hand held tools; spreading sand, soil, gravel and similar materials; stacking, loading and unloading construction materials, excavated material and equipment and transporting them around construction sites using wheelbarrows, hods and hand trucks; cleaning work sites and removing obstructions; taking care in office buildings, church, school other similar buildings.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9313-11 Assistant, bricklayer's
9313-12 Assistant, carpenter's
9313-13 Carrier, bricks
9313-14 Carrier, hod
9313-15 Hod-carrier
9313-16 Hoddie
9313-17 Labourer, builder's
9313-18 Labourer, construction: building work
9313-21 Labourer, demolition
9313-22 Mate, bricklayer's
9313-23 Mate, builder's
9313-24 Mate, carpenter's
9313-25 Stacker, building construction

9313-26 Building Caretaker
9313-27 Janitor
9313-28 Verger

**MINOR GROUP 932:
MANUFACTURING AND MAINTENANCE
LABOURERS**

Manufacturing and maintenance labourers perform simple and routine tasks connected with manufacturing which require the use of simple hand-held tools and very often considerable physical effort, or they undertake product-sorting and simple hand-assembling of components.

Tasks performed in this minor group usually include: Weighing, packing and labelling materials and finished products by hand, assisting the work of machine operators and assemblers by loading, offloading materials onto or from the conveyer belt during processing. Competent performance in most occupations in this minor group require skills at the 1st KeSCO skill level.

Occupations in this minor group are classified into the following unit groups:

**9321: Hand Packers
9322: Other Manufacturing labourers**

**UNIT GROUP 9321:
HAND PACKERS**

Hand packers weigh, wrap, stud, stencil, pack and label materials and products by hand.

Tasks performed in this unit group include:-bagging items; weighing, wrapping, sealing and packing material and various products; filling bottles, cans, boxes, bags, crates and other containers with products; labeling products, packages and various containers by hand.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9321-11 Bagger, hand
9321-12 Bottler, hand
9321-13 Crater, hand
9321-14 Labeller, hand
9321-15 Packer, hand
9321-16 Wrapper, hand

**UNIT GROUP 9322:
OTHER MANUFACTURING LABOURERS**

Other Manufacturing labourers assist the work of machine operators and assemblers and perform a variety of manual tasks in manufacturing, excluding hand packing and hand labelling of finished products. Tasks performed in this unit group include:-manually assisting and supporting in processing fruits, fermentation and making wine; grading, winding armature coil, filament, rotor coil, stator coil and transformer coil; conveying of goods, material, equipment or any other product to work area; doffing cloths; washing and cleaning of carcass, cloth, fibre, hide and yarn; removing finished pieces; stacking, loading and unloading vehicles, trucks and trolleys; shuttling; clearing machine blockages, cleaning machinery, equipment and tools; carrying out manual sorting of products or components; labelling.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the

tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9322-11 Cellarhand, wine production
9322-12 Cellarman, wine production
9322-13 Cellarwoman, wine production
9322-14 Cleaner, factory machines
9322-15 Doffer, cloth
9322-16 Hand, cannery
9322-17 Hand, shuttle
9322-18 Handler, material: manufacturing
9322-21 Labourer, factory
9322-22 Labourer, manufacturing
9322-23 Labourer, wine production
9322-24 Loader, manufacturing
9322-25 Sorter, bottle
9322-26 Stacker, manufacturing
9322-27 Striker, blacksmith's
9322-28 Washer, hand: carcass
9322-31 Washer, hand: cloth
9322-32 Washer, hand: fibre
9322-33 Washer, hand: hide
9322-34 Washer, hand: manufacturing process
9322-35 Washer, hand: yarn
9322-36 Winder, armature: hand
9322-37 Winder, coil: hand
9322-38 Winder, filament: hand
9322-41 Winder, rotor coil: hand
9322-42 Winder, stator coil: hand
9322-43 Winder, transformer coil: hand
9322-45 Assembling Labourer
9322-46 Labeller

**MINOR GROUP 933:
TRANSPORT AND STORAGE LABOURERS**

Transport and storage labourers perform simple and routine tasks in connection with transportation of passengers or goods using hand or pedal driven cycles and similar vehicles, animal-drawn vehicles and animal-drawn machinery; handling freight and; shelf filling in retail and wholesale shops.

Tasks performed in this minor group usually include: Transporting passengers or goods; packing, carrying, loading and unloading household goods or ship and aircraft cargoes and other freight; carrying and stacking goods in various warehouses; stocking shelves and display areas; keeping stock clean and in order . Competent performance in most occupations in this minor group require skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

- 9331: Hand and Pedal Vehicle Drivers**
- 9332: Drivers of Animal-drawn Vehicles and Machinery**
- 9333: Freight Handlers**
- 9334: Shelf Fillers**

UNIT GROUP 9331: HAND AND PEDAL VEHICLE DRIVERS

Hand or pedal vehicle drivers propel cycles, hand carts and similar vehicles to transport passengers or goods.

Tasks performed in this unit group include:-driving ,pulling, cycling rickshaw ; driving hand -truck, pedal vehicle, bike-taxi ,non-motorised tricycle; riding bicycle ,courier bicycle, messenger bicycle, delivery bicycle, tricycle; pushing hand cart or mkokoteni; loading or unloading goods, or assisting passengers in getting on or off a vehicle; moving vehicle in the desired direction with due regard to other traffic and traffic regulations; inspecting vehicle components to identify wear and damage; maintaining vehicle, making minor repairs and installing replacement parts; collecting fares or charges; loading and offloading goods or assisting passengers in getting in and out of vehicles.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience,

physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

- 9331-11 Boy, rickshaw
- 9331-12 Courier, bicycle
- 9331-13 Cyclist, except racing
- 9331-14 Deliverer, bicycle
- 9331-15 Driver, handtruck
- 9331-16 Driver, pedal vehicle
- 9331-17 Driver, rickshaw: cycle
- 9331-18 Driver, rickshaw: foot
- 9331-21 Driver, taxi: bike
- 9331-22 Driver, tricycle: non-motorised
- 9331-23 Messenger, bicycle
- 9331-24 Puller, rickshaw
- 9331-25 Rider, bicycle
- 9331-26 Rider, tricycle
- 9331-27 Tricyclist
- 9331-28 Hand Cart pusher
- 9331-31 Pusher, Mkokoteni

UNIT GROUP 9332: DRIVERS OF ANIMAL-DRAWN VEHICLES AND MACHINERY

Drivers of animal-drawn vehicles and machinery drive animal-drawn vehicles to transport passengers or goods, as well as animal-drawn machinery usually in connection with farming.

Tasks performed in this unit group include:- driving animal, animal train, animal-drawn vehicle, non-motorized farm equipment; harnessing animals and hitching them to vehicles or machinery; loading or unloading goods, or assisting passengers in getting on or off a vehicle; driving animals in the desired direction with due regard to other traffic and traffic regulations; collecting fares or charges; driving animals to haul wagons in mines or quarries; driving animals hitched to farm or other machinery; driving working elephants; riding animal-taxi, camel-taxi, donkey-taxi; maintaining

vehicle or machinery, making minor repairs and installing replacement parts; grooming and feeding animals.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9332-11 Driver, animal
9332-12 Driver, animal train
9332-13 Driver, animal-drawn vehicle
9332-14 Driver, elephant
9332-15 Driver, farm equipment: non-motorised
9332-16 Mahout
9332-17 Animal-taxi Rider
9332-18 Rider, Camel-taxi
9332-21 Rider, Donkey-taxi

**UNIT GROUP 9333:
FREIGHT HANDLERS**

Freight handlers carry out tasks such as packing, carrying, loading and unloading furniture and other household items, or loading and unloading ship and aircraft cargo's and other freight at the point of origin and every stage of transportation process and at the cargo's final destination.

Tasks performed in this unit group include:-handling baggage; attending to ramp ;packing office or household furniture, machines, appliances and related goods to be transported from one place to another; carrying goods to be loaded on or unloaded from vans, trucks, wagons, ships, boats or aircraft; porting fish, fruits, meat and other similar products; stevedoring , loading and unloading grain, coal, sand and similar goods by placing them on conveyor-belts, pipes or any

other such materials; assisting drivers to load, unload or maintain trucks, lorries and other similar vehicles; connecting hoses between main shore installation pipes and tanks of barges, tankers and other ships to load and unload petroleum, liquefied gases and other liquids; carrying and stacking goods in warehouses and similar establishments; sorting cargo prior to loading and unloading; operating bail press to stack goods .

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9333-11 Attendant, airport: handling baggage
9333-12 Attendant, airport: ramp
9333-13 Coalman
9333-14 Coalwoman
9333-15 Docker
9333-16 Freighthandler
9333-17 Handler, baggage
9333-21 Handler, stock: warehouse
9333-22 Loader, aircraft
9333-23 Loader, boat
9333-24 Loader, furniture
9333-25 Loader, railway vehicles
9333-26 Loader, road vehicles
9333-27 Loader, ship
9333-28 Longshoreman
9333-31 Longshorewoman
9333-32 Mover, furniture
9333-33 Porter, cold-storage
9333-34 Porter, fish
9333-35 Porter, food market
9333-36 Porter, fruit
9333-37 Porter, goods-loading
9333-38 Porter, meat

9333-41 Porter, shop
 9333-42 Porter, warehouse
 9333-43 Remover, furniture
 9333-44 Remover, household goods
 9333-45 Stevedore
 9333-46 Unloader, freight
 9333-47 Turn Boy
 9333-48 Bail Press Operator

UNIT GROUP 9334: SHELF FILLERS

Shelf fillers stock shelves and display areas and keep stock clean and in order in supermarkets and other retail and wholesale shops.

Tasks performed in this unit group include:- assisting in filling shelf ,fridge or freezer in the evening or at night; assisting in filling shelves with goods ensuring goods with the earliest use-by dates are at the front of shelves; placing goods neatly in bins and on racks, and stacking bulky goods on floors; removing goods with past due use-by dates; maintaining shelf order by removing stock belonging in a different location; noting what has been sold and collecting goods needed from the stockroom; obtaining articles for customers from shelf or stockroom; directing customers to location of articles sought; receiving, opening, unpacking, and inspecting for damage merchandise from manufacturer or distributor; refilling shelf, fridge or freezer; replenishing shelf with stock.

For effective and efficient performance of tasks in this unit group, formal qualifications may not be required except for basic competencies in literacy, numeracy, communication and interpersonal skills in addition to possession of some basic knowledge, experience, physical stamina, dexterity and agility to perform the tasks. This may be acquired through experiential learning or on-the-job training.

Occupational titles classified here are:

9334-11 Assistant, cabinet: supermarket (filling shelf, fridge or freezer)
 9334-12 Assistant, evening fill
 9334-13 Assistant, grocery: filling shelf, fridge or freezer
 9334-14 Assistant, merchandise: filling shelf, fridge or freezer
 9334-15 Assistant, night fill
 9334-16 Assistant, sales: filling shelf, fridge or freezer
 9334-17 Assistant, sales: night fill
 9334-18 Assistant, sales: supermarket (stock control)
 9334-21 Captain, night: supermarket
 9334-22 Dayfiller
 9334-23 Filler, day
 9334-24 Filler, evening
 9334-25 Filler, night
 9334-26 Filler, shelf
 9334-27 Filler, stock
 9334-28 Handler, stock: retail
 9334-31 Packer, night fill
 9334-32 Packer, shelf
 9334-33 Refiller, filling shelf, fridge or freezer
 9334-34 Replenisher, shelf
 9334-35 Replenisher, stock
 9334-36 Stacker, shelf
 9334-37 Stocker, shelf
 9334-38 Worker, nightfill

SUB-MAJOR GROUP 94: FOOD PREPARATION ASSISTANTS

Food preparation assistants prepare and cook to order a small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.

Tasks performed by workers in this sub-major group usually include: preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee; washing, cutting, measuring and mixing foods for cooking; operating cooking equipment such as grills, microwaves and deep-fat fryers; cleaning kitchens, food preparation areas and service areas; cleaning cooking and general utensils used in kitchens and restaurants. Occupations

in this sub-major group require skills at the **1st KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor group:

941 Food Preparation Assistants

MINOR GROUP 941:

FOOD PREPARATION ASSISTANTS

Food preparation assistants prepare and cook to order small variety of pre-cooked food or beverages, clear tables, clean kitchen areas and wash dishes.

Tasks performed usually include: preparing simple or pre-prepared foods and beverages such as sandwiches, pizzas, fish and chips, salads, and coffee; washing, cutting, measuring and mixing foods for cooking; operating cooking equipment such as grills, microwaves and deep-fat fryers; cleaning kitchens, food preparation areas and service areas; cleaning cooking and general utensils used in kitchens and restaurants. Occupations in this Minor group requires skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

9411 Fast-Food Preparers

9412 Kitchen Helpers

UNIT GROUP: 9411

FAST-FOOD PREPARERS

Fast-Food Preparers prepare and cook to order a limited range of processed food ingredients or beverages at that involve simple preparation processes and a small number of ingredients. They may take orders from customers and serve at counters or tables.

The tasks usually include: preparing simple or pre-prepared foods and beverages such as pizzas, , fish

and chips, hamburgers, salads, and coffee; washing, cutting, measuring and mixing foods for cooking; operating large-volume single-process cooking equipment such as grills, deep- fat fryers or griddles; re-heating pre-prepared food; cleaning food preparation areas, cooking surfaces and utensils; taking and serving food and beverage orders in eating places that specialize in fast service and carry-out food; ordering and taking delivery of fast-food ingredients; maintaining sanitation, health, and safety standards in work areas; verifying that prepared food meets requirements for quality and quantity.

For effective and efficient performance of tasks in this unit group; primary school education may be required in some cases, practical experience and knowledge in practicing hygiene and meeting safety standards, in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through education and training or on-job training.

Occupational titles classified here are:

9411-11 Boy, pizza: maker
9411-12 Cook, fast food
9411-13 Cook, fish and chips
9411-14 Cook, hamburgers
9411-15 Cook, pizza
9411-16 Cook, short order
9411-17 Cook, take away
9411-18 Girl, pizza: maker
9411-21 Hand, pizza
9411-22 Handler, food: fast food
9411-23 Maker, burger
9411-24 Maker, fast food
9411-25 Maker, hamburger
9411-26 Maker, pizza
9411-27 Member, team: fast food (cooking)
9411-28 Trainer, crew: fast food

UNIT GROUP: 9412

KITCHEN HELPERS

Kitchen helpers clear tables, clean kitchen areas, wash dishes, prepare ingredients and perform other duties to assist workers who prepare or serve food and beverages.

The tasks include: cleaning kitchens, food preparation areas and service areas; assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting up measuring and mixing ingredients; assembling dishes for service; unpacking checking, transferring, weighing and storing supplies in refrigerators, cupboards and other storage areas; washing dishes and cooking utensils and putting them away; preparing, cooking, toasting and heating simple food items.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge on safety standards and hygiene in addition to basic competencies in literacy and numeracy, communication and interpersonal skills which may be acquired through education and training or on-job training.

Occupational titles classified here are:

9412-11 Assistant, kitchen
9412-12 Attendant, pantry
9412-13 Dishwasher, hand
9412-14 Kitchenhand
9412-15 Helper, kitchen: domestic
9412-16 Helper, kitchen: non-domestic
9412-17 Porter, kitchen
9412-18 Steward, kitchen
9412-21 Stewardess, kitchen
9412-22 Washer, dishes

**SUB-MAJOR GROUP 95:
STREET AND RELATED SALES AND SERVICE
WORKERS**

Street and related sales and service workers sell goods, excluding food for immediate consumption, and

provide a variety of services on streets and in other public places such as stations.

Tasks performed by workers in this sub-major group usually include: approaching people on the street to offer goods or services; cleaning and polishing shoes; cleaning, buying or making various items for sale; loading and unloading items for sale and transporting them; obtaining the materials necessary to perform services; polishing car windows; running errands; assisting drivers to find a parking place and ensuring car is not damaged during driver's absence; handing out leaflets and free newspapers; receiving immediate payment. Occupations in this sub-major group require skills at the **1st KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

**951: Shoe Cleaning and Other Street Services
Elementary Occupations**

952: Street vendors (excluding food)

**MINOR GROUP 951:
SHOE CLEANING AND OTHER STREET
SERVICES ELEMENTARY OCCUPATIONS**

Street and related service workers provide a variety of services on streets and in other public places, including cleaning shoes, washing car windows, running errands, looking after property, and providing other on-the-spot street services.

Tasks performed usually include: obtaining the materials necessary to perform services; approaching people on the street to offer services; cleaning and polishing shoes; cleaning and polishing car windows; running errands; assisting drivers to find a parking place and ensuring car is not damaged during driver's absence; handing out leaflets and free newspapers; receiving immediate payment. Occupations in this Minor group requires skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into the following unit group:

9510: Street and related service workers

UNIT GROUP 9510: STREET AND RELATED SERVICE WORKERS

Street and related service workers provide a variety of services on streets and in other public places, including cleaning shoes, washing car windows, running errands, handing out leaflets, looking after property, and providing other on-the-spot street services.

The tasks include: obtaining the materials necessary to perform services; approaching people on the street to offer services; cleaning and polishing shoes; cleaning and polishing car windows; running errands; assisting drivers to find a parking place and ensuring car is not damaged during driver's absence; handing out leaflets and free newspapers; receiving immediate payment.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

- 9510-11 Boy, errand
- 9510-12 Distributor, free newspaper
- 9510-13 Distributor, leaflet
- 9510-14 Girl, errand
- 9510-15 Guard, car
- 9510-16 Polisher, shoes
- 9510-17 Shoe-Shiner
- 9510-18 Shoe-black
- 9510-21 Washer, hand: street (car windows)
- 9510-22 Washer, window: car (street)
- 9510-23 Shoe Cleaner
- 9510-24 Parking Boy

MINOR GROUP 952: STREET VENDORS (EXCLUDING FOOD)

Street vendors (excluding food) sell a usually limited range of goods (excluding food for immediate consumption) in streets and public places such as stations, cinemas or theatres.

Tasks performed usually include: buying or receiving items for sale, or making simple items; loading and unloading basket, tray, suit-case, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas; displaying goods or calling out to attract customer's attention; approaching potential customers on streets, or by going from house to house, to offer goods for sale; receiving immediate payment. Occupations in this Minor group requires skills at the **1st KeSCO** skill level.

Occupation in this minor group are classified into the following unit group:

9520 Street vendors (excluding food)

UNIT GROUP 9520: STREET VENDORS (EXCLUDING FOOD)

Sell a usually limited range of goods (excluding food for immediate consumption) in streets and public places such as stations, cinemas or theatres.

The tasks include: displaying goods or calling out to attract customer's attention; approaching potential customers on streets, buying or receiving items for sale, or making simple items; loading and unloading basket, tray, push-cart, bicycle, hand truck or other vehicle, to transport goods to the streets or public places such as stations or cinemas; or by going from house to house, to offer goods for sale; receiving immediate payment.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in

addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9520-11 Hawker, except food
9520-12 Peddler
9520-13 Tinker
9520-14 Vendor, newspaper
9520-15 Vendor, street: non-food products
9520-16 Seller, Street/Second Hand Clothes
9520-17 Vendor, Street/Newspapers and Periodicals
9520-18 Door-to-Door Salesperson
9520-21 Assistant, Shopkeeper's/Travelling
9520-22 Canvasser

**SUB-MAJOR GROUP 96:
REFUSE WORKERS AND OTHER ELEMENTARY
WORKERS**

Refuse workers and other elementary workers collect, process and recycle garbage from buildings, yards, streets and other public places. They keep streets and other public places clean and tidy, deliver and carry messages and packages and perform odd jobs for private households or establishments.

Tasks performed by workers in this sub-major group usually include: collecting, loading and unloading garbage; sweeping streets, parks and other public places; chopping firewood; collecting and carrying firewood, water, packages, luggage and messages; beating dust out of carpets and performing other odd-job tasks. Occupations in this sub-major group require skills at the **1st KeSCO** skill level.

Occupations in this sub-major group are classified into the following minor groups:

961: Refuse workers

962: Other elementary workers

**MINOR GROUP 961:
REFUSE WORKERS**

Refuse workers collect, process and recycle garbage from buildings, yards, streets and other public places, or keep streets and other public places clean.

Tasks performed usually include: collecting, loading and unloading garbage; sweeping streets, parks and other public places; sorting and recycling garbage such as paper, glass, plastic or aluminium. Occupations in this Minor group requires skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

9611: Garbage and recycling collectors

9612: Refuse sorters

9613: Sweepers and related labourers

**UNIT GROUP 9611:
GARBAGE AND RECYCLING COLLECTORS**

Collect and remove rubbish and items for recycling from buildings, yards, streets and other places.

Tasks include: collecting rubbish and recyclable materials and locating it into bins and garbage and recycling trucks; riding on or in garbage and recycling trucks; lifting garbage bins and emptying contents into trucks and larger containers; unloading garbage and recycling trucks.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9611-11 Collector, garbage

9611-12 Collector, recycling
9611-13 Collector, refuse
9611-14 Dustman
9611-15 Dustwoman
9611-16 Loader, garbage truck
9611-17 Handler, Refuse

UNIT GROUP 9612: REFUSE SORTERS

Identifies, collects and sorts discarded items suitable for recycling at dump sites and recycling enterprises or in buildings, streets and other public places.

Tasks include: searching through refuse and collecting items for recycling from dump sites, domestic, commercial and industrial premises or from public places such as streets; sorting cardboard, paper, glass, plastic, aluminium or other recyclable materials by type; placing recyclable items and materials in designated compartments and containers for storage or transportation; identifying and setting aside items of furniture, equipment, machinery, or components that are suitable for repair or re-use; transporting recyclable items by hand or using non-motorized vehicles; selling recyclable or reusable materials.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9612-11 Labourer, recycling
9612-12 Merchant, scrap
9612-13 Picker, recycling
9612-14 Picker, waste
9612-15 Recycler
9612-16 Scavenger
9612-17 Sorter, garbage
9612-18 Sorter, recycling

9612-21 Sorter, refuse
9612-22 Worker, recycling

UNIT GROUP 9613: SWEEPERS AND RELATED LABOURERS

Sweepers and related labourers sweep and clean streets, parks, airports, stations and other public places.

Tasks include: sweeping streets, parks, airports, stations and similar public places; shoveling snow; beating dust out of carpets by using a carpet-beater; cleaning rubbish, leaves and snow from driveways and grounds.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9613-11 Cleaner, park
9613-12 Cleaner, street
9613-13 Sweeper, park
9613-14 Sweeper, street
9613-15 Sweeper, yard

MINOR GROUP 962: OTHER ELEMENTARY WORKERS

Other elementary workers deliver and carry messages and packages, perform a variety of simple maintenance and repair tasks, collect money and stock vending machines, read meters, collect water and firewood, and collect and issue tickets for parking or events.

Tasks performed usually include: chopping wood, collecting water and firewood; cleaning and maintaining buildings, grounds and facilities delivering

messages, packages and other items within or between establishments, or elsewhere; performing duties as a post-runner; issuing and collecting tickets and passes; calculating parking charges; filling storage areas of vending machines and collecting money from containers; reading electricity, gas or water meters and recording consumption. Occupations in this Minor group requires skills at the **1st KeSCO** skill level.

Occupations in this minor group are classified into the following unit groups:

9621: Messengers, package deliverers and luggage porters

9622: Odd job persons

9623: Meter readers and vending-machine collectors

9624: Water and firewood collectors

9625: Other Elementary workers

UNIT GROUP 9621:

MESENTERS, PACKAGE DELIVERERS AND LUGGAGE PORTERS

Carries and deliver messages, packages and other items on foot, within an establishment or between establishments, to households and elsewhere, or carry luggage, especially at hotels, stations and airports.

Tasks include: delivering messages, packages and other items within an establishment or between establishments, or elsewhere; delivering various goods to and from enterprises, shops, households and other places; carrying and delivering luggage at hotels, stations, airports, and elsewhere; receiving and marking baggage by completing and attaching claim checks; planning and following the most efficient route; sorting items to be delivered according to the delivery route.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service;

patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9621-11 Attendant, lift
 9621-12 Bellboy
 9621-13 Bellgirl
 9621-14 Bellhop
 9621-15 Boy, messenger
 9621-16 Caddie, golf
 9621-17 Courier, on foot
 9621-18 Deliverer, hand
 9621-21 Deliverer, leaflets
 9621-22 Deliverer, newspaper
 9621-23 Deliverer, on foot
 9621-24 Girl, messenger
 9621-25 Messenger
 9621-26 Messenger, office
 9621-27 Messenger, on foot
 9621-28 Messenger, telegraph
 9621-31 Porter, hotel
 9621-32 Porter, luggage
 9621-33 Post-runner
 9621-34 Runner, messages
 9621-35 Runner, post
 9621-36 Assistant Office
 9621-37 Porter, Airport
 9621-38 Lift Operator

UNIT GROUP 9622:

ODD JOB PERSONS

Odd Job Persons cleans, paints and maintain buildings, grounds and facilities, and undertake simple repairs.

Tasks include: repairing broken windows, screens, doors, fences, barbecues, picnic tables, shelves, cupboards and other items; replacing defective items such as light bulbs; repairing and painting interior and exterior surfaces such as walls, ceilings and fences; adjusting doors and windows; replacing tap washers; putting up handrails and grab rails; unloading coal or

wood and putting it into cellars of private households or establishments.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9622-11 Attendant, cellar: hotel
9622-12 Attendant, cellar: restaurant
9622-13 Cellarhand, hotel
9622-14 Cellarhand, restaurant
9622-15 Cellarman, hotel
9622-16 Cellarman, restaurant
9622-17 Cellarwoman, hotel
9622-18 Cellarwoman, restaurant
9622-21 Handyman
9622-22 Handy person
9622-23 Handy woman
9622-24 Labourer, odd-job
9622-25 Man, odd-job
9622-26 Person, odd-job
9622-27 Useful, hotel
9622-28 Woman, odd-job

**UNIT GROUP 9623:
VENDING-MACHINE COLLECTORS**

Vending Machine Collectors stocks vending machines and collect money from them or from parking meters and other coin-boxes, or read electricity, gas or water meters.

Tasks include: filling storage areas of vending machines and collecting money from their containers; collecting money from parking meters and similar coin-boxes; reading electricity, gas or water meters and recording consumption; keeping records of merchandise distributed and money collected; proceeding along established routes to take readings

of meter dials; verifying readings in cases where consumption appears to be abnormal, and record possible reasons for fluctuations; inspecting meters for unauthorized connections, defects, and damage such as broken seals.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9623-11 Collector, coin machine
9623-12 Collector, coin meter
9623-13 Collector, turnstile
9623-14 Collector, vending-machine

**UNIT GROUP 9624:
WATER AND FIREWOOD COLLECTORS**

Water and firewood collectors collect water and firewood and transport them on foot or using hand or animal carts.

Tasks include: cutting and collecting wood from forests for sale in market or as fuel or for own consumption; visiting forests or fields to pick pieces of dried wood from ground and arranging them in heaps; cutting decayed branches and trunks of trees using axes and hand-saws; tying collected wood into small faggots and carrying them or transporting them on a cart to the market for sale or to village or household for use; drawing water from wells, rivers or ponds, etc. for domestic use; collecting water in leather bags, buckets or other containers from taps, rivers, ponds or wells and delivering the water to work sites, the houses of clients or to own household for drinking, cleaning of drains or storage in tanks.

For effective and efficient performance of tasks in this unit group; practical experience and knowledge in

addition to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills which may be acquired through on-the-job training.

Occupational titles classified here are:

9624-11 Carrier, water
9624-12 Collector, firewood
9624-13 Collector, water

9625-13 Attendant, cloakroom
9625-14 Attendant, fairground
9625-15 Attendant, fun-fair
9625-16 Attendant, parking
9625-17 Attendant, theatre
9625-18 Billposter
9625-21 Billsticker
9625-22 Collector, ticket
9625-23 Usher
9625-24 Vendor, theatre programme

**UNIT GROUP 9625:
OTHER ELEMENTARY WORKERS**

Elementary workers in this group includes those who issue and collect parking or admission tickets, provide personal items to patrons or customers in cloak rooms and assist patrons at entertainment events.

In such cases tasks would include: selling and collecting admission tickets and passes from patrons at entertainment events or collecting tags from patrons; examining tickets or passes to verify authenticity, using criteria such as colour and date issued; guiding patrons to exits or providing other instructions or assistance in case of emergency; directing patrons to restrooms, concession stands and telephones; directing vehicle drivers to parking spaces; patrolling parking areas in order to prevent vehicle damage and vehicle property thefts; calculating parking charges, and collecting fees from customers; assigning dressing room facilities, locker space, or clothing containers to patrons of athletic or bathing establishments.

For effective and efficient performance of tasks one requires to basic competencies in literacy and numeracy, communication and good customer service; patience and listening skills all which may be acquired through experiential learning.

Occupational titles classified here are:

9625-11 Attendant, amusement park
9625-12 Attendant, car park

KeSCO 2022

PART 111

ALPHABETICAL INDEX OF OCCUPATIONAL TITLES

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177	Assembler, metal products: except mechanical	8213-23
178	Assembler, microelectronics equipment	8212-23
179	Assembler, mining machinery	8211-22
180	Assembler, motor vehicle engines	8211-38
181	Assembler, office machinery	8212-24
182	Assembler, paper products	8213-41
183	Assembler, paperboard products	8213-24
184	Assembler, pen and pencil	8213-25
185	Assembler, plastic products	8213-26
186	Assembler, plastic toy	8213-27
187	Assembler, plywood panel	8172-11
188	Assembler, precision instrument	8212-25
189	Assembler, prefabricated building	7119-11
190	Assembler, prefabricated houses	7119-12
191	Assembler, printing machinery	8211-23
192	Assembler, radio	8212-26
193	Assembler, raft: logging	6210-11
194	Assembler, rubber products	8213-28
195	Assembler, sheet-metal furniture	8213-37

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196	Assembler, steam engine	8211-24
197	Assembler, sun-blinds	8213-31
198	Assembler, telephone	8212-27
199	Assembler, television	8212-28
200	Assembler, textile machinery	8211-25
201	Assembler, textile products	8213-32
202	Assembler, thermos bottle	8213-33
203	Assembler, turbine	8211-27
204	Assembler, vehicle	8211-28
205	Assembler, watch	8212-31
206	Assembler, wood products	8213-34
207	Assembler, wooden furniture	8213-38
208	Assembler, woodworking machinery	8211-31
209	Assembling Labourer	9322-45
210	Assembly Supervisor	3137-13
211	Assessor, claims	3315-14
212	Assessor, credit	3312-15
213	Assessor, insurance	3315-15
214	Assessor, loans	3312-16
215	Assessor, loss	3315-16
216	Assistant Chief	1123-22
217	Assistant County Commissioner	1123-17
218	Assistant Midwife	3222-11
219	Assistant Minister	1110-16
220	Assistant Office	9621-36
221	Assistant, accounting	3313-11
222	Assistant, actuarial	3314-11
223	Assistant, administrative	3343-11
224	Assistant, administrative: doctors surgery	3344-11
225	Assistant, administrative: legal	3342-11
226	Assistant, administrative: medical office	3344-12
227	Assistant, allied health: physiotherapy	3255-12
228	Assistant, bank	4211-11
229	Assistant, barrister's	3411-12
230	Assistant, birth: clinic or hospital	5321-14
231	Assistant, birth: home	5322-13
232	Assistant, bricklayer's	9313-11
233	Assistant, broker's	4312-11
234	Assistant, cabinet: supermarket (filling shelf, fridge or freezer)	9334-11

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235	Assistant, call centre	4222-12
236	Assistant, carpenter's	9313-12
237	Assistant, communications: ICT	3513-11
238	Assistant, computer: database	3512-21
239	Assistant, computer: engineering (operations)	3511-11
240	Assistant, computer: engineering (software support)	3512-22
241	Assistant, computer: network	3513-12
242	Assistant, computer: programming	3512-23
243	Assistant, computer: systems analysis	3512-24
244	Assistant, computer: systems design	3513-13
245	Assistant, computer: user services	3512-25
246	Assistant, correspondence	3343-12
247	Assistant, curatorial	3433-12
248	Assistant, day care: aged or Aged or disabled	5322-14
249	Assistant, day care: children	5311-11
250	Assistant, dental	3251-11
251	Assistant, dental: school service	3251-12
252	Assistant, evening fill	9334-12
253	Assistant, executive	3343-13
254	Assistant, executive: legal	3342-12
255	Assistant, gardener's	9214-11
256	Assistant, greenkeeper's	9214-12
257	Assistant, grocery: filling shelf, fridge or freezer	9334-13
258	Assistant, home care: aged or Aged or disabled	5322-15
259	Assistant, human resource	4416-11
260	Assistant, hydrotherapy	3255-13
261	Assistant, insurance: adjustment	4312-12
262	Assistant, insurance: claims	4312-13
263	Assistant, insurance: policy	4312-14
264	Assistant, kitchen	9412-11
265	Assistant, legal	3411-13
266	Assistant, legal: secretarial tasks	3342-13
267	Assistant, library	4411-11
268	Assistant, mathematical	3314-12
269	Assistant, medical	3256-11
270	Assistant, medical imaging	5323-14
271	Assistant, medical: family planning	3253-12
272	Assistant, merchandise: filling shelf, fridge or freezer	9334-14
273	Assistant, metrist	3256-12

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274	Assistant, midwifery: clinic or hospital	5321-15
275	Assistant, nightfill	9334-15
276	Assistant, nursery: horticulture	9214-13
277	Assistant, ophthalmic	3256-13
278	Assistant, patient care	5321-16
279	Assistant, personal	3343-14
280	Assistant, pharmacy: sales	5223-12
281	Assistant, physiotherapy	3255-14
282	Assistant, pre-school	5312-13
283	Assistant, production: media	3521-11
284	Assistant, production: motion picture	3521-12
285	Assistant, residential Care: Aged or disabled	5322-16
286	Assistant, Respite Care	5322-17
287	Assistant, sales: car hire	5247-11
288	Assistant, sales: checkout	5230-12
289	Assistant, sales: filling shelf, fridge or freezer	9334-16
290	Assistant, sales: market stall	5211-11
291	Assistant, sales: nightfill	9334-17
292	Assistant, sales: rental	5247-12
293	Assistant, sales: shop	5223-13
294	Assistant, sales: street stall	5211-12
295	Assistant, sales: supermarket (stock control)	9334-18
296	Assistant, secretarial: doctors surgery	3344-13
297	Assistant, secretarial: medical	3344-14
298	Assistant, shop: checkout	5230-13
299	Assistant, Shopkeeper's/Travelling	9520-21
300	Assistant, solicitor's	3411-14
301	Assistant, speech therapy	3259-11
302	Assistant, statistical	3314-13
303	Assistant, survey: interviewing	4227-11
304	Assistant, teacher's	5312-14
305	Assistant, technical: physiotherapy	3255-15
306	Assistant, veterinary	3240-11
307	Associate Professional Nurse	3221-21
308	Associate Professor, university	2310-12
309	Astrologer	5171-11
310	Astronomer	2111-11
311	Athlete	3421-12
312	Attendant, airport: check-in	4221-17

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313	Attendant, airport: handling baggage	9333-11
314	Attendant, airport: ramp	9333-12
315	Attendant, ambulance	3258-13
316	Attendant, amusement park	9625-11
317	Attendant, animal	5172-12
318	Attendant, bar: drinks service	5132-11
319	Attendant, bar: food service	5246-11
320	Attendant, bath	5142-12
321	Attendant, birth: clinic or hospital	5321-17
322	Attendant, birth: home birth	5322-18
323	Attendant, cabin	5111-11
324	Attendant, canteen: food service	5246-12
325	Attendant, car park	9625-12
326	Attendant, car park: driving cars	8322-11
327	Attendant, cellar: hotel	9622-11
328	Attendant, cellar: restaurant	9622-12
329	Attendant, Cemetery	5160-16
330	Attendant, check-in: airline	4221-18
331	Attendant, checkout	5230-14
332	Attendant, cloakroom	9625-13
333	Attendant, counter: cafeteria	5246-13
334	Attendant, counter: food service	5246-14
335	Attendant, dental	5323-15
336	Attendant, driveway	5245-11
337	Attendant, dry dock	8343-11
338	Attendant, fairground	9625-14
339	Attendant, first aid	5323-16
340	Attendant, flight	5111-12
341	Attendant, funeral	5160-11
342	Attendant, fun-fair	9625-15
343	Attendant, gas station: cashier	5230-15
344	Attendant, gas station: gas pump	5245-12
345	Attendant, hospital	5321-18
346	Attendant, hot-room	5142-13
347	Attendant, kennel	5172-13
348	Attendant, laboratory: animal	5172-14
349	Attendant, lavatory	9112-11
350	Attendant, Library	4411-24
351	Attendant, lift	9621-11

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352	Attendant, marina	5245-13
353	Attendant, midwifery: clinic or hospital	5321-21
354	Attendant, midwifery: home birth	5322-21
355	Attendant, nursing: except home	5321-22
356	Attendant, nursing: home	5322-22
357	Attendant, pantry	9412-12
358	Attendant, parking	9625-16
359	Attendant, parking: driving cars	8322-12
360	Attendant, petrol pump	5245-14
361	Attendant, pullman car	5112-11
362	Attendant, restaurant seating	5131-11
363	Attendant, rest-room	9112-12
364	Attendant, salad bar	5246-15
365	Attendant, sauna	5142-14
366	Attendant, schoolchildren	5312-15
367	Attendant, service station	5245-15
368	Attendant, service station: cashier	5230-16
369	Attendant, service station: console	5230-17
370	Attendant, shop	5223-14
371	Attendant, sleeping car	5112-12
372	Attendant, spa	5142-15
373	Attendant, swimming pool	5415-11
374	Attendant, theatre	9625-17
375	Attendant, tool crib	4321-11
376	Attendant, Turkish bath	5142-16
377	Attendant, undertakers	5160-12
378	Attendant, ward	5323-17
379	Attorney	2611-22
380	Attorney General	1110-46
381	Auctioneer	3335-16
382	Audiologists	2293-11
383	Auditor	2411-13
384	Auditor General	1110-48
385	Auditor, night: hotel	3313-12
386	Author	2641-11
387	Author/creative arts	2641-12
388	Auto component Assembly Fitter	3137-12
389	Auto glazier	7125-11
390	Automation Engineer	2511-23

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391	Automotive Engineer	2152-32
392	Auxiliary Nurse	3221-12
393	Auxiliary, dental	3251-13
394	Axeman	9215-11
395	Axewoman	9215-12
396	Ayah, creche	5311-12
397	Ayah, home	5311-13
398	Ayah, hospital	5321-23
399	Ayurvedic Practitioner	2270-12
400	Babysitter	5311-14
401	Bacteriologist	2130-23
402	Bagger, hand	9321-11
403	Bail Press Operator	9333-48
404	Bailiff	3411-15
405	Baker	7512-11
406	Baker, biscuit	7512-12
407	Baker, bread	7512-13
408	Baker, pastry	7512-14
409	Balancer, scale	7311-13
410	Baller, thread and yarn	8151-11
411	Ballet dancer	2653-12
412	Band leader	2652-27
413	Bank Manager	1211-23
414	Banks woman, mine	8343-13
415	Banksman, mine	8343-12
416	Barber	5141-11
417	Barista	5132-12
418	Barkeeper	5132-13
419	Barmaid	5132-14
420	Barman	5132-15
421	Barrister	2611-21
422	Bartender	5132-16
423	Beachcomber	9216-11
424	Beater, game	6224-11
425	Beater, gold	7313-11
426	Beater, panel	7213-12
427	Beaterman, Pup Paper	3136-12
428	Beautician	5142-17
429	Beekeeper	6123-12

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430	Bellboy	9621-12
431	Bellgirl	9621-13
432	Bellhop	9621-14
433	Bender, Glass	7315-11
434	Bender, metal plate	7214-11
435	Bender, wood	7522-11
436	Bereavement Counsellor	2635-16
437	Bessemer Furnace-man (Steel Converting)	3135-17
438	Beveller, glass	7315-12
439	Bibliographer	2622-13
440	Big Data Developer/Engineer/Architect	2542-13
441	Bill Processing Clerk	4132-41
442	Billposter	9625-18
443	Billsticker	9625-21
444	Binder, book	7323-11
445	Biochemist	2130-33
446	Bio-Informatics Computation Biologists	2156-13
447	Bio-Informatics Expert	2156-12
448	Biologist	2130-11
449	Biology Laboratory Technician	3141-11
450	Bio-Medical Equipment Technician	3211-13
451	Biometrician	2120-18
452	Biostatistician	2120-21
453	Bishop	2636-12
454	Blacksmith	7221-11
455	Blast Furnace Operator	3135-11
456	Blaster	7542-11
457	Blaster sand, building exteriors	7133-11
458	Blaster, sand: stonecutting	7113-11
459	Blaster, shot, stonecutting	7113-12
460	Blaster, water: cleaning	9124-11
461	Bleacher, fibre: textile	7318-11
462	Blender Operator	3134-11
463	Blender, fibre: textile	7318-12
464	Blender, snuff	7516-11
465	Blender, tobacco	7516-12
466	Block layer	7112-11
467	Block layer, wood	7122-11
468	Block-chain Developer	2543-18

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469	Blocker, hat	8158-11
470	Blood Bank Technician	3212-11
471	Blower, glass	7315-13
472	Bluer, metal	7224-11
473	Boat builder, wood	7116-11
474	Boatman	8350-11
475	Boatswain	8350-12
476	Boatwoman	8350-13
477	Bodybuilder, muscles	3421-14
478	Bodybuilder, vehicle: wooden	7522-12
479	Bodyguard	5414-11
480	Boilermaker	7213-18
481	Boilersmith	7213-21
482	Bolter, roof: mining	8111-11
483	Bond Analyst	2413-11
484	Boner, fish	7511-11
485	Boner, meat	7511-12
486	Bonesetter	3230-11
487	Bonze	2636-17
488	Book trader	2622-15
489	Bookkeeper	3313-13
490	Bookmaker	4212-11
491	Borer, glass	7315-14
492	Borer, metal	7223-11
493	Borer, well	8113-11
494	Borer, wood	7523-11
495	Botanist	2130-15
496	Bottler, hand	9321-12
497	Bouncer	5414-12
498	Boxer	3421-15
499	Boy, errand	9510-11
500	Boy, messenger	9621-15
501	Boy, pizza: maker	9411-11
502	Boy, rickshaw	9331-11
503	Boy, script	3435-14
504	Bracer, construction	7119-13
505	Braille Typist	4131-31
506	Braker, railway	8312-11
507	Braker, train	8312-12

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508	Branch Manager	1211-24
509	Brazier	7212-11
510	Breaker, horse	5172-15
511	Breeder, bird	6124-11
512	Breeder, deer	6124-12
513	Breeder, game bird	6124-13
514	Breeder, laboratory: animal	5172-16
515	Breeder, lion	6124-14
516	Breeder, reptile	6124-15
517	Breeder, snail	6124-16
518	Brewer, busaa	7517-12
519	Brewer, kangara	7517-14
520	Brewer, miti-ni-dawa	7517-15
521	Brewer, muratina	7517-13
522	Brewer, traditional liquor	7517-11
523	Brickie	7112-12
524	Bricklayer	7112-13
525	Bricklayer, refractory	7112-14
526	Bridge Construction Engineer	2151-22
527	Briner, foodstuffs	7511-13
528	Broad Band Technician	3114-25
529	Broadcast Engineer	2163-12
530	Broker, cargo	3331-16
531	Broker, commodities	3324-11
532	Broker, customs	3331-17
533	Broker, finance	3311-11
534	Broker, foreign exchange	3311-12
535	Broker, futures: commodities	3324-12
536	Broker, futures: financial	3311-13
537	Broker, insurance	3321-14
538	Broker, investment	3311-14
539	Broker, lease	3311-15
540	Broker, mortgage	3311-16
541	Broker, securities	3311-17
542	Broker, shipping	3324-13
543	Broker, stocks and shares	3311-18
544	Broker, trade	3324-14
545	Brother	3413-11
546	BSS Support Engineer	3114-23

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547	Bucker, logging	6210-12
548	Budder-grafter, fruit tree	6112-12
549	Budder-grafter, shrubs	6112-13
550	Budget Analyst	2412-13
551	Buffer, leather	7535-11
552	Buffer, metal	7224-12
553	Builder, armature	7412-11
554	Builder, barge - wooden	7116-12
555	Builder, boat-body	7522-53
556	Builder, box	8213-35
557	Builder, chimney	7112-15
558	Builder, coach-body: wooden	7522-13
559	Builder, commutator	7412-12
560	Builder, house	7111-11
561	Builder, non-traditional materials	7111-12
562	Builder, organ	7312-11
563	Builder, plastic boat	8142-11
564	Builder, traditional materials	7111-13
565	Builder, vehicle body (metal)	7213-14
566	Builder, vehicle-body: wooden	7522-14
567	Builder, vehicle-frame: wooden	7522-15
568	Building and Quality Engineer	2151-34
569	Building Architect	2171-12
570	Building Caretaker	9313-26
571	Building engineering technician	3112-12
572	Building Inspector	2171-17
573	Building inspector	3112-25
574	Building surveyor	3112-26
575	Bulker, tobacco	7516-13
576	Burner, charcoal	6210-13
577	Burner, lead	7212-12
578	Burnisher, ceramics	7314-11
579	Burnisher, footwears	7536-11
580	Burnisher, metal	7224-13
581	Bus body Builder	7213-16
582	Business Consultant	2421-12
583	Business Continuity Specialist	2421-15
584	Business Intelligence officer	2422-11
585	Butcher	7511-14

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586	butcher, crocodile	7511-15
587	Butler	5152-11
588	Buyer	3323-13
589	Cabinet Minister	1110-15
590	Cabinet Secretary	1110-14
591	Cabinet-maker	7522-16
592	Cabinet-maker, furniture	7522-17
593	Cabler, data	7422-11
594	Cabler, telecommunications	7422-12
595	Caddie, golf	9621-16
596	Calenderer, cloth	8154-11
597	Calenderer, laundry	8157-11
598	Calenderer, pulp and paper	8171-11
599	Calenderman Paper	3136-15
600	Calibrator, precision instrument	7311-14
601	Calibrator, weights and measures	7311-15
602	Calligrapher	7316-11
603	Cameraman, motion picture	3521-13
604	Cameraman, photogravure	7321-11
605	Cameraman, video	3521-14
606	Cameraman, xerography: offset printing	7321-12
607	Camerawoman, motion picture	3521-15
608	Camerawoman, photogravure	7321-13
609	Camerawoman, video	3521-16
610	Camerawoman, xerography: offset printing	7321-14
611	Candle moulder	7319-12
612	Candle-maker, handicraft	7319-11
613	Canner, fruit	7514-11
614	Canner, vegetable	7514-12
615	Canvasser	3322-14
616	Canvasser	9520-22
617	Canvasser, door-to-door	5243-11
618	Captain, aircraft	3153-12
619	Captain, fishing: coastal waters	6222-11
620	Captain, fishing: deep-sea	6223-11
621	Captain, night: supermarket	9334-21
622	Captain, ship	3152-12
623	Carder, fibre: textile	7318-13
624	Cardiac Care Technician	3211-15

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625	Cardiologist	2212-11
626	Cardiothoracic surgeon	2212-37
627	Cardiovascular and Pulmonary Physiotherapist	2291-24
628	Careers Adviser	2423-11
629	Carer, child	5311-15
630	Carer, home: aged or disabled persons	5322-23
631	Carer, respite	5322-24
632	Caretaker, building	5153-11
633	Cargo and Service Aircraft Pilot	3153-15
634	Carpenter	7116-13
635	Carpenter structural	7116-14
636	Carpenter, finish	7116-15
637	Carpenter-joiner	7116-16
638	Carpet-maker	7318-14
639	Carrier, bricks	9313-13
640	Carrier, hod	9313-14
641	Carrier, post	4412-11
642	Carrier, water	9624-11
643	Cartographer	2172-18
644	Cartoonist	2651-15
645	Cartwright	7522-18
646	Carver, stone	7113-13
647	Carver, stone	7319-13
648	Carver, wood	7522-21
649	Carver-setter, monument	7113-14
650	Caseworker, associate professional	3412-12
651	Cashier	4211-21
652	Cashier, bank	4211-12
653	Cashier, booking-office	5230-18
654	Cashier, box-office	5230-21
655	Cashier, cash desk	5230-22
656	Cashier, change-booth	4211-13
657	Cashier, check-out: self-service store	5230-23
658	Cashier, currency: exchange	4211-14
659	Cashier, office	5230-24
660	Cashier, restaurant	5230-25
661	Cashier, store	5230-26
662	Cashier, supermarket	5230-27
663	Caster, concrete: products	7115-11

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664	Caster, electrotype	7321-15
665	Caster, jewellery moulds	7313-12
666	Caster, metal	7221-12
667	Caster, pottery and porcelain	7314-12
668	Caster, stereotype	7321-16
669	Cataloguer	2622-14
670	Cellarhand, hotel	9622-13
671	Cellarhand, restaurant	9622-14
672	Cellarhand, wine production	9322-11
673	Cellarman, hotel	9622-15
674	Cellarman, restaurant	9622-16
675	Cellarman, wine production	9322-12
676	Cellarwoman, hotel	9622-17
677	Cellarwoman, restaurant	9622-18
678	Cellarwoman, wine production	9322-13
679	Cementer, footwear: uppers	7536-12
680	Central Control Caster	3135-12
681	Centrifugal Casting-machine Operator	3135-36
682	Ceramic Artist	2651-12
683	Ceramics Technologist	2154-15
684	Certified Accountant	2411-18
685	Chairperson and Members Council of Governors	1121-24
686	Chairperson and members of Commission of Administrative Justice	1121-25
687	Chairperson and Members of Police Service Commission	1121-22
688	Chairperson and Members of Salaries and Remuneration Commission	1121-13
689	Chairperson and Members of the Commission on Revenue Allocation	1121-17
690	Chairperson and Members of the Independent Electoral and Boundaries Commission	1121-16
691	Chairperson and Members of the Judicial Service Commission	1121-18
692	Chairperson and Members of the Kenya National Human Rights and Equality Commission	1121-14
693	Chairperson and Members of the National Land Commission	1121-15
694	Chairperson and Members of the Parliamentary Service Commission	1121-21
695	Chairperson and Members of the Public Service Commission	1121-11
696	Chairperson and Members of the Teachers Service Commission	1121-12
697	Chairperson Ethics and Anti-Corruption Commission	1121-23
698	Chairperson, Company	1140-28
699	Chambermaid	9112-13
700	Changer, money	4211-15

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701	Channeller, footwear: soles	7536-13
702	Chaplain	2636-26
703	Chaplain, army	2636-27
704	Chaplain, prisons	2636-28
705	Chaplain, university	2636-31
706	Charger, furnace	8121-12
707	Chartered Accountant	2411-14
708	Chauffer, motor-car	8322-13
709	Chef	3434-11
710	Chef de cuisine	3434-12
711	Chef, executive	3434-13
712	Chef, head	3434-14
713	Chef, pastry	3434-15
714	Chemical Analyst, industrial production	2153-23
715	Chemical Batch still Operator	3133-16
716	Chemical Bleaching Operator	3133-18
717	Chemical Continuous still Operator	3133-17
718	Chemical Engineer (General)	2153-11
719	Chemical Engineer (Petroleum)	2153-12
720	Chemical Engineer Drugs and Poisons	2153-14
721	Chemical Engineer Fertilizer	2153-16
722	Chemical Engineer Paints and Varnish	2153-13
723	Chemical Engineer, Acids and Bases	2153-15
724	Chemical Engineer, Cement Production	2153-17
725	Chemical Engineering Estimator	3116-12
726	Chemical Engineering Technician	3116-11
727	Chemical Furnace Operator	3133-15
728	Chemical Heat-treating Plant Operator	3133-12
729	Chemical Laboratory Technologist	2153-22
730	Chemical Process technician	3133-13
731	Chemical Processing and Separating Equipment Operator	3133-11
732	Chemical Processing Operator Radioactive Materials	3133-21
733	Chemical radiation technician	3111-15
734	Chemical Still and reactor operator	3133-14
735	Chemical Technologist, Alcohol	2153-27
736	Chemical Technologist, Beverages	2153-18
737	Chemical Technologist, food	2153-21
738	Chemical Technologist, Paper	2153-26
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741	Chemical Technologists, fuel	2153-25
742	Chemist	2115-11
743	Chemist Industrial	2115-17
744	Chemist Inorganic	2115-24
745	Chemist Quality Assurance	2115-22
746	Chemist, Analytical	2115-12
747	Chemist, food	2115-13
748	Chemist, pharmaceutical	2115-14
749	Chemist, physical	2115-15
750	Chemist, Pulp and Paper	2115-23
751	Chemist, textile	2115-16
752	Chemists Forensic Science	2115-18
753	Chemists Organic	2115-21
754	Chief	1123-21
755	Chief County Officer	1124-17
756	Chief Executive Officer	1140-12
757	Chief Information Security Officer	2532-15
758	Chief Justice	1110-45
759	Chief of Staff and Head of Public Service	1122-15
760	Chief Officer Administration	1124-15
761	Chief Officer Ship	3152-14
762	Chief Officer, Prison	5413-14
763	Chief Registrar Judiciary	1122-16
764	Chief Secretary	1110-17
765	Chief Whip	1110-55
766	Child and Youth Counsellor	2635-15
767	Children's Officer	2635-26
768	Chimney-sweep	7133-12
769	Chinese Herbal Medicine Practitioner	2270-13
770	Chiropodist	2291-13
771	Chiropractor	2270-18
772	Choirmaster	2652-16
773	Chokerman	9215-13
774	Chokerwoman	9215-14
775	Choreographer	2653-11
776	Cinematographer	3521-17
777	Civil Engineer	2151-11
778	Civil engineering technician	3112-11

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780	Classer, hide	7535-12
781	Classer, pelt	7535-13
782	Classer, skin	7535-14
783	Classer, wool	7543-11
784	Classifier, aluminum	8121-13
785	Cleaner, building exteriors	7133-13
786	Cleaner, bus	9122-13
787	Cleaner, car	9122-11
788	Cleaner, carpet	9124-12
789	Cleaner, chimney flue	7133-14
790	Cleaner, cooling tower	9124-13
791	Cleaner, domestic	9111-11
792	Cleaner, drain	9124-14
793	Cleaner, dry: machine	8157-12
794	Cleaner, factory	9112-14
795	Cleaner, factory machines	9322-14
796	Cleaner, filter	9124-15
797	Cleaner, graffiti	9124-16
798	Cleaner, gutter	9124-17
799	Cleaner, hospital	9112-15
800	Cleaner, hotel	9112-16
801	Cleaner, metal	7224-14
802	Cleaner, office	9112-17
803	Cleaner, park	9613-11
804	Cleaner, pool	9124-18
805	Cleaner, restaurant	9112-18
806	Cleaner, street	9613-12
807	Cleaner, swimming pool	9124-21
808	Cleaner, train	9122-14
809	Cleaner, upholstery	9124-22
810	Cleaner, vehicles	9122-12
811	Cleaner, window	9123-11
812	Clearer, tree	9215-15
813	Clearing and Forwarding Clerk	4323-63
814	Clerk	4110-11
815	Clerk of works	3112-15
816	Clerk Pier	4323-64
817	Clerk to senate	1110-35

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820	Clerk, accounts	4311-11
821	Clerk, acquisitions: library	4411-12
822	Clerk, actuarial	4312-15
823	Clerk, adding	4132-12
824	Clerk, addressing machine	4417-11
825	Clerk, adjustment	4312-16
826	Clerk, advertising	4417-12
827	Clerk, air transport operations	4323-11
828	Clerk, appointments	4226-11
829	Clerk, auction	4311-12
830	Clerk, audit	4312-17
831	Clerk, bank	4211-16
832	Clerk, bills	4214-11
833	Clerk, bond	4312-18
834	Clerk, bookings: travel	4221-21
835	Clerk, bookkeeping	4132-13
836	Clerk, bookkeeping	4311-13
837	Clerk, book-loan	4411-13
838	Clerk, bookmaking	4212-12
839	Clerk, brokerage	4312-21
840	Clerk, calculating	4132-14
841	Clerk, call centre	4222-13
842	Clerk, cash-accounting	4311-14
843	Clerk, check-in: airport	4221-22
844	Clerk, classification: data processing	4413-11
845	Clerk, classification: library	4411-14
846	Clerk, classification: statistics	4413-12
847	Clerk, classified advertising	4417-13
848	Clerk, coding	4413-13
849	Clerk, coding: clinical	3252-12
850	Clerk, coding: data-processing	4413-14
851	Clerk, coding: statistics	4413-15
852	Clerk, collateral	4312-22
853	Clerk, compilation: directory	4417-14
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855	Clerk, computing	4132-16
856	Clerk, control: stock	4321-12

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858	Clerk, copying	4415-11
859	Clerk, Copyright	4110-14
860	Clerk, correspondence	4417-15
861	Clerk, cost computing	4311-15
862	Clerk, court	3411-17
863	Clerk, credit	4312-23
864	Clerk, customer contact centre	4222-14
865	Clerk, data entry	4132-17
866	Clerk, data input	4132-18
867	Clerk, depository: furniture	4321-13
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869	Clerk, dispatch: mail	4412-12
870	Clerk, dispatch: stock	4321-14
871	Clerk, document duplication	4415-12
872	Clerk, Enquiry	4110-13
873	Clerk, enquiry	4225-11
874	Clerk, estimating	4312-24
875	Clerk, filing	4415-13
876	Clerk, finance	4312-25
877	Clerk, finance: approving or assessing credit or loans	3312-17
878	Clerk, flight operations	4323-13
879	Clerk, form filling: assistance	4414-11
880	Clerk, franking machine	4411-15
881	Clerk, freight	4321-15
882	Clerk, Freight	4323-57
883	Clerk, freight: dispatching	4321-16
884	Clerk, freight: inward	4321-17
885	Clerk, freight: receiving	4323-14
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887	Clerk, freight: shipping	4323-16
888	Clerk, freight: traffic	4323-17
889	Clerk, general: office	4110-12
890	Clerk, goods: inward	4321-18
891	Clerk, goods: railway	4323-18
892	Clerk, hospital admissions	4228-11
893	Clerk, hotel front desk	4224-11
894	Clerk, human resources	4416-12
895	Clerk, index	4411-16

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897	Clerk, information: call centre	4222-15
898	Clerk, information: customer contact centre	4222-16
899	Clerk, information: health	3252-13
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901	Clerk, inquiries: counter	4225-13
902	Clerk, insurance	4312-26
903	Clerk, inventory: stock control	4321-21
904	Clerk, investment	4312-27
905	Clerk, invoice	4311-16
906	Clerk, invoicing	4132-21
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908	Clerk, justo writing	4131-11
909	Clerk, law	3411-21
910	Clerk, leave	4416-13
911	Clerk, ledger	4311-17
912	Clerk, library	4411-17
913	Clerk, list: addresses	4417-16
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915	Clerk, listing	4413-16
916	Clerk, loans: library	4411-18
917	Clerk, logistics	4323-21
918	Clerk, mail	4412-13
919	Clerk, mortgage	4312-28
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925	Clerk, photocopying	4415-14
926	Clerk, planning: materials	4322-12
927	Clerk, post office: counter	4211-17
928	Clerk, posting machine	4132-23
929	Clerk, probate	3411-22
930	Clerk, production	4322-13
931	Clerk, Production dispatching	4322-17
932	Clerk, production planning: coordination	4322-14
933	Clerk, production planning: schedule	4322-15
934	Clerk, Production receiving	4322-18

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938	Clerk, rating	4312-31
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944	Clerk, reproduction processes: office	4415-15
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946	Clerk, road transport services	4323-61
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955	Clerk, sorting: mail	4412-14
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957	Clerk, statistical	4312-33
958	Clerk, stock	4321-25
959	Clerk, store	4321-41
960	Clerk, store: sales	5223-16
961	Clerk, storeroom	4321-26
962	Clerk, supply	4321-27
963	Clerk, tally	4321-28
964	Clerk, tax	4312-34
965	Clerk, telefax	4131-12
966	Clerk, telegraph	4131-13
967	Clerk, teleprinter	4131-14
968	Clerk, telex	4131-15
969	Clerk, ticket	4211-23
970	Clerk, ticket issuing: entertainment and sporting events	5230-28
971	Clerk, ticket issuing: travel	4221-25
972	Clerk, toll collection	5230-31
973	Clerk, tourism information	4221-26

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976	Clerk, travel	4221-27
977	Clerk, travel agency	4221-28
978	Clerk, travel desk	4221-31
979	Clerk, typing	4131-16
980	Clerk, wages	4313-13
981	Clerk, ward	4228-12
982	Clerk, warehouse	4321-31
983	Clerk, weighbridge	4321-32
984	Clerk, weighing	4321-33
985	Clerk, word processing	4131-17
986	Clicker Cutter	7536-57
987	Climatologist	2114-12
988	Climber, high: logging	6210-14
989	Climber, logging	6210-15
990	Climber, tree	9215-16
991	Clinical Dietician	2292-11
992	Clinical Nurse Consultant	2221-11
993	Clinical Officer	2231-12
994	Clinical officer Specialist Paediatrics & Child Health	2232-12
995	Clinical officer Specialist, Anaesthesia	2232-14
996	Clinical officer Specialist, Audio and Hearing Care.	2232-26
997	Clinical officer Specialist, Cardiology	2232-24
998	Clinical officer Specialist, Chest medicine	2232-13
999	Clinical officer Specialist, Dermato-venereology	2232-17
1000	Clinical officer Specialist, Ear, Nose, Head & Neck Surgery	2232-23
1001	Clinical Officer Specialist, Maternal & Reproductive Health	2232-15
1002	Clinical officer Specialist, Mental Health & Psychiatry	2232-18
1003	Clinical Officer Specialist, Nephrology	2232-22
1004	Clinical officer Specialist, Oncology & Palliative Care	2232-21
1005	Clinical officer Specialist, Ophthalmology	2232-11
1006	Clinical officer Specialist, Orthopaedics & Trauma	2232-16
1007	Clinical officer Specialist, Speech & language Pathology	2232-25
1008	Clinical pharmacist	2260-16
1009	Clinical Wound Dresser	3221-14
1010	Clipper, mine	8111-12
1011	Clipper, press	4417-21
1012	Cloud Administrator	2543-17

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1014	Cloud Automation Engineer	2543-14
1015	Cloud Engineer	2543-16
1016	Cloud Network Engineer	2543-13
1017	Cloud Security Analyst	2543-12
1018	Cloud Software Engineer	2543-15
1019	Coach Builder	7213-15
1020	Coach, athletic	3422-11
1021	Coach, call centre	4222-17
1022	Coach, contact centre	4222-18
1023	Coach, dance	2355-11
1024	Coach, dancesport	2355-12
1025	Coach, debating	2357-12
1026	Coach, drama	2355-13
1027	Coach, games	3422-12
1028	Coach, mathematics: private tuition	2357-13
1029	Coach, phone	4222-21
1030	Coach, sports	3422-13
1031	Coach, vocal	2354-11
1032	Coalman	9333-13
1033	Coalwoman	9333-14
1034	Coastguard	5415-12
1035	Cobbler	7536-14
1036	Coconut oil marker	7514-34
1037	Coder, clerical	4413-22
1038	Coder, data-processing	4413-23
1039	Coder, statistics	4413-24
1040	Cold Roller (Steel)	3135-27
1041	Collator, bookbinding	7323-12
1042	Collector, account	4214-12
1043	Collector, bill and account	4214-13
1044	Collector, charity	4214-14
1045	Collector, coin machine	9623-11
1046	Collector, coin meter	9623-12
1047	Collector, debt	4214-15
1048	Collector, egg	9212-11
1049	Collector, firewood	9624-12
1050	Collector, garbage	9611-11
1051	Collector, payment	4214-16

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1053	Collector, refuse	9611-13
1054	Collector, rent	4214-17
1055	Collector, subsistence	6340-11
1056	Collector, tax	3352-11
1057	Collector, ticket	9625-22
1058	Collector, turnstile	9623-13
1059	Collector, vending-machine	9623-14
1060	Collector, water	9624-13
1061	College Principal	1140-18
1062	Comber, fibre: textile	7318-16
1063	Commissioner of assizes	2612-23
1064	Commissioner of Revenue Allocation	1110-52
1065	Communications analyst	2523-11
1066	Communications Officer	2432-15
1067	Community Pharmacist	2260-17
1068	Companion, aged care	5322-25
1069	Companion, disabled	5322-26
1070	Companion, except health or aged care	5173-11
1071	Companion, lady's	5173-12
1072	Companion, man's	5173-13
1073	Company Secretary	1140-14
1074	Compensation and Benefits Adviser/Specialist	2423-17
1075	Compere	2656-21
1076	Compiler, directory	4417-22
1077	Compositor, printing	7321-17
1078	Comptroller of State House	1123-11
1079	Computer games programmer	2513-12
1080	Computer Operator	4131-34
1081	Computer Programmer	2512-11
1082	Computer Scientist	2511-12
1083	Computer Systems Engineer (Hardware Engineer)	2162-14
1084	Computer Systems Engineer (Software Engineer)	2162-13
1085	Computer Vision Engineer	2542-15
1086	Concert and Opera Singer	2652-18
1087	Concher, chocolate	7512-15
1088	Concierge, building	5153-12
1089	Concierge, hotel	5414-13
1090	Concrete, general	7115-12

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1092	Conditioner, yarn	8151-12
1093	Conductor, Band	2652-23
1094	Conductor, bus	5112-13
1095	Conductor, cable car	5112-14
1096	Conductor, ferryboat	5112-15
1097	Conductor, hovercraft	5112-16
1098	Conductor, pullman car	5112-17
1099	Conductor, sleeping car	5112-18
1100	Conductor, train	5112-21
1101	Conductor, tram	5112-22
1102	Conductor, Transport	5112-26
1103	Conductor, trolley-bus	5112-23
1104	Conductor, vocal group	2652-17
1105	Coner, hat forms	7531-11
1106	Confectioner	7512-16
1107	Conservation Officer	2142-14
1108	Conservation scientist	2142-15
1109	Conservator, forest	2141-17
1110	Constable	5412-11
1111	Constable, detective	3355-12
1112	Consultant, beauty	5142-18
1113	Consultant, computer training	2356-11
1114	Consultant, education	2351-16
1115	Consultant, eligibility	4228-13
1116	Consultant, events management	3332-12
1117	Consultant, hair care	5141-12
1118	Consultant, Information Communication Technology: training	2356-12
1119	Consultant, internet: helpdesk	3512-26
1120	Consultant, internet: support	3512-27
1121	Consultant, it helpdesk	3512-28
1122	Consultant, party plan	5243-12
1123	Consultant, sales: automobile	5223-17
1124	Consultant, sales: car hire	5247-13
1125	Consultant, sales: door-to-door	5243-13
1126	Consultant, sales: manufacturing	3322-15
1127	Consultant, sales: outbound calls	5244-11
1128	Consultant, sales: rental	5247-14
1129	Consultant, sales: telemarketing	5244-12

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1131	Consultant, slimming	5142-21
1132	Consultant, software support	3512-31
1133	Consultant, support: Information Communication Technology	3512-32
1134	Consultant, tax	2411-17
1135	Consultant, technical: software support	3512-33
1136	Consultant, tele sales: cold calling	5244-13
1137	Consultant, tele sales: outbound calls	5244-14
1138	Consultant, travel	4221-32
1139	Consultant, weight loss	5142-22
1140	Consumer Relation Officer	2432-16
1141	Content creator	2641-32
1142	Contractor, cleaning	9112-21
1143	Contractor, gardening	6113-11
1144	Contractor, labour	3333-12
1145	Contractor, landscaping	6113-12
1146	Contractor, lawnmowing	9214-14
1147	Contractor, mowing	9214-15
1148	Contractor, spraying: pest or weed control	7544-11
1149	Controller of Budget	1110-51
1150	Controller, air service	3154-12
1151	Controller, air traffic	3153-27
1152	Controller, clerical: air transport service	4323-23
1153	Controller, clerical: airline traffic	4323-24
1154	Controller, clerical: mail	4412-15
1155	Controller, clerical: postal service	4412-16
1156	Controller, clerical: railway service	4323-25
1157	Controller, clerical: train	4323-26
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1161	Controller, pest	7544-12
1162	Controller, quality	7543-12
1163	Controller, systems	2522-12
1164	Controller, typist	3341-12
1165	Controller, weed	7544-13
1166	Cook	5120-11
1167	Cook, chief	3434-16
1168	Cook, fast food	9411-12

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1170	Cook, hamburgers	9411-14
1171	Cook, head	3434-17
1172	Cook, mess	5120-12
1173	Cook, pizza	9411-15
1174	Cook, preserving	7514-13
1175	Cook, restaurant	5120-13
1176	Cook, ship	5120-14
1177	Cook, short order	9411-16
1178	Cook, special diets	5120-15
1179	Cook, take away	9411-17
1180	Cook, vegetable	5120-16
1181	Cook, work camp	5120-17
1182	Cooper	7522-22
1183	Coordinator, administration: office administration or management	3341-13
1184	Coordinator, conference	3332-13
1185	Coordinator, crewing	4416-22
1186	Coordinator, curriculum	2351-17
1187	Coordinator, events	3332-14
1188	Coordinator, function	3332-15
1189	Coordinator, program: broadcasting	3435-15
1190	Coordinator, stunt	3435-16
1191	Coordinator, web: managing website	3514-12
1192	Coordinator, wedding	3332-16
1193	Coppersmith	7213-23
1194	Copy Holder	4110-15
1195	Copyist, jacquard design	7532-11
1196	Core Analyst, Petrol and Natural Gas	3116-17
1197	Core Network Engineer	2163-17
1198	Coremaker	7211-11
1199	Coroner	2613-11
1200	Cosmetologist	5142-23
1201	Councilor	1110-56
1202	Counsel State	2611-12
1203	Counsellor	2635-11
1204	Counsellor, AIDS/HIV	3259-12
1205	Counsellor, college	2357-14
1206	Counsellor, Disaster & Truama	2635-33
1207	Counsellor, Drugs and Substance Abuse	2635-32

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1209	Counsellor, family planning	3259-13
1210	Counsellor, Gender Based Violence	2635-31
1211	Counsellor, marriage	2635-13
1212	Counsellor, rehabilitation	2635-14
1213	Counsellor, school	2357-15
1214	Counsellor, student	2357-16
1215	Counsellor, tourism information	4221-33
1216	Counsellor, travel	4221-34
1217	Counsellor, visitor information	4221-35
1218	County Assembly clerk	1110-44
1219	County Chief of Staff	1124-12
1220	County Clerk	1124-26
1221	County Commissioner	1123-14
1222	County Executive Committee Member	1110-38
1223	County Municipality Board Chairperson	1124-14
1224	County Municipality Manager	1124-13
1225	County Secretary	1124-11
1226	County Treasurer	1124-16
1227	Coupler, railway yard	8312-13
1228	Courier, bicycle	9331-12
1229	Courier, diplomatic	3356-11
1230	Courier, driving car	8322-14
1231	Courier, driving van	8322-15
1232	Courier, motorcycle	8321-11
1233	Courier, on foot	9621-17
1234	Coxswain	8350-14
1235	Coxswain, lifeboat	8350-15
1236	Crater, hand	9321-13
1237	Credit Analyst	2412-17
1238	Credit Controller	2411-15
1239	Creeler	7317-11
1240	Crewman	8350-17
1241	Crewman, dredger	8350-18
1242	Crewman, drifter	6223-12
1243	Crewman, trawler	6223-13
1244	Crewman, whaling vessel	6224-12
1245	Crewman, yacht	8350-21
1246	Crewwoman	8350-22

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1247	Crewwoman, dredger	8350-23
1248	Crewwoman, drifter	6223-14
1249	Crewwoman, trawler	6223-15
1250	Crewwoman, whaling vessel	6224-13
1251	Crewwoman, yacht	8350-24
1252	Cricketer	3421-16
1253	Criminologist	2635-28
1254	Critical Care Nurse	2222-11
1255	Crocheter	7318-17
1256	Cross-cutter, logging	6210-16
1257	Croupier	4212-13
1258	Croupier, gambling-table	4212-14
1259	Cruiser, timber	6210-17
1260	Cultivator, algae	6221-11
1261	Cultivator, mushroom	6113-13
1262	Cultivator, pearl	6221-12
1263	Curator, art gallery	2621-12
1264	Curator, museum	2621-13
1265	Curer, bacon	7511-16
1266	Curer, fish	7511-17
1267	Curer, meat	7511-18
1268	Currier, leather	7535-15
1269	Cutter, crystal glass	7316-12
1270	Cutter, fish	7511-21
1271	Cutter, flame	7212-13
1272	Cutter, footwear	7536-15
1273	Cutter, fur	7531-12
1274	Cutter, garment	7532-12
1275	Cutter, glass	7315-15
1276	Cutter, glove	7532-13
1277	Cutter, granite	7113-15
1278	Cutter, intaglio glass	7316-13
1279	Cutter, jacquard card	8152-11
1280	Cutter, lawn	9214-16
1281	Cutter, leather	7536-16
1282	Cutter, mattress	7532-14
1283	Cutter, meat	7511-22
1284	Cutter, optical glass	7315-16
1285	Cutter, pattern	7532-15

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1286	Cutter, pole and pile	6210-18
1287	Cutter, precious metal	7313-13
1288	Cutter, railway tie	6210-21
1289	Cutter, sail	7532-16
1290	Cutter, sleeper	6210-22
1291	Cutter, stencil: silk-screen	7322-11
1292	Cutter, stone 43	7113-16
1293	Cutter, sugar cane	9211-11
1294	Cutter, sugar confectionery	7512-17
1295	Cutter, tailor's	7532-17
1296	Cutter, tent	7532-18
1297	Cutter, timber: forestry	6210-23
1298	Cutter, tobacco	7516-15
1299	Cutter, umbrella	7532-21
1300	Cutter, upholstery	7532-22
1301	Cutter, wood: forest	6210-24
1302	Cutter-finisher, stone	7113-17
1303	Cutter-polisher, gems	7313-14
1304	Cutter-polisher, industrial diamonds	8114-11
1305	Cutter-polisher, jewels	7313-15
1306	Cutter-setter, mosaic	7122-12
1307	Cutter-shaper, decorative glass	7316-14
1308	Cyber security Engineer	2532-11
1309	Cyclist, except racing	9331-13
1310	Cyclist, racing	3421-17
1311	Cystologist	2130-26
1312	Cytology Technician	3212-12
1313	Dairy Scientist	2141-23
1314	Dairy Technician	3142-14
1315	Dance and movement Therapist	2295-12
1316	Data Center Security Specialist	2532-13
1317	Data Centre Engineer	2523-15
1318	Data Centre Hardware Specialist	3512-72
1319	Data Centre Operations Specialist	3512-73
1320	Data Digitization Analyst	4132-43
1321	Data Digitization Clerk	4132-42
1322	Data Protection Officer	2532-16
1323	Database administrator	2521-11
1324	Database architect	2521-13

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1325	Database Programmer	2521-14
1326	Database Security Specialist/Analyst	2531-14
1327	Dayfiller	9334-22
1328	Dealer, art	3335-17
1329	Dealer, bond	3311-21
1330	Dealer, commodities	3324-15
1331	Dealer, commodity futures	3324-16
1332	Dealer, foreign exchange	3311-22
1333	Dealer, futures: financial	3311-23
1334	Dealer, gaming	4212-15
1335	Dealer, insurance	3321-15
1336	Dealer, investment	3311-24
1337	Dealer, livestock	3324-17
1338	Dealer, securities	3311-25
1339	Dealer, textiles	3324-18
1340	Dean of Students	1140-25
1341	Decorator, cake	7512-18
1342	Decorator, ceramics	7316-15
1343	Decorator, display	3432-11
1344	Decorator, film set	3432-12
1345	Decorator, interior	3432-13
1346	Decorator, pottery	7316-16
1347	Dehairer, hide and skin	7535-16
1348	Deliverer, bicycle	9331-14
1349	Deliverer, driving car	8322-16
1350	Deliverer, driving van	8322-17
1351	Deliverer, hand	9621-18
1352	Deliverer, leaflets	9621-21
1353	Deliverer, motorcycle	8321-12
1354	Deliverer, newspaper	9621-22
1355	Deliverer, on foot	9621-23
1356	Demographer	2120-24
1357	Demographer	2632-22
1358	Demonstrator, sales	5242-11
1359	Demonstrator, Shop	5223-27
1360	Dental Mechanic	3214-11
1361	Dental Practitioner	2250-12
1362	Dental surgeon	2250-13
1363	Dental Technician	3214-12

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1364	Dental Technologist	2250-24
1365	Dentist	2250-11
1366	Denturist	3214-13
1367	Deputy County Commissioner	1123-16
1368	Deputy Governor	1110-37
1369	Deputy President	1110-12
1370	Deputy Speaker of the County Assembly	1110-42
1371	Deputy Speaker of the National Assembly	1110-25
1372	Deputy Speaker Senate	1110-33
1373	Dermatologist	2212-12
1374	Derrickman	8113-12
1375	Derrickwoman	8113-13
1376	Design Engineer (Product Engineer)	2512-14
1377	Designer, armorial	3432-14
1378	Designer, computer systems/hardware	2162-16
1379	Designer, decoration	3432-15
1380	Designer, display	3432-16
1381	Designer, exhibition	3432-17
1382	Designer, interior	3432-18
1383	Designer, print circuit board	3114-12
1384	Designer, scenery	3432-21
1385	Designer, set	3432-22
1386	Designer, stage	3432-23
1387	Detailer, aircraft	9122-15
1388	Detailer, boat	9122-16
1389	Detailer, car	9122-17
1390	Detailer, caravan	9122-18
1391	Detailer, vehicles	9122-21
1392	Detective, police	3355-13
1393	Detective, private	3411-23
1394	Detective, store	3411-24
1395	Developer, curriculum	2351-18
1396	Developer, film black-and -white	8132-11
1397	Developer, film: colour	8132-12
1398	Developer, film: x-ray	8132-13
1399	Developer, negative: black-and-white	8132-14
1400	Developer, negative: colour	8132-15
1401	Developer, photograph: black-and-white	8132-16
1402	Developer, photograph: colour	8132-17

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1403	Developer, photographic plate	8132-18
1404	Developer, positive: black-and-white	8132-21
1405	Developer, positive: colour	8132-22
1406	Developer, print	8132-23
1407	Dhobi	9121-12
1408	Diagnostic medical radiographer	3211-16
1409	Dialysis Technician	3212-16
1410	Diemaker	7222-11
1411	Digester Operator Paper, Pulp	3136-11
1412	Digger, grave: earthmoving equipment	8342-11
1413	Digger, grave: hand-held tools	9312-11
1414	Digger, well	8113-14
1415	Digital forensic specialist	2531-12
1416	Digital Miner	2531-11
1417	Dipper, ceramics	7314-13
1418	Dipper, metal articles	8122-12
1419	Dipper, sugar confectionery	7512-21
1420	Dipper, tobacco	7516-16
1421	Dipper, wood treatment	7521-11
1422	Director of Public Prosecution	1110-53
1423	Director, Educational Institution	1140-33
1424	Director, Music	1432-23
1425	Director-General, Corporation	1140-27
1426	Disc Jockey	2656-18
1427	Dishwasher, hand	9412-13
1428	Dispatcher, clerical: aircraft	4323-28
1429	Dispatcher, clerical: boat	4323-31
1430	Dispatcher, clerical: bus	4323-32
1431	Dispatcher, clerical: gas pipelines	4323-33
1432	Dispatcher, clerical: oil pipelines	4323-34
1433	Dispatcher, clerical: railway	4323-35
1434	Dispatcher, clerical: train	4323-36
1435	Dispatcher, clerical: transport service	4323-37
1436	Dispatcher, clerical: truck	4323-38
1437	Dispenser, optical	3254-11
1438	Dispensing chemist	2260-12
1439	Dispensing Technician	3213-15
1440	Distiller Traditional Ligour	7517-16
1441	Distribution control Operator	3131-11

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1442	Distributor, free newspaper	9510-12
1443	Distributor, leaflet	9510-13
1444	Distributor, party plan	5243-14
1445	Distributor, selling door-to-door	5243-15
1446	District commissioner	1123-15
1447	District Officer	1123-18
1448	District social welfare officer	2635-25
1449	Diver, abalone	7541-11
1450	Diver, commercial	7541-12
1451	Diver, Oyster	6222-23
1452	Diver, oyster	7541-13
1453	Diver, pearl	7541-14
1454	Diver, salvage	7541-15
1455	Diver, shell fish	7541-16
1456	Diver, sponge	7541-17
1457	Diver, springboard or platform	3421-18
1458	Diver, subsistence	6340-12
1459	Diver, underwater	7541-18
1460	Docent	5113-11
1461	Docker	9333-15
1462	Doctor, saw	7224-15
1463	Documentalist	2622-12
1464	Documentary director	2654-11
1465	Doffer, cloth	9322-15
1466	Doorkeeper	5414-15
1467	Door-to-Door Salesperson	9520-18
1468	Draftsman Plumbing	3118-24
1469	Draughtsman, Cartographic	3118-26
1470	Draughtsman, civil engineering	3118-17
1471	Draughtsman, design/civil engineering	3118-18
1472	Draughtsman, design/electrical engineering	3118-14
1473	Draughtsman, design/mechanical engineering	3118-12
1474	Draughtsman, design/roads	3118-21
1475	Draughtsman, design/structural	3118-22
1476	Draughtsman, relays	3118-15
1477	Draughtsman, reticulation/sewage	3118-23
1478	Draughtsman, topographic	3118-27
1479	Drawer, fibre: optic	8142-12
1480	Drawer, prop: mine	8111-13

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1481	Drawer, prop: quarry	8111-14
1482	Drawer, timber: mine	8111-15
1483	Drawer, timber: quarry	8111-16
1484	Drawer, wire	7221-13
1485	Drawer-in, textile weaving	8152-12
1486	Dresser, fish	7511-23
1487	Dresser, meat	7511-24
1488	Dresser, pelt	7535-17
1489	Dresser, poultry	7511-25
1490	Dresser, stone	7113-18
1491	Dresser, theatrical	3435-17
1492	Dresser, tripe	7511-26
1493	Dresser, wig	5141-13
1494	Dresser, window	3432-24
1495	Dresser, wound	3221-15
1496	Dressmaker	7531-13
1497	Dressmaker, theatrical	7531-14
1498	Drier, snuff	7516-17
1499	Drier, tobacco	7516-18
1500	Driller, bore hole/water	8113-18
1501	Driller, developmental	8113-15
1502	Driller, directional	8113-16
1503	Driller, Geothermal	8111-21
1504	Driller, glass	7315-17
1505	Driller, metal	7223-12
1506	Driller, Mining	8111-17
1507	Driller, Oil and Gas	8111-18
1508	Driller, oil or gas well	8113-17
1509	Driller, pottery	7314-14
1510	Driller, precious metals	7313-16
1511	Driller, stone	7113-21
1512	Driller, water well	8113-21
1513	Drilling Engineer	2154-21
1514	Drilling Engineer Petroleum and Gas	2154-14
1515	Driver assistant: train	8311-12
1516	Driver, aircraft fueller	8332-11
1517	Driver, ambulance	8322-18
1518	Driver, animal	9332-11
1519	Driver, animal train	9332-12

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1520	Driver, animal-drawn vehicle	9332-13
1521	Driver, assistant: railway engine	8311-11
1522	Driver, bulldozer	8342-12
1523	Driver, bus	8331-11
1524	Driver, cab	8322-21
1525	Driver, cable railway	8343-14
1526	Driver, cage: mine	8343-15
1527	Driver, car	8322-22
1528	Driver, car-delivery	8322-23
1529	Driver, coach	8331-12
1530	Driver, concrete mixer	8332-12
1531	Driver, digger: trench digging	8342-13
1532	Driver, dispatch	8321-13
1533	Driver, dumper truck	8332-13
1534	Driver, elephant	9332-14
1535	Driver, elevated train	8311-13
1536	Driver, excavating machine	8342-14
1537	Driver, farm equipment: non-motorised	9332-15
1538	Driver, ferry	8350-16
1539	Driver, forge: hammer	7221-14
1540	Driver, funicular	8343-16
1541	Driver, garbage truck	8332-14
1542	Driver, handtruck	9331-15
1543	Driver, heavy goods vehicle	8332-15
1544	Driver, locomotive	8311-14
1545	Driver, lorry	8332-16
1546	Driver, lumber carrier	8341-11
1547	Driver, mail van	8322-24
1548	Driver, metropolitan railway	8311-15
1549	Driver, monorail	8311-16
1550	Driver, motor bus	8331-13
1551	Driver, motor car	8322-25
1552	Driver, motor coach	8331-14
1553	Driver, motor tricycle	8321-15
1554	Driver, motorcycle	8321-14
1555	Driver, pedal vehicle	9331-16
1556	Driver, postal van	8322-26
1557	Driver, racing	3421-21
1558	Driver, raft: logging	6210-25

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1559	Driver, railway engine	8311-17
1560	Driver, rickshaw: cycle	9331-17
1561	Driver, rickshaw: foot	9331-18
1562	Driver, rickshaw: motorized	8321-16
1563	Driver, road grader and scraper	8342-15
1564	Driver, road roller	8342-16
1565	Driver, road train	8332-17
1566	Driver, semi-trailer	8332-18
1567	Driver, shunting-engine	8311-18
1568	Driver, steamroller	8342-17
1569	Driver, street sweeper	8342-18
1570	Driver, streetcar	8331-15
1571	Driver, sub way	8311-21
1572	Driver, tanker	8332-21
1573	Driver, tar-spreading machine	8342-21
1574	Driver, taxi	8322-27
1575	Driver, taxi: bike	9331-21
1576	Driver, taxi: motor-tricycle	8321-17
1577	Driver, timber carrier	8341-12
1578	Driver, tractor	8341-13
1579	Driver, trailer-truck	8332-22
1580	Driver, train	8311-22
1581	Driver, train: road	8332-23
1582	Driver, tram	8331-16
1583	Driver, trench-digging machine	8342-22
1584	Driver, tricycle: motorized	8321-18
1585	Driver, tricycle: non-motorised	9331-22
1586	Driver, trolley-bus	8331-17
1587	Driver, truck	8332-24
1588	Driver, truck: forklift	8344-11
1589	Driver, truck: heavy	8332-25
1590	Driver, underground train	8311-23
1591	Driver, van	8322-28
1592	Drug Inspector	3141-18
1593	Dry-cleaner, carpet	9124-23
1594	Dry-cleaner, hand	9121-13
1595	Dryer, asbestos	8121-14
1596	Dryer, laundry: hand	9121-14
1597	Duplicating Machine Operator/Photocopier	4132-35

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1598	Dustman	9611-14
1599	Dustwoman	9611-15
1600	Dyer, leather	7535-18
1601	Dyer, pelt	7535-21
1602	Dyer, vat: leather	7535-22
1603	Dyer, vat: pelt	7535-23
1604	Dyer-stainer	7535-24
1605	Dyer-stainer, leather	7535-25
1606	Dyer-stainer, spray	7535-26
1607	Early Childhood Educator	2342-11
1608	Ecologist	2142-12
1609	Econometrician	2631-18
1610	Economic adviser	2631-21
1611	Economic analyst	2631-22
1612	Economic Botanist	2130-16
1613	Economist	2631-23
1614	Economist, agricultural	2631-14
1615	Economist, Home	2292-17
1616	Economist, international trade	2631-15
1617	Economist, labour	2631-16
1618	Economist, transport	2631-17
1619	Editor	2641-14
1620	Editor, book	2641-15
1621	Editor, journal	2641-16
1622	Editor, sound	3521-18
1623	Education Assessor	2351-21
1624	Education Methods Specialist	2351-11
1625	Educator Field	2351-32
1626	Educator, museum	5113-12
1627	Electric Arc Furnace-man (Steel Refining)	3135-18
1628	Electric Power Plant Operator	3131-12
1629	Electrical Draughtsman	3118-13
1630	Electrical Engineer	2161-11
1631	Electrical repairman	7411-21
1632	Electrical Supervisor, Wiring	3123-17
1633	Electrician	7411-11
1634	Electrician, aircraft	7412-13
1635	Electrician, automotive	7412-14
1636	Electrician, building	7411-12

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1637	Electrician, building maintenance	7411-13
1638	Electrician, building repairs	7411-14
1639	Electrician, electrical installation: building	7411-15
1640	Electrician, locomotive	7412-15
1641	Electrician, motor vehicle	7412-17
1642	Electrician, neon-lighting	7411-16
1643	Electrician, ship	7412-18
1644	Electrician, stage and studio	7411-17
1645	Electrician, theatre	7411-18
1646	Electrician, tram	7412-21
1647	Electrician, vehicle	7412-22
1648	Electricity Tracer	3113-15
1649	Electronic Hardware Design Engineer	2162-17
1650	Electronic Signaling System Fitter	7421-35
1651	Electronics Fitter (industrial equipment)	7421-34
1652	Electronics Fitter- (Medical Equipment)	7421-33
1653	Electronics Fitter-Assembler	7421-32
1654	Electro-Optical Engineer	2162-18
1655	Electroplater	8122-13
1656	Electrotherapist	3255-16
1657	Electrotyper	7321-18
1658	Embalmer	5160-13
1659	Embosser, book	7323-13
1660	Embosser, paper	7322-12
1661	Embroiderer	7533-11
1662	Enameller, ceramics	7316-17
1663	Enameller, glass	7316-18
1664	Enameller, jewellery	7313-17
1665	Enameller, metal articles	8122-14
1666	Endocrinologist	2212-28
1667	Endodontist	2250-14
1668	Energy Auditor	3113-17
1669	Engine designer	2152-35
1670	Engineer	2152-11
1671	Engineer Biomedical	2156-11
1672	Engineer Electronics	2162-11
1673	Engineer explosive ordinance	2157-11
1674	Engineer Machinery/Industrial	2152-14
1675	Engineer Marine Salvage	2157-12

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1676	Engineer Optical	2156-14
1677	Engineer Power Distribution and Transmission	2161-15
1678	Engineer Power Generating and Control	2161-12
1679	Engineer Process design	2152-15
1680	Engineer Prototyping	2152-16
1681	Engineer Safety	2157-13
1682	Engineer Telecommunications	2163-11
1683	Engineer, aircraft maintenance: avionics	7421-11
1684	Engineer, bore-hole	2154-22
1685	Engineer, computer systems	2162-15
1686	Engineer, Computer Systems	2511-21
1687	Engineer, computer: computer support	3512-34
1688	Engineer, construction	2151-13
1689	Engineer, customer service: computer helpdesk	3512-35
1690	Engineer, dams	2151-26
1691	Engineer, desktop support	3512-36
1692	Engineer, drainage and irrigation	2152-12
1693	Engineer, Electric Power Generation	2161-22
1694	Engineer, highways	2151-15
1695	Engineer, hydraulic	2151-27
1696	Engineer, internet: helpdesk	3512-37
1697	Engineer, internet: managing websites	3514-13
1698	Engineer, maintenance/aircraft	3153-25
1699	Engineer, marine	3151-13
1700	Engineer, motor vessels	3151-12
1701	Engineer, pavement	2151-16
1702	Engineer, pipeline	2151-28
1703	Engineer, power control	2161-13
1704	Engineer, power distribution	2161-16
1705	Engineer, power generating	2161-14
1706	Engineer, power transmission	2161-17
1707	Engineer, refrigeration	2152-13
1708	Engineer, roads	2151-17
1709	Engineer, service	2155-14
1710	Engineer, service lines	2161-21
1711	Engineer, stationary	8182-11
1712	Engineer, waste water treatment	2151-24
1713	Engineer, waterways	2151-31
1714	Engineering Technicians Production	3119-11

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1715	Engineer-Software Transition	2511-15
1716	Engraver and Etcher (Artistic)	2651-16
1717	Engraver, artistic	2651-17
1718	Engraver, decorative	7316-21
1719	Engraver, glass	7316-22
1720	Engraver, jewellery	7313-18
1721	Engraver, linoleum block: printing	7321-21
1722	Engraver, lithographic stone: printing	7321-22
1723	Engraver, metal die: printing	7321-23
1724	Engraver, metal plate: printing	7321-24
1725	Engraver, metal roller: printing	7321-25
1726	Engraver, music printing	7321-26
1727	Engraver, pantograph	7321-27
1728	Engraver, photogravure	7321-28
1729	Engraver, rubber block: printing	7321-31
1730	Engraver, stone	7113-22
1731	Engraver, wood block: printing	7321-32
1732	Enlarger, photograph	8132-24
1733	Enrolled Nurse	3221-17
1734	ENT Specialist	2212-44
1735	Enterprise Application Analyst	2511-22
1736	Entomologist	2130-18
1737	Enumerator, field	4312-35
1738	Environment scientist	2142-11
1739	Environmental adviser	2142-16
1740	Environmental auditor	2142-17
1741	Environmental consultant	2142-18
1742	Environmental Engineer	2142-28
1743	Environmental Health officer	2142-26
1744	Environmental research scientist	2142-21
1745	Epidemiologist	2212-35
1746	Erector, billboard	7119-14
1747	Erector, constructional steel	7214-12
1748	Erector, metal airframe	7232-14
1749	Erector, prefabricated buildings	7119-15
1750	Erector, radio aerial	7422-13
1751	Erector, refrigeration and air conditioning equipment	7127-11
1752	Erector, ship beam and frame	7214-13
1753	Erector, structural metal	7214-14

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1754	Erector, television aerial	7422-14
1755	Erector-installer, agricultural machinery	7233-11
1756	Erector-installer, industrial machinery	7233-12
1757	Ergonomic Physiotherapist	2291-25
1758	Escort, Security	5414-31
1759	Escort, social	5173-18
1760	Escort, tour	5113-13
1761	Essayist	2641-18
1762	Estimator building	3112-13
1763	Etcher, artistic	2651-18
1764	Etcher, glass	7316-23
1765	Etcher, printed circuit board	8212-32
1766	Etcher, printing: metal engraving	7321-33
1767	Etcher, printing: metal plate	7321-34
1768	Etcher, printing: metal roller	7321-35
1769	Etcher, printing: photogravure	7321-36
1770	Ethnologist	2632-21
1771	Evangelist	3413-12
1772	Eviscerator, animal	7511-27
1773	Examiner, claims	3315-17
1774	Examiner, cloth	7543-13
1775	Examiner, driving	5174-11
1776	Examiner, fabrics	7543-14
1777	Examiner, tax	3352-12
1778	Executive Secretary	1140-13
1779	Executive, account: sales (except ICT, industrial, medical and pharmaceutical products)	3322-16
1780	Expeller, oil	7514-14
1781	Extension officer	3142-12
1782	Exterminator	7544-14
1783	Eyeletter, footwear	7536-17
1784	Family Medical Practitioner	2211-15
1785	Farm demonstrators	3142-13
1786	Farm overseer crop production	2141-26
1787	Farmer, apiary	6123-13
1788	Farmer, beekeeping	6123-14
1789	Farmer, cattle: subsistence	6320-11
1790	Farmer, cereal	6111-11
1791	Farmer, cereal: market production	6111-12

S/No	KeSCO 2022 ALPHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
1792	Farmer, cereal: subsistence farming	6310-11
1793	Farmer, cocoa	6112-14
1794	Farmer, coconut	6112-15
1795	Farmer, coffee	6112-16
1796	Farmer, copra	6112-17
1797	Farmer, corn	6111-13
1798	Farmer, corn: market production	6111-14
1799	Farmer, cotton	6111-15
1800	Farmer, crocodile	6124-17
1801	Farmer, crop field crops	6111-16
1802	Farmer, egg production	6122-17
1803	Farmer, field crop	6111-17
1804	Farmer, field crop (market production)	6111-18
1805	Farmer, field vegetable	6111-21
1806	Farmer, field vegetable: (market production)	6111-22
1807	Farmer, field: crop (subsistence farming)	6310-13
1808	Farmer, field: vegetable (subsistence farming)	6310-14
1809	Farmer, fish	6221-13
1810	Farmer, flax	6111-23
1811	Farmer, fruit	6112-18
1812	Farmer, fur: non-domesticated animals	6124-18
1813	Farmer, goat: market production	6121-34
1814	Farmer, goat: subsistence farming	6320-12
1815	Farmer, goose	6122-18
1816	Farmer, grain	6111-24
1817	Farmer, grain: market production	6111-25
1818	Farmer, grain: subsistence farming	6310-15
1819	Farmer, groundnut	6111-26
1820	Farmer, groundnut: market production	6111-27
1821	Farmer, groundnut: subsistence farming	6310-16
1822	Farmer, hop	6112-21
1823	Farmer, horse: breeding	6121-35
1824	Farmer, horse: raising	6121-36
1825	Farmer, jute	6111-28
1826	Farmer, kangaroo	6124-21
1827	Farmer, livestock	6121-37
1828	Farmer, livestock and crops	6130-11
1829	Farmer, livestock: market production	6121-38
1830	Farmer, livestock: subsistence farming	6320-13

S/No	KeSCO 2022 ALPHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
1831	Farmer, maize	6111-31
1832	Farmer, maize: market production	6111-32
1833	Farmer, maize: subsistence farming	6310-12
1834	Farmer, milk	6121-41
1835	Farmer, mixed crop	6114-11
1836	Farmer, mixed crop: market production	6114-12
1837	Farmer, mixed crop: subsistence farming	6310-17
1838	Farmer, mixed farming	6130-12
1839	Farmer, mixed: market production	6130-13
1840	Farmer, mixed: subsistence	6330-11
1841	Farmer, mixed-animal	6121-42
1842	Farmer, mixed-animal: market production	6121-43
1843	Farmer, mixed-animal: subsistence farming	6320-14
1844	Farmer, non-domesticated animals	6124-22
1845	Farmer, nut	6112-22
1846	Farmer, orchard	6112-23
1847	Farmer, ostrich	6124-23
1848	Farmer, oyster	6221-14
1849	Farmer, pelt: domesticated animals	6121-44
1850	Farmer, pelt: non-domesticated animals	6124-24
1851	Farmer, pig	6121-45
1852	Farmer, pig: market production	6121-46
1853	Farmer, pig: subsistence farming	6320-15
1854	Farmer, potato	6111-33
1855	Farmer, poultry	6122-21
1856	Farmer, poultry	6320-18
1857	Farmer, ranch	6121-47
1858	Farmer, rice	6111-34
1859	Farmer, rice: market production	6111-35
1860	Farmer, rice: subsistence farming	6310-18
1861	Farmer, rubber	6112-24
1862	Farmer, seafood	6221-15
1863	Farmer, sericulture	6123-15
1864	Farmer, sheep	6121-48
1865	Farmer, sheep: market production	6121-51
1866	Farmer, sheep: subsistence farming	6320-16
1867	Farmer, shrub crop	6112-25
1868	Farmer, silk	6123-16
1869	Farmer, silkworm raising	6123-17

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1870	Farmer, soya-bean	6111-36
1871	Farmer, stud	6121-52
1872	Farmer, subsistence	6330-12
1873	Farmer, sugar-beet	6111-37
1874	Farmer, sugar-cane	6111-38
1875	Farmer, tea	6112-26
1876	Farmer, tobacco	6111-41
1877	Farmer, tree crop	6112-27
1878	Farmer, turkey	6122-22
1879	Farmer, vegetable	6111-42
1880	Farmer, vegetable: market production	6111-43
1881	Farmer, vegetable: subsistence farming	6310-21
1882	Farmer, vineyard	6112-28
1883	Farmer, viniculture	6112-31
1884	Farmer, wheat	6111-44
1885	Farmer, wheat: market production	6111-45
1886	Farmer, wheat: subsistence farming	6310-22
1887	Farming Advisor	3142-11
1888	Farrier	7221-15
1889	Father-in-charge, monastery	2636-22
1890	Father-in-charge/Parish priest	2636-21
1891	Feller, logging	6210-26
1892	Feller, tree	6210-27
1893	Feller-bucker, tree	6210-28
1894	Fellmonger	7535-27
1895	Ferry officer	3152-24
1896	Fettler	8122-15
1897	Fibre Drawer	7318-53
1898	Field Crop Technician	3142-15
1899	Field Maintenance Engineer	3114-24
1900	Fighter	3421-22
1901	Fighter, fire	5411-11
1902	Filer, library	4411-21
1903	Filler, bottle	8183-11
1904	Filler, day	9334-23
1905	Filler, evening	9334-24
1906	Filler, night	9334-25
1907	Filler, shelf	9334-26
1908	Filler, stock	9334-27

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
1909	Filleter, fish	7511-28
1910	Film editor	2654-12
1911	Finance Manager	1211-11
1912	Finance Officer	1211-22
1913	Financial and Investment advisors	2412-15
1914	Financial Controller	2411-21
1915	Financial Examiner	2412-11
1916	Financial Planner	2412-16
1917	Financial Secretary	1110-23
1918	Financial System Analyst	2412-12
1919	Fingerprint Expert	3119-21
1920	Finisher, book	7323-14
1921	Finisher, cast metal articles	7224-16
1922	Finisher, cement	7115-13
1923	Finisher, concrete	7115-14
1924	Finisher, die	7222-12
1925	Finisher, footwear	7536-18
1926	Finisher, glass	7315-18
1927	Finisher, luggage	8213-36
1928	Finisher, metal	7224-17
1929	Finisher, optical lens	7545-12
1930	Finisher, paper	8171-12
1931	Finisher, pelt	7535-28
1932	Finisher, photo-engraving: printing plates	7321-37
1933	Finisher, print	7323-15
1934	Finisher, stone	7113-23
1935	Finisher, wooden furniture	7522-23
1936	Fire inspector	3112-21
1937	Fire Inspectors	3119-15
1938	Fire investigator	3119-12
1939	Fire officer	3119-14
1940	Fire Prevention Officer	3119-13
1941	Fire prevention specialist	3112-22
1942	Firefighter, aircraft accidents	5411-12
1943	Firefighter, forest	5411-13
1944	Fireman	5411-14
1945	Fireman, aircraft accidents	5411-15
1946	Fireman, boiler plant	8182-12
1947	Fireman, fighting fires	5411-16

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
1948	Fireman, forest	5411-17
1949	Fireman, locomotive boiler	8182-13
1950	Fireman, ship's boiler	8182-14
1951	Firewoman	5411-21
1952	Firewoman, aircraft accidents	5411-22
1953	Firewoman, boiler plant	8182-15
1954	Firewoman, forest	5411-23
1955	Firewoman, locomotive boiler	8182-16
1956	Firewoman, ship's boiler	8182-17
1957	First Aid Officer	3221-16
1958	Fish Scout	6221-26
1959	Fish Scout	6222-22
1960	Fisheries	3356-14
1961	Fisheries advisor	2141-27
1962	Fisherman, coastal waters	6222-12
1963	Fisherman, deep-sea	6223-16
1964	Fisherman, inland waters	6222-13
1965	Fisherman, seal	6224-14
1966	Fisherman, subsistence	6340-13
1967	Fisherman, Subsistence Fishing	6340-22
1968	Fisherwoman, coastal waters	6222-14
1969	Fisherwoman, deep-sea	6223-17
1970	Fisherwoman, inland waters	6222-15
1971	Fisherwoman, seal	6224-15
1972	Fisherwoman, subsistence	6340-14
1973	Fishmonger	7511-31
1974	Fitter, agricultural machinery	7233-13
1975	Fitter, aircraft pipe	7126-11
1976	Fitter, bench: trucks	8211-32
1977	Fitter, computer equipment	7422-15
1978	Fitter, diesel: road transport	7231-11
1979	Fitter, duct	7126-12
1980	Fitter, dynamo	7412-23
1981	Fitter, earth-moving equipment	7233-14
1982	Fitter, electrical	7412-24
1983	Fitter, electronic/radar equipment	7422-16
1984	Fitter, electronic/radio	7422-17
1985	Fitter, electronic/television	7422-18
1986	Fitter, electronics	7421-12

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
1987	Fitter, engine: agricultural and industrial machinery	7233-15
1988	Fitter, engine: aircraft	7232-15
1989	Fitter, engine: marine	7233-16
1990	Fitter, engine: motor vehicle	7231-12
1991	Fitter, engine: steam	7233-17
1992	Fitter, footwear	7536-21
1993	Fitter, gas pipe	7126-13
1994	Fitter, generator: electrical	7412-25
1995	Fitter, industrial machinery	7233-18
1996	Fitter, Instrument/Electrical	7412-28
1997	Fitter, machine-tool	7233-21
1998	Fitter, marine pipe	7126-14
1999	Fitter, metalworking machinery	7233-22
2000	Fitter, mining machinery	7233-23
2001	Fitter, motor/electrical	7412-26
2002	Fitter, office machinery	7233-24
2003	Fitter, pipe	7126-15
2004	Fitter, plant maintenance	7233-25
2005	Fitter, plate-glass	7125-12
2006	Fitter, printing machinery	7233-26
2007	Fitter, sewerage pipe	7126-16
2008	Fitter, shop	7116-17
2009	Fitter, slot machine	7422-23
2010	Fitter, stationary: engine	7233-27
2011	Fitter, steam pipe	7126-17
2012	Fitter, telegraphic equipment	7422-21
2013	Fitter, telephone/fax	7422-22
2014	Fitter, textile machinery	7233-28
2015	Fitter, train engine	7233-31
2016	Fitter, Transformer	7412-27
2017	Fitter, tube: aircraft	7126-18
2018	Fitter, turbine	7233-32
2019	Fitter, typewriter	7421-13
2020	Fitter, tyre	7231-13
2021	Fitter, vending machine	7422-24
2022	Fitter, ventilation pipe	7126-21
2023	Fitter, water supply pipe	7126-22
2024	Fitter, woodworking machinery	7233-33
2025	Fitter-assembler, airframe	7232-16

S/No	KeSCO 2022 ALPHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2026	Fixer, duct	7126-23
2027	Fixer, loom	8152-13
2028	Fixer, plasterboard	7123-11
2029	Fixer, prefabricated buildings	7119-16
2030	Fixer, roof	7121-11
2031	Flavourer, tobacco	7516-21
2032	Flayer	7511-32
2033	Flenser, whale	6224-16
2034	Flesher, hide and skin	7535-31
2035	Flesher, pelt	7535-32
2036	Flesher-dehairer, hide	7535-33
2037	Flight Attendants and Travel Stewards	4221-38
2038	Flight Engineer	3153-24
2039	Flight Navigator	3153-21
2040	Floriculturist	6113-14
2041	Florist, arranging flowers	7545-13
2042	Florist, operating a shop	5221-11
2043	Flying Instructor	3153-33
2044	Folder, footwear: uppers	7536-22
2045	Food Service dietician	2292-12
2046	Footballer	3421-23
2047	Forecaster, weather	2114-13
2048	Foreman building	3112-14
2049	Forensic science technician	3119-17
2050	Forester	2141-18
2051	Forester	6210-31
2052	Forestry	3356-15
2053	Forestry advisor	2141-21
2054	Forestry Scientist	2141-16
2055	Forestry Technician	3143-15
2056	Forger, drop	7221-16
2057	Forge-smith	7221-17
2058	Former, glass	7315-22
2059	Former, metal	7221-18
2060	Fortune-teller	5171-12
2061	Forwarder, bookbinding	7323-16
2062	Framer	7116-18
2063	Freelance Journalist	2642-26
2064	Freighthandler	9333-16

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2065	Friar	3413-13
2066	Frogman	7541-21
2067	Frogman, salvage	7541-22
2068	Frogwoman	7541-23
2069	Frogwoman, salvage	7541-24
2070	Froster, glass sandblasting	7315-21
2071	Fueler, aircraft	8332-26
2072	Fumigator	7544-15
2073	Furnace man, non-ferrous metal converting and refining	3135-24
2074	Furnace-man open hearth/steel production	3135-15
2075	Furnace-man, blast/ore smelting	3135-14
2076	Furnace-man, Electrical Steel Refinery	3135-21
2077	Furnace-man, metal melting	3135-33
2078	Furnace-man, oxygen/steel converting	3135-16
2079	Furrier	7531-15
2080	Gambler	3421-24
2081	Game warden	5415-13
2082	Gamekeeper	5172-17
2083	Gaoler	5413-11
2084	Gardener	6113-15
2085	Gardener, landscape	6113-16
2086	Gardener, market	6113-17
2087	Gardener, subsistence	6310-23
2088	Gas Plant Operator	3134-12
2089	Gas Supervisor	3121-18
2090	Gastroenterologist	2212-32
2091	Gatherer, Food	6340-21
2092	Gatherer, glass	7315-23
2093	Gatherer, seaweed	9216-12
2094	Gatherer, shellfish	9216-13
2095	Gatherer, subsistence	6340-15
2096	Genealogist	2633-11
2097	Generating station operator	3131-13
2098	Geo technical Engineer	2151-33
2099	Geo- thermal Power Operator	3131-18
2100	Geochemist	2112-11
2101	Geographer	2632-14
2102	Geographer, human	2632-16
2103	Geographer, physical	2632-17

S/No	KeSCO 2022 ALPHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2104	Geologist	2112-12
2105	Geomorphologists	2632-15
2106	Geophysicists	2112-13
2107	Geotechnical technician	3112-23
2108	Geriatric Physiotherapist	2291-27
2109	Gerontologist	2212-43
2110	Gilder, edge: bookbinding	7323-17
2111	Girl, errand	9510-14
2112	Girl, messenger	9621-24
2113	Girl, pizza: maker	9411-18
2114	Girl, script	3435-18
2115	Glazier	7125-13
2116	Glazier, roofing	7125-14
2117	Glazier, stained-glass	7125-15
2118	Glazier, vehicle	7125-16
2119	Goal keeper	3421-31
2120	Goatherd	6121-53
2121	Goldsmith	7313-21
2122	Golfer	3421-25
2123	Governess, children	5311-16
2124	Governor	1110-36
2125	Governor Central Bank	1140-21
2126	Grader, fibre: textile	7318-18
2127	Grader, food	7515-11
2128	Grader, footwear: soles	7536-23
2129	Grader, fruit	7515-12
2130	Grader, fur	7531-16
2131	Grader, hide	7535-34
2132	Grader, meat	7515-13
2133	Grader, oil	7515-14
2134	Grader, pelt	7535-35
2135	Grader, products	7543-15
2136	Grader, skin	7535-36
2137	Grader, stone	7113-24
2138	Grader, textile	7543-16
2139	Grader, tobacco	7516-22
2140	Grader, vegetable	7515-15
2141	Grader, wood	7521-12
2142	Grainer, photogravure: printing plates	7321-38

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2143	Graphic Artist	2651-21
2144	Grazier	6121-54
2145	Greenkeeper	6113-18
2146	Grinder, chocolate	7512-22
2147	Grinder, glass	7315-24
2148	Grinder, glass edge	7315-25
2149	Grinder, glass lens	7545-14
2150	Grinder, machine tool	7224-18
2151	Grinder, metal	7224-21
2152	Grinder, slate	7113-25
2153	Grinder, snuff	7516-23
2154	Grinder, stone	7113-26
2155	Grinder, textile carding machine	7224-22
2156	Grip	7215-11
2157	Grocer	5221-12
2158	Groom, horse	9212-12
2159	Groom, stud	9212-13
2160	Groundsman	6113-21
2161	Groundswoman	6113-22
2162	Grower, bulbs: nursery	6113-23
2163	Grower, carnation	6113-24
2164	Grower, cereal	6111-46
2165	Grower, cotton	6111-47
2166	Grower, field: crop	6111-48
2167	Grower, field: vegetable	6111-51
2168	Grower, flower	6113-25
2169	Grower, horticultural	6113-26
2170	Grower, market: gardening	6113-27
2171	Grower, mushroom	6113-28
2172	Grower, nursery	6113-31
2173	Grower, osier	6113-32
2174	Grower, potato	6111-52
2175	Grower, reed	6113-33
2176	Grower, rice	6111-53
2177	Grower, rose	6113-34
2178	Grower, seeds: nursery	6113-35
2179	Grower, shrub crop	6112-41
2180	Grower, soya-bean	6111-54
2181	Grower, spices: nursery	6113-36

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2182	Grower, sugar-beet	6111-55
2183	Grower, sugar-cane	6111-56
2184	Grower, tea	6112-42
2185	Grower, tree crop	6112-43
2186	Grower, tulip	6113-37
2187	Grower, vegetable: subsistence	6310-24
2188	Grower, vegetables: nursery	6113-38
2189	Grower, vine	6112-44
2190	Grower, wine	6112-45
2191	Guard Coast	3351-12
2192	Guard, art gallery	5414-16
2193	Guard, beach	5415-14
2194	Guard, border	3351-11
2195	Guard, car	9510-15
2196	Guard, crossing	5415-15
2197	Guard, museum	5414-17
2198	Guard, police force	5412-12
2199	Guard, prison	5413-12
2200	Guard, security	5414-18
2201	Guard, train: freight	8312-14
2202	Guard, train: goods	8312-15
2203	Guard, train: passengers	5112-24
2204	Guide, art gallery	5113-14
2205	Guide, discovery	5113-15
2206	Guide, industrial establishment	5113-16
2207	Guide, museum	5113-17
2208	Guide, Nature Park	5113-18
2209	Guide, outdoor adventure	3423-11
2210	Guide, safari	5113-21
2211	Guide, sightseeing	5113-22
2212	Guide, theme park	5113-23
2213	Guide, tour	5113-24
2214	Guide, tourist	5113-25
2215	Guide, travel	5113-26
2216	Guitarist, Band	2652-24
2217	Gunsmith	7222-13
2218	Gymnast, sport	3421-26
2219	Gynaecologist	2212-13
2220	Hairdresser	5141-14

S/No	KeSCO 2022 ALPHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2221	Hairstylist	5141-15
2222	Hammersmith	7221-21
2223	Hammersmith, precious-metal articles	7313-22
2224	Hand Cart pusher	9331-28
2225	Hand, cable-ship	8350-25
2226	Hand, cannery	9322-16
2227	Hand, deck	8350-26
2228	Hand, farm	9213-11
2229	Hand, farm: citrus fruit	9211-12
2230	Hand, farm: cotton picking	9211-13
2231	Hand, farm: dairy	9212-14
2232	Hand, farm: field crops	9211-14
2233	Hand, farm: fruit picking	9211-15
2234	Hand, farm: fur-bearing animals	9212-15
2235	Hand, farm: livestock	9212-16
2236	Hand, farm: livestock and crops	9213-12
2237	Hand, farm: milch	6121-55
2238	Hand, farm: milking	6121-56
2239	Hand, farm: mixed farming (livestock and crops)	9213-13
2240	Hand, farm: orchard	9211-16
2241	Hand, farm: silk worms	9212-17
2242	Hand, farm: skilled (mixed livestock and crops)	6130-14
2243	Hand, farm: tea plucking	9211-17
2244	Hand, ferry	8350-27
2245	Hand, garden	9214-17
2246	Hand, harvest	9211-18
2247	Hand, harvest: field crops	9211-21
2248	Hand, harvest: orchard	9211-22
2249	Hand, nursery: horticulture	9214-18
2250	Hand, pizza	9411-21
2251	Hand, plant nursery	9214-21
2252	Hand, ranch	6121-57
2253	Hand, shuttle	9322-17
2254	Hand, stable	9212-18
2255	Hand, table: bread	7512-23
2256	Hand, table: flour confectionery	7512-24
2257	Hand, tug	8350-28
2258	Handicraft Worker in Metal	7319-22
2259	Handicraft worker, bone articles	7319-24

S/No	KeSCO 2022 APHABETICAL INDEX OF OCCUPATIONAL TITLES	KeSCO CODE
2260	Handicraft worker, stone articles	7319-14
2261	Handler, baggage	9333-17
2262	Handler, food: fast food	9411-22
2263	Handler, material: manufacturing	9322-18
2264	Handler, pottery	7314-15
2265	Handler, Refuse	9611-17
2266	Handler, stock: retail	9334-28
2267	Handler, stock: warehouse	9333-21
2268	Handwriting Expert	3119-22
2269	Handyman	9622-21
2270	Handyperson	9622-22
2271	Handywoman	9622-23
2272	Hanger, wallpaper	7131-11
2273	Harbour Master	3152-17
2274	Harpooner, whale	6224-17
2275	Hatcher, fish	6221-16
2276	Hatcher-breeder, poultry	6122-23
2277	Hatter	7531-17
2278	Hawker, except food	9520-11
2279	Hawker, food	5212-11
2280	Head of Government Department	1123-26
2281	Head Teacher	1140-26
2282	Headmaster	1140-34
2283	Headmistress	1140-35
2284	Healer, drugless treatment	3230-12
2285	Healer, faith	3413-14
2286	Healer, herbal	3230-13
2287	Healer, village	3230-14
2288	Heater, billet	8121-15
2289	Heating, Ventilation and Refrigeration Engineer.	2152-27
2290	Heating, ventilation and Refrigeration Technician	3115-17
2291	Helper, aged care	5322-27
2292	Helper, companion	5322-28
2293	Helper, domestic	9111-12
2294	Helper, farm	9213-14
2295	Helper, home: caring for aged or infirm	5322-31
2296	Helper, kitchen: domestic	9412-15
2297	Helper, kitchen: non-domestic	9412-16
2298	Helper, pre-school	5312-16

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2299	Helper, teacher's	5312-17
2300	Herbalist	2270-14
2301	Herbalist	3230-15
2302	Herd Tester	3142-16
2303	High Commissioner	1123-31
2304	High School Teacher	2330-11
2305	Highway, Road and Street Construction Engineer	2151-14
2306	Historian	2633-13
2307	Histotechnician	3212-18
2308	Hod-carrier	9313-15
2309	Hoddie	9313-16
2310	Homeopath	2270-15
2311	Hooker, sponge	6222-16
2312	Horticultural technician	3142-17
2313	Horticulturist	2141-12
2314	Horticulturist	6113-41
2315	Hospital Matron	1342-18
2316	Hospital Pharmacist	2260-13
2317	Host, club	5173-21
2318	Host, party plan	5243-16
2319	Hostess, air	5111-13
2320	Hostess, club	5173-22
2321	Hostess, party plan	5243-17
2322	Hot roller, steel production	3135-25
2323	Houseboy	9111-14
2324	Housefather, associate professional	3412-13
2325	Housekeeper, domestic	5152-12
2326	Housekeeper, executive	5151-11
2327	Housekeeper, hotel	5151-12
2328	Housemaid	9111-15
2329	Housemaster, associate professional: approved school	3412-14
2330	Housemistress, associate professional: approved school	3412-15
2331	Housemother, associate professional	3412-16
2332	Human Capital Planner	2423-13
2333	Human Resource Development specialist	2424-14
2334	Human Resource specialist	2423-12
2335	Hunter	6224-18
2336	Hunter, seal	6224-21
2337	Hunter, subsistence	6340-16

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2338	Hunter, whale	6224-22
2339	Hunter-gatherer	6340-17
2340	Hydraulic Engineer	2151-25
2341	Hydro therapist	3255-17
2342	Hydroblaster, cleaning	9124-24
2343	Hydroblaster, graffiti removal	9124-25
2344	Hydroelectric power plant Operator	3131-14
2345	Hydrologist	2113-11
2346	Hydrologist Spatial	2113-12
2347	Hydro-meteorologist	2114-14
2348	Hygienist, dental	3251-14
2349	Hygienist, oral	3251-15
2350	Illustrator	2651-26
2351	Imam	2636-13
2352	Imposer, printing	7321-41
2353	Impregnator, wood	7521-13
2354	Impresario	1432-24
2355	Impression Taker	3119-23
2356	Incinerator operator	3132-11
2357	Indexer	2641-21
2358	Industrial Engineer	2155-12
2359	Industrial Machinery & Tools Engineer	2152-33
2360	Industrial Pharmacist	2260-14
2361	Infectious disease specialist	2212-41
2362	Information officer	2642-12
2363	Information officer	2642-15
2364	Information Security Analyst	2532-14
2365	Information System Analyst	2511-13
2366	Inlayer, marquetry	7522-24
2367	Inseminator, artificial	3240-12
2368	Inspector General of Police	1123-32
2369	Inspector, agricultural	3356-12
2370	Inspector, border	3351-13
2371	Inspector, civil service	3356-13
2372	Inspector, claims	3315-18
2373	Inspector, clerical: railway transport (service)	4323-41
2374	Inspector, clerical: road transport (service)	4323-42
2375	Inspector, customs	3351-15
2376	Inspector, electrical products	7543-17

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2377	Inspector, electronic products	7543-18
2378	Inspector, fabrics	7543-21
2379	Inspector, food sanitation and safety	3257-11
2380	Inspector, Government: administration	3356-16
2381	Inspector, health	3257-12
2382	Inspector, insurance: claims	3315-21
2383	Inspector, levy	3352-16
2384	Inspector, licensing	3354-11
2385	Inspector, meat	3257-13
2386	Inspector, occupational health and safety	3257-14
2387	Inspector, pensions	3353-11
2388	Inspector, pollution	3257-15
2389	Inspector, Prices	3356-17
2390	Inspector, product safety	3257-16
2391	Inspector, products (except food and drinks)	7543-22
2392	Inspector, quality	7543-23
2393	Inspector, safety and health	3257-17
2394	Inspector, safety and health: child care	3257-18
2395	Inspector, safety and health: consumer (protection)	3257-21
2396	Inspector, safety and health: establishments	3257-22
2397	Inspector, safety and health: industrial (waste-processing)	3257-23
2398	Inspector, safety and health: labour	3257-24
2399	Inspector, safety and health: shops	3257-25
2400	Inspector, safety and health: working conditions	3257-26
2401	Inspector, sanitary	3257-27
2402	Inspector, taxation	3352-13
2403	Inspector, ticket: public transport	5112-25
2404	Inspector, Wages	3356-18
2405	Inspector, Weights and measures	3356-21
2406	Installation Engineer	3114-26
2407	Installer, computer hardware	7422-25
2408	Installer, door	7116-21
2409	Installer, drain	7126-24
2410	Installer, duct	7126-25
2411	Installer, engine	8211-33
2412	Installer, glazing	7125-17
2413	Installer, insulation	7124-11
2414	Installer, lagging	7124-12
2415	Installer, plasterboard	7123-12

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2416	Installer, pool	7119-17
2417	Installer, refrigeration and air conditioning equipment	7127-12
2418	Installer, septic tank	7126-26
2419	Installer, software	3512-38
2420	Installer, sound-proofing acoustic	7124-13
2421	Installer, telegraph	7422-26
2422	Installer, telephone	7422-27
2423	Installer, window: frame	7116-22
2424	Installer, window: glazing	7125-18
2425	Installer, windscreen	7125-21
2426	Instructor, aerobics	3423-12
2427	Instructor, automotive technology	2320-15
2428	Instructor, billiards	3422-14
2429	Instructor, bridge	3422-15
2430	Instructor, chess	3422-16
2431	Instructor, cosmetology	2320-16
2432	Instructor, dance	2355-14
2433	Instructor, driving	5174-12
2434	Instructor, fitness	3423-13
2435	Instructor, horse riding	3423-14
2436	Instructor, Job	2423-23
2437	Instructor, life skills	3412-17
2438	Instructor, polytechnic	2320-13
2439	Instructor, recreation	3423-15
2440	Instructor, sailing	3423-16
2441	Instructor, ski	3422-17
2442	Instructor, sports	3422-18
2443	Instructor, swimming	3422-21
2444	Instructor, underwater diving	3423-17
2445	Instrumental Musician, Percussion Instrument	2652-21
2446	Instrumental Musician, Wind Instrument	2652-22
2447	Instrumentalist (Orchestra)	2652-12
2448	Instrumentation Engineer	2162-12
2449	Interactive Media writer	2641-22
2450	Internal Combustion Engine (except Ship or Aircraft) Assembler	8211-37
2451	Internet development	2513-13
2452	Interpreter	2643-11
2453	Interpreter, historical	5113-27
2454	Interpreter, photographic	3112-17

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2455	Interpreter, science	5113-28
2456	Intertype operator	7321-42
2457	Interviewer, eligibility	4228-14
2458	Interviewer, market research	4227-12
2459	Interviewer, public opinion	4227-13
2460	Interviewer, survey	4227-14
2461	Investigator, police	3355-14
2462	Investigator, private	3411-25
2463	Investment Accountant	2411-23
2464	Investment analyst	2413-12
2465	Invigilator	5312-18
2466	IOT Infrastructure Architect	2541-11
2467	IOT Network Engineer	2541-12
2468	IOT Security Specialist	2541-13
2469	IOT Software Developer	2541-14
2470	IOT System Administrator	2541-15
2471	Ironer, hand	9121-15
2472	Jack, steeple	7119-18
2473	Janitor	5153-13
2474	Janitor	9313-27
2475	Jeweler	7313-23
2476	Jiggerer, pottery and porcelain	7314-16
2477	Jigmaker	7222-14
2478	Job analyst	2423-14
2479	Jobber, stock	3311-26
2480	Jockey	3421-27
2481	Jogger, web press	7322-13
2482	Jointer, cable: data	7422-28
2483	Jointer, cable: electric	7413-11
2484	Jointer, cable: telecommunications	7422-31
2485	Jointer, cable: telegraph	7422-32
2486	Jointer, cable: telephone	7422-33
2487	Jointer, pipe-laying	7126-27
2488	Jollier, pottery and porcelain	7314-17
2489	Journalist	2642-11
2490	Journalist, photo	3431-11
2491	Judge	2612-11
2492	Judge Environment and Land Court	2612-15
2493	Judge of Court of Appeal	2612-13

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2494	Judge of Supreme Court	2612-12
2495	Judge, Employment and Labour relations court	2612-16
2496	Judge, High Court	2612-14
2497	Judge, sports	3422-22
2498	Jumper, show	3421-28
2499	Junior Software Developer	2512-16
2500	Jurist (except lawyer or judge)	2613-12
2501	Justice of the Peace	3411-26
2502	Justowriter	4131-18
2503	Kadhi	2612-17
2504	Keeper Zoo	5172-23
2505	Keeper, animal reserve	5172-18
2506	Keeper, aviary	5172-21
2507	Keeper, green	6113-42
2508	Keeper, kennel	5172-22
2509	Keeper, lighthouse	8350-31
2510	Keeper, lock: canal or port	8343-17
2511	Keeper, shop	5221-13
2512	Keeper, stock records	4321-38
2513	Kitchenhand	9412-14
2514	Knacker	7511-33
2515	Knitter	7318-21
2516	Lab Chemist	3116-22
2517	Labeller	9322-46
2518	Labeller, hand	9321-14
2519	Laboratory Assistant Food and Beverages	3116-21
2520	Laboratory Assistant Metallurgical	3117-22
2521	Laboratory Assistant Pharmaceutical	3213-16
2522	Laboratory Assistant, Glass and Ceramics	3116-18
2523	Labour Analyst	2631-24
2524	Labourer quarry	9311-12
2525	Labourer, aquaculture	9216-14
2526	Labourer, builder's	9313-17
2527	Labourer, cattle station	9212-21
2528	Labourer, cemetery: gardening	9214-22
2529	Labourer, construction: building work	9313-18
2530	Labourer, construction: civil engineering	9312-12
2531	Labourer, construction: dams	9312-13
2532	Labourer, construction: roads	9312-14

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2533	Labourer, council: gardening	9214-23
2534	Labourer, demolition	9313-21
2535	Labourer, digging: ditch	9312-15
2536	Labourer, digging: grave	9312-16
2537	Labourer, digging: trench	9312-17
2538	Labourer, earthmoving	9312-18
2539	Labourer, factory	9322-21
2540	Labourer, farm	9213-15
2541	Labourer, farm:	9213-16
2542	Labourer, farm: cotton	9211-23
2543	Labourer, farm: dairy	9212-22
2544	Labourer, farm: field crops	9211-24
2545	Labourer, farm: livestock	9212-23
2546	Labourer, farm: potato digging	9211-25
2547	Labourer, fish farm	9216-15
2548	Labourer, fishery	9216-16
2549	Labourer, forestry	9215-17
2550	Labourer, garden	9214-24
2551	Labourer, harvesting	9211-26
2552	Labourer, horticultural	9214-25
2553	Labourer, maintenance	9312-21
2554	Labourer, maintenance: dams	9312-22
2555	Labourer, maintenance: roads	9312-23
2556	Labourer, manufacturing	9322-22
2557	Labourer, mining	9311-11
2558	Labourer, nursery	9214-26
2559	Labourer, odd-job	9622-24
2560	Labourer, ranch	9212-24
2561	Labourer, recycling	9612-11
2562	Labourer, rice farm	9211-27
2563	Labourer, tube well	9312-24
2564	Labourer, water well	9312-25
2565	Labourer, wine production	9322-23
2566	Lacer, jacquard card	8152-14
2567	Lad, stable	9212-25
2568	Ladler, glass	7315-26
2569	Ladler, metal	8121-16
2570	Land Surveyor	2172-12
2571	Landscape Architect	2171-13

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2572	Lap former, textile fibre:	7318-22
2573	Lapidary	7313-24
2574	Laser Technician	3119-16
2575	Lass, stable	9212-26
2576	Laster, footwear	7536-24
2577	Launderer, hand	9121-16
2578	Lawnmower	9214-27
2579	Lawyer, mercantile	2611-14
2580	Layer, carpet	7122-13
2581	Layer, composition tile	7122-14
2582	Layer, drain	7126-28
2583	Layer, firebrick	7112-16
2584	Layer, floor	7122-15
2585	Layer, parquetry	7122-16
2586	Layer, pipe	7126-31
2587	Layer, tile	7122-17
2588	Layer, underground cable	7413-12
2589	Layer-jointer, mains pipes	7126-32
2590	Layer-on, printing press	7322-14
2591	Leader of Majority	1110-28
2592	Leader of Minority	1110-31
2593	Leader, program: recreation	3423-18
2594	Leader, team: call centre	3341-14
2595	Leader, team: contact centre	3341-15
2596	Leather Scourer	7535-51
2597	Lecturer, College	2310-17
2598	Lecturer, University	2310-13
2599	Legal Officer	2611-15
2600	Lender, money	4213-11
2601	Letterer, sign-writing	7316-24
2602	Lexicographer	2643-12
2603	Librarian	2622-11
2604	Life boatman	8350-32
2605	Life boatwoman	8350-33
2606	Lifeguard	5415-16
2607	Lifesaver, surf	5415-17
2608	Lift Operator	9621-38
2609	Light ship woman	8350-41
2610	Light shipman	8350-38

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2611	Lighter man	8350-34
2612	Lighter woman	8350-35
2613	Lighthouse-man	8350-36
2614	Lighthouse-woman	8350-37
2615	Lighting Artist	2654-21
2616	Linguist	2643-18
2617	Linotyper	7321-43
2618	Liquid waste process operator	3132-12
2619	Lithographic Artist	3118-31
2620	Lithographic Designer	3118-28
2621	Live Action Director	2654-23
2622	Loader, aircraft	9333-22
2623	Loader, boat	9333-23
2624	Loader, furniture	9333-24
2625	Loader, garbage truck	9611-16
2626	Loader, manufacturing	9322-24
2627	Loader, railway vehicles	9333-25
2628	Loader, road vehicles	9333-26
2629	Loader, ship	9333-27
2630	Loans and Credit Manager	1211-12
2631	Locksmith	7222-15
2632	Loftsman, structural metal	7214-15
2633	Loftswoman, structural metal	7214-16
2634	Logger	6210-32
2635	Longshoreman	9333-28
2636	Longshorewoman	9333-31
2637	Lopper, tree	9214-28
2638	Lumberjack	6210-33
2639	Lympoedema Physiotherapist	3255-32
2640	Machine Learning Engineer	2542-11
2641	Machine man, Paper Wet End	3136-13
2642	Machine man, Paper, Dry End	3136-14
2643	Machine Operator, Die-casting	3135-37
2644	Machine Vision Engineer	2542-17
2645	Machine-operator, case hardener	3135-43
2646	Machine-operator, continuous rod-casting/non-ferrous metals	3135-38
2647	Machine-operator, metal annealer	3135-41
2648	Machine-operator, metal extruder	3135-47
2649	Machine-operator, metal hardener	3135-42

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2650	Machine-operator, metal tempering	3135-44
2651	Machine-operator, seamless pipe and tube drawing	3135-46
2652	Machine-operator, wire drawing	3135-45
2653	Machinist, CNC	7223-13
2654	Machinist, metal	7223-14
2655	Machinist, sewing	8153-11
2656	Machinist, wood products	7523-12
2657	Macro-economist	2631-11
2658	Magistrate	2612-18
2659	Magnetic resonance Imaging Technologist	3211-17
2660	Mahout	9332-16
2661	Maid, domestic	9111-16
2662	Maid, lady's	5173-14
2663	Maid, linen	9112-22
2664	Maid, parlour: domestic	9111-17
2665	Maid, personal	5173-15
2666	Mailman/post man	4412-17
2667	Mailwoman/Post woman	4412-18
2668	Maintenance Engineer	2155-13
2669	Maintenance Technician-Mechanical	3115-15
2670	Maitre d'hotel	5131-12
2671	Maker hand cart	7522-55
2672	Maker, accordion	7312-12
2673	Maker, artificial flower	7318-23
2674	Maker, barometer	7311-16
2675	Maker, barrel	7522-25
2676	Maker, basket	7317-12
2677	Maker, bead belts	7319-17
2678	Maker, bead necklace/synthetic	7319-18
2679	Maker, bedding	7534-11
2680	Maker, biscuit	7512-25
2681	Maker, blouse	7531-18
2682	Maker, braid	7318-24
2683	Maker, braille plate	7321-44
2684	Maker, brick	7114-12
2685	Maker, broom	7317-13
2686	Maker, brush	7317-14
2687	Maker, burger	9411-23
2688	Maker, butter	7513-11

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2689	Maker, cap	7531-21
2690	Maker, cask	7522-26
2691	Maker, chair	7522-27
2692	Maker, cheese	7513-12
2693	Maker, chewing-gum	8160-11
2694	Maker, chocolate	7512-26
2695	Maker, chutney	7514-15
2696	Maker, cigar	7516-24
2697	Maker, cigarette	7516-25
2698	Maker, clock	7311-17
2699	Maker, clock case	7522-28
2700	Maker, clog	7522-31
2701	Maker, coffin	7522-32
2702	Maker, concrete block	7114-11
2703	Maker, confectionery	7512-27
2704	Maker, corset	7531-22
2705	Maker, dairy products	7513-13
2706	Maker, drum	7312-13
2707	Maker, fast food	9411-24
2708	Maker, fishing net	7318-25
2709	Maker, footwear	7536-25
2710	Maker, footwear: raffia	7317-15
2711	Maker, fruit juice	7514-16
2712	Maker, furniture: basketry	7317-16
2713	Maker, furniture: cane	7522-33
2714	Maker, furniture: soft furnishing	7534-12
2715	Maker, furniture: wicker	7317-17
2716	Maker, gauge	7222-16
2717	maker, ghee	7513-15
2718	Maker, gown	7531-23
2719	Maker, hamburger	9411-25
2720	Maker, hand-bag/leather	7536-58
2721	Maker, harness	7536-26
2722	Maker, hat	7531-24
2723	Maker, horse collar	7536-27
2724	Maker, ice-cream	7513-14
2725	Maker, instrument case	7522-34
2726	Maker, instrument: dental	7311-18
2727	Maker, instrument: meteorological	7311-21

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2728	Maker, instrument: nautical	7311-22
2729	Maker, instrument: optical	7311-23
2730	Maker, instrument: precision	7311-24
2731	Maker, instrument: scientific	7311-25
2732	Maker, instrument: stringed	7312-14
2733	Maker, instrument: surgical	7311-26
2734	Maker, instrument: woodwind	7312-15
2735	Maker, jam	7514-17
2736	Maker, jewellery	7313-25
2737	Maker, jig-gauge	7222-17
2738	Maker, key: piano	7312-16
2739	Maker, ladder: wood	7522-35
2740	Maker, leather goods	7536-28
2741	Maker, lingerie	7531-25
2742	Maker, log-raft	6210-34
2743	Maker, mast and spar: wood	7116-23
2744	Maker, mattress	7534-13
2745	Maker, metallic necklace/traditional	7319-21
2746	Maker, mkokoteni	7522-54
2747	Maker, model: wooden	7522-36
2748	Maker, net	7318-26
2749	Maker, noodle	7512-28
2750	Maker, organ	7312-17
2751	Maker, orthopaedic: footwear	7536-31
2752	Maker, other concrete products	7114-14
2753	Maker, panel: saddlery	7536-32
2754	Maker, paper	7317-18
2755	Maker, pastry	7512-31
2756	Maker, pattern	7222-18
2757	Maker, paving slabs	7114-13
2758	Maker, photographic equipment	7311-27
2759	Maker, photogravure: printing plate	7321-45
2760	Maker, piano	7312-18
2761	Maker, piano accordion	7312-21
2762	Maker, piano case	7522-37
2763	Maker, pickle	7514-18
2764	Maker, picture frame	7522-38
2765	Maker, pie	7512-32
2766	Maker, pipe: smoking (wood)	7522-41

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2767	Maker, pizza	9411-26
2768	Maker, plate: printing	7321-46
2769	Maker, pottery and porcelain mould	7314-18
2770	Maker, pottery spout	7314-21
2771	Maker, precious-metal chain	7313-26
2772	Maker, precious-metal leaf	7313-27
2773	Maker, press tool	7222-21
2774	Maker, quilt	7534-14
2775	Maker, saddle	7536-33
2776	Maker, safety net	7318-27
2777	Maker, sausage	7511-34
2778	Maker, screen	7321-47
2779	Maker, shirt	7531-26
2780	Maker, snuff	7516-26
2781	Maker, soft furnishing	7534-15
2782	Maker, sound-board: piano	7312-22
2783	Maker, sponge cake	7512-33
2784	Maker, sports equipment: footwear	7536-34
2785	Maker, sports equipment: wood	7522-42
2786	Maker, stencil: printing plate	7321-48
2787	Maker, stencil: silk-screen	7322-15
2788	Maker, stone mortar	7319-15
2789	Maker, sugar: traditional methods	7514-21
2790	Maker, surgical footwear	7536-35
2791	Maker, tank: wooden	7522-43
2792	Maker, tap-die	7222-22
2793	Maker, tapestry	7318-28
2794	Maker, template	7222-23
2795	Maker, tobacco cake	7516-28
2796	Maker, tobacco plug	7516-31
2797	Maker, toy: metal	7319-23
2798	Maker, toy: wooden	7317-21
2799	Maker, traditional smoking tobacco	7516-32
2800	Maker, tyre	8141-11
2801	Maker, vegetable juice	7514-22
2802	Maker, violin	7312-23
2803	Maker, watch	7311-28
2804	Maker, whip	7536-36
2805	Maker, wig	7531-27

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2806	Maker, Wine	7517-17
2807	Maker, xylophone	7312-24
2808	Maker, yeast	7512-34
2809	maker, yoghurt	7513-16
2810	Maker-up, photo-typesetting	7321-51
2811	Maker-up, printing	7321-52
2812	Maltster	8160-12
2813	Mammographer	3211-18
2814	Man, odd-job	9622-25
2815	Man, stunt	3435-21
2816	Management Accountant	2411-22
2817	Management Analyst	2421-11
2818	Management Consultant	2421-13
2819	Manager Accounting	1211-15
2820	Manager Archives	1230-11
2821	Manager Art -gallery	1230-12
2822	Manager Budget	1211-16
2823	Manager Child Care Facility	1343-11
2824	Manager Child Rescue Centre	1343-13
2825	Manager Day Care Facility	1343-12
2826	Manager Digital sales	1221-15
2827	Manager Finance and Administration	1211-17
2828	Manager Financial Analysis	1121-26
2829	Manager Human Resource	1212-16
2830	Manager Industrial relations	1212-12
2831	Manager Investments	1121-27
2832	Manager Leather and Textile Products	1321-14
2833	Manager Library	1230-13
2834	Manager Marketing	1221-12
2835	Manager Media House	1222-14
2836	Manager Museum	1230-14
2837	Manager Network marketing	1221-16
2838	Manager Pipeline	1324-34
2839	Manager Resource Mobilization	1121-25
2840	Manager Retail Trade	1420-12
2841	Manager Sales and Marketing	1221-13
2842	Manager Sales Promotion	1221-14
2843	Manager Strategy and Change Management	1213-22
2844	Manager Super/Mini Market	1420-13

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2845	Manager Wholesale Trade	1420-11
2846	Manager, account: organizing conferences or events	3332-17
2847	Manager, Administration	1213-11
2848	Manager, Advertising	1222-12
2849	Manager, Aged Care Facility	1344-11
2850	Manager, Agricultural Farm	1311-11
2851	Manager, Agricultural Production	1311-14
2852	Manager, Agro-chemical Products	1321-15
2853	Manager, Air Transport	1324-16
2854	Manager, Aquaculture Production	1313-12
2855	Manager, Bar	1412-13
2856	Manager, Bus Station	1324-12
2857	Manager, Business Services	1433-13
2858	Manager, Cafeteria	1412-11
2859	Manager, Call Centre	1330-16
2860	Manager, call centre team	3341-16
2861	Manager, Campsite	1431-15
2862	Manager, Canteen	1412-14
2863	Manager, Casino	1431-18
2864	Manager, Catering Service	1411-14
2865	Manager, Chain Store	1420-18
2866	Manager, Cinema	1432-12
2867	Manager, Cleaning	1341-11
2868	Manager, Communication	1222-13
2869	Manager, Communications	1324-32
2870	Manager, Computing Services	1330-12
2871	Manager, conference	3332-18
2872	Manager, Construction Projects	1323-11
2873	Manager, contact centre team	3341-17
2874	Manager, Cultural Centre	1431-16
2875	Manager, Dairy Farm	1311-15
2876	Manager, dance studio: instructing	2355-15
2877	Manager, Data Processing Operations	1330-13
2878	Manager, Data Processing Systems	1330-14
2879	Manager, Distribution	1324-27
2880	Manager, e-commerce: managing website	3514-14
2881	Manager, Environment	1312-12
2882	Manager, events	3332-21
2883	Manager, Export	1221-17

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2884	Manager, Ferry Services	1324-17
2885	Manager, fish farm	6221-17
2886	Manager, Fisheries	1313-11
2887	Manager, Fishing Operations	1313-13
2888	Manager, Floor	1432-25
2889	Manager, floor: broadcasting	3435-22
2890	Manager, Food Production	1321-13
2891	Manager, Forestry	1312-11
2892	Manager, front office: hospital or school	3341-18
2893	Manager, functions	3332-22
2894	Manager, Green Grocery	1420-15
2895	Manager, Health Services	1342-13
2896	Manager, Health Spa	1431-21
2897	Manager, Home Delivery	1324-26
2898	Manager, Horticultural Farm	1311-17
2899	Manager, Hotel	1411-11
2900	Manager, Human Resource development and Management	1212-11
2901	Manager, Hunting	1312-16
2902	Manager, Import	1221-18
2903	Manager, Import-export	1221-21
2904	Manager, Information Communication Technology	1330-11
2905	Manager, Information Systems	1330-15
2906	Manager, information: health	3252-15
2907	Manager, information: website management	3514-15
2908	Manager, Inn Keeper	1411-13
2909	Manager, internet: managing website	3514-16
2910	Manager, Laundry	1341-12
2911	Manager, Leisure Centre	1431-17
2912	Manager, Livestock Farm	1311-13
2913	Manager, Lodging and Catering Services	1411-12
2914	Manager, Logistics	1324-25
2915	Manager, Manufacturing	1321-11
2916	Manager, Media House	1432-14
2917	Manager, Mining and Drilling	1322-11
2918	Manager, Mining and Processing	1322-13
2919	Manager, Motel	1411-15
2920	Manager, Nursing Home	1344-12
2921	Manager, office	3341-21
2922	Manager, Organization and Methods	1213-12

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2923	Manager, Paper and Plastics	1321-16
2924	Manager, Park	1312-13
2925	Manager, Passenger Traffic	1324-13
2926	Manager, Pensions	1212-15
2927	Manager, Personal Care	1341-13
2928	Manager, Personnel	1212-13
2929	Manager, Personnel and Industrial relations	1212-14
2930	Manager, Planning and Development	1213-15
2931	Manager, Planning and Development	1223-11
2932	Manager, Plant Operations	1213-21
2933	Manager, Plantation	1311-12
2934	Manager, Poultry Farm	1311-16
2935	Manager, Power Generation	1323-13
2936	Manager, Procurement	1324-28
2937	Manager, Productivity and Quality Control Managers	1213-13
2938	Manager, property	3334-16
2939	Manager, Public Relations	1222-11
2940	Manager, Purchasing	1324-23
2941	Manager, Quality Assurance	1213-14
2942	Manager, Quality Control	1213-17
2943	Manager, Quarrying	1322-12
2944	Manager, Ranch	1311-18
2945	Manager, Real Estate Agency	1433-11
2946	Manager, reception: weddings	3332-23
2947	Manager, records: health	3252-16
2948	Manager, Recreational Organization	1431-13
2949	Manager, Research	1223-12
2950	Manager, Research and development	1223-13
2951	Manager, Restaurant	1412-12
2952	Manager, Road Transport	1324-15
2953	Manager, Sales	1221-11
2954	Manager, sales team: call centre	5244-15
2955	Manager, sales: call centre	5244-16
2956	Manager, Sanitation and Sewer Systems	1323-14
2957	Manager, Service	1431-23
2958	Manager, Shipping Line	1324-18
2959	Manager, Shop	1420-14
2960	Manager, Sports Centre	1431-11
2961	Manager, Sports Club	1431-14

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2962	Manager, Stadia	1431-12
2963	Manager, Stadium	1431-22
2964	Manager, Stage	1432-26
2965	Manager, stage	3435-23
2966	Manager, Stationer	1420-22
2967	Manager, Steel Rolling	1321-12
2968	Manager, Storage and Warehousing	1324-22
2969	Manager, Studio	1432-13
2970	Manager, Supply and Distribution	1324-24
2971	Manager, Theatre	1432-11
2972	Manager, Transport	1324-33
2973	Manager, Transport Company	1324-14
2974	Manager, Travel Agency	1433-12
2975	Manager, Water Works	1323-12
2976	Manager, Waterways	1324-21
2977	Manager, website	3514-17
2978	Manager, Wildlife Conservancy	1312-15
2979	Manager, Wildlife Services	1312-14
2980	Manager, Wood Products	1321-17
2981	Manager, Workshop	1213-18
2982	Managing Director	1140-11
2983	Manicurist	5142-24
2984	Manipulator, Rolling Mill.	3135-32
2985	Manipulator, rolling-mill	8121-17
2986	Mannequin	5241-11
2987	Manservant	5173-16
2988	Marbler, edge: bookbinding	7323-18
2989	Marine Biologist	2130-14
2990	Marine Engineer	2152-28
2991	Marine Superintendent (Technician)	3151-14
2992	Marine Superintendent Officer (Deck)	3152-21
2993	Marine Surveyor	3115-33
2994	Marker, garment	7532-23
2995	Marker, glass engraving	7316-25
2996	Marker, metal	7222-24
2997	Marker, sheet metal	7213-22
2998	Marker, structural metal	7214-17
2999	Marker, timber	6210-35
3000	Marker, tree	6210-36

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3001	Marker, woodworking	7522-44
3002	Market research analyst	2431-13
3003	Marketer, tele sales	5244-18
3004	Marketer, telemarketing	5244-17
3005	Marketing Specialist	2431-12
3006	Mason, brick	7112-17
3007	Mason, construction	7112-18
3008	Mason, monumental	7113-27
3009	Mason, stone	7113-28
3010	Mason, stucco	7123-13
3011	Masseur	2291-14
3012	Masseur	3255-18
3013	Masseuse	2291-15
3014	Masseuse	3255-21
3015	Master, float	4323-43
3016	Master, high school	2330-14
3017	Master, primary education	2341-13
3018	Master, property: broadcasting	3435-24
3019	Master, Railway Station	1324-11
3020	Master, secondary education	2330-15
3021	Master, ship	3152-13
3022	Master, wardrobe	7531-28
3023	Master, web	3514-18
3024	Matatu Builder	7213-17
3025	Matcher, fur	7531-31
3026	Mate, bricklayer's	9313-22
3027	Mate, builder's	9313-23
3028	Mate, carpenter's	9313-24
3029	Materials Engineer	2155-15
3030	Materials Engineers (Soil Mechanics)	2151-32
3031	Mathematical Statistician	2120-16
3032	Mathematician	2120-11
3033	Mathematician (Applied mathematics)	2120-12
3034	Mathematician (Pure mathematics)	2120-13
3035	Matron (Non – medical institution)	5151-25
3036	Matron, college	5151-26
3037	Matron, hotel	5151-27
3038	Matron, housekeeping	5151-13
3039	Matron, school	5151-28

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3040	Mayor	1110-54
3041	Mechanic, accounting-machine	7421-14
3042	Mechanic, agricultural machinery	7233-34
3043	Mechanic, air conditioning equipment	7127-13
3044	Mechanic, aircraft	7232-17
3045	Mechanic, airframe	7232-18
3046	Mechanic, airframe and power plant	7232-21
3047	Mechanic, audio-visual equipment	7421-15
3048	Mechanic, automated teller machines	7421-16
3049	Mechanic, automobile	7231-14
3050	Mechanic, automotive brakes systems service	7231-35
3051	Mechanic, avionics	7421-17
3052	Mechanic, Bicycle	7234-11
3053	Mechanic, bus	7231-15
3054	Mechanic, business machine: electronic	7421-18
3055	Mechanic, calculating machine: electronic	7421-21
3056	Mechanic, computer	7422-34
3057	Mechanic, construction machinery	7233-35
3058	Mechanic, diesel: motor vehicle	7231-16
3059	Mechanic, earth-moving equipment	7233-36
3060	Mechanic, electrical	7412-32
3061	Mechanic, electronics	7421-22
3062	Mechanic, engine: aircraft	7232-22
3063	Mechanic, engine: diesel (except motor vehicle)	7233-37
3064	Mechanic, engine: motor vehicle	7231-17
3065	Mechanic, engine: steam	7233-38
3066	Mechanic, farm machinery	7233-41
3067	Mechanic, garage	7231-18
3068	Mechanic, helicopter	7232-23
3069	Mechanic, industrial machinery	7233-42
3070	Mechanic, jet engine	7232-24
3071	Mechanic, lift	7412-33
3072	Mechanic, machine tool	7233-43
3073	Mechanic, mechatronics: servicing motor vehicles	7231-36
3074	Mechanic, mining machinery	7233-44
3075	Mechanic, motor vehicle	7231-21
3076	Mechanic, motor vehicle engine and fuel systems service	7231-37
3077	Mechanic, motor vehicle service	7231-38
3078	Mechanic, motorcycle	7231-22

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3079	Mechanic, motorized tricycle	7231-23
3080	Mechanic, office machine: electronic	7421-23
3081	Mechanic, perambulator	7234-12
3082	Mechanic, plant maintenance	7233-45
3083	Mechanic, pneudraulic systems: aircraft	7232-25
3084	Mechanic, powerplant: aircraft	7232-26
3085	Mechanic, printing machinery	7233-46
3086	Mechanic, radio	7422-35
3087	Mechanic, refrigeration	7127-14
3088	Mechanic, rickshaw: cycle	7234-13
3089	Mechanic, rickshaw: motorized	7231-24
3090	Mechanic, rocket engine component	7232-27
3091	Mechanic, ship	7233-47
3092	Mechanic, small engine	7231-25
3093	Mechanic, telegraph	7422-36
3094	Mechanic, telephone	7422-37
3095	Mechanic, television	7422-38
3096	Mechanic, textile machinery	7233-48
3097	Mechanic, tractor	7231-26
3098	Mechanic, truck	7231-27
3099	Mechanic, tuk-tuk	7231-28
3100	Mechanic, turbine	7233-51
3101	Mechanic, typewriter	7233-52
3102	Mechanic, wheelchair	7234-14
3103	Mechanic, wheelchair: electric	7412-34
3104	Mechanic, wheelchair: motorized	7412-31
3105	Mechanic, woodworking machinery	7233-53
3106	Mechanical Draughtsman	3118-11
3107	Mechanical Engineer	2152-17
3108	Mechanical Engineer (Motors & Engines)	2152-18
3109	Mechanical Engineer maintenance	2152-25
3110	Mechanical Engineer, Aeronautical	2152-24
3111	Mechanical Engineer, Mechatronics	2152-21
3112	Mechanical Engineer, Plant	2152-22
3113	Mechanical Engineer, Production	2152-23
3114	Mechanical Engineering Estimator	3115-34
3115	Mechanical Engineering Technician	3115-11
3116	Mechatronician	7231-31
3117	Media Producer	1432-15

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3118	Medical Equipment Technician	3211-14
3119	Medical Laboratory Technician	3141-15
3120	Medical Laboratory Technician	3212-13
3121	Medical Officer Intern	2211-12
3122	Medical Officer of Health	1342-14
3123	Medical Officer Resident	2211-13
3124	Medical Pathologist	2130-35
3125	Medical Practitioner General	2211-11
3126	Medical radiation Therapist	3211-21
3127	Medical Research Officer	2211-17
3128	Medical Superintendent	1342-15
3129	Member National Assembly	1110-26
3130	Member of County assembly	1110-43
3131	Member, team: fast food (cooking)	9411-27
3132	Merchandiser, buying	3323-14
3133	Merchandiser, demonstrating	5242-12
3134	Merchandiser, purchasing	3323-15
3135	Merchandiser, sales	5242-13
3136	Merchandiser, visual	3432-25
3137	Merchant, Retail Trade	1420-21
3138	Merchant, scrap	9612-12
3139	Merchant, Wholesale Trade	1420-16
3140	Messenger	9621-25
3141	Messenger, bicycle	9331-23
3142	Messenger, driving car	8322-31
3143	Messenger, driving van	8322-32
3144	Messenger, motorcycle	8321-21
3145	Messenger, office	9621-26
3146	Messenger, on foot	9621-27
3147	Messenger, telegraph	9621-28
3148	Metal Pourer	3135-34
3149	Metallurgical Technician	3117-16
3150	Metallurgist	2154-17
3151	Metallurgist Extractive	2154-18
3152	Meteorologist	2114-11
3153	Meteorology technician	3111-13
3154	Meter – Reader	4321-35
3155	Meter – Reader – Electricity	4321-36
3156	Meter – Reader, Water	4321-37

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3157	Methods, Time and Motion Study technician	3119-26
3158	Micro-Bacteriologist	2130-22
3159	Micro-biologist	2130-24
3160	Micro-economist	2631-13
3161	Midwife general	2223-11
3162	Midwife, Specialist	2223-12
3163	Milker	6121-58
3164	Milkmaid	6121-61
3165	Milliner	7531-32
3166	Millwright	7233-54
3167	Mime artist	2655-12
3168	Mimeographer	4411-22
3169	Mine Deputy	3121-11
3170	Mine Inspector	3117-12
3171	Mine Supervisor	3121-12
3172	Miner	8111-22
3173	Miner, coal	8111-23
3174	Miner, diamond	8111-24
3175	Miner, gold	8111-25
3176	Miner, hydraulic: placer mining	8111-26
3177	Miner, surface	8111-27
3178	Miner, underground	8111-28
3179	Mineralogist	2112-15
3180	Mining Engineer	2154-11
3181	Mining Engineer Metals	2154-13
3182	Mining Engineer Non Metals	2154-12
3183	Mining Technician	3117-11
3184	Minister of Religion	2636-11
3185	Mistress, high school	2330-16
3186	Mistress, primary education	2341-14
3187	Mistress, wardrobe	7531-33
3188	Mistress: secondary education	2330-17
3189	Mixer, bread dough	7512-35
3190	Mixer, chocolate	7512-36
3191	Mixer, concrete	7115-15
3192	Mixer, flour confectionery	7512-37
3193	Mixer, paint	7131-12
3194	Mixer, pie paste	7512-38
3195	Mixer, snuff	7516-33

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3196	Mixer, sound	3521-21
3197	Mixer, sugar confectionery	7512-41
3198	Mixer, tobacco	7516-34
3199	Mixology	5131-32
3200	Mobile Phone Technician	3114-27
3201	Model, advertising	5241-12
3202	Model, artist's	5241-13
3203	Model, clothing display	5241-14
3204	Model, fashion	5241-15
3205	Modeller, pottery and porcelain	7314-22
3206	Monk	3413-15
3207	Monk/Abbot	2636-23
3208	Monkey, powder	7542-12
3209	Monotyper	7321-53
3210	Mortician	5160-14
3211	Motion Picture director	2654-13
3212	Motorcyclist	8321-22
3213	Motorcyclist: racing	3421-32
3214	Moulder, abrasive wheel	7314-23
3215	Moulder, brick	7114-15
3216	Moulder, brick and tile	7314-24
3217	Moulder, chocolate	7512-42
3218	Moulder, cigar	7516-35
3219	Moulder, electrotype	7321-54
3220	Moulder, glass	7315-27
3221	Moulder, glass lens	7545-15
3222	Moulder, metal casting	7211-12
3223	Moulder, optical lens	7545-16
3224	Moulder, paper machine	8143-11
3225	Moulder, rubber	8141-12
3226	Moulder, stereotype	7321-55
3227	Moulder, tile	7114-16
3228	Mounter, jewellery	7313-28
3229	Mounter, photo-engraving: printing plates	7321-56
3230	Mounter, photogravure: printing	7321-57
3231	Mounter, plate: screen printing	7321-58
3232	Mover, furniture	9333-32
3233	Muezzin	3413-16
3234	Multimedia Developer	2513-14

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3235	Musculoskeletal- and Orthopaedic Physiotherapist	2291-23
3236	Music Composer	2652-11
3237	Music conductor	2652-28
3238	Mycologist	2130-27
3239	Nailer, fur	7531-34
3240	Nanny	5311-17
3241	Natural Language Processing Engineer	2542-16
3242	Naturalist	2130-12
3243	Naturopath	2270-16
3244	Navigation officer, flight	3153-22
3245	Navvy	9312-26
3246	Nephrologist	2212-27
3247	Nephrology	2222-13
3248	Network administrator	2523-14
3249	Network analyst	2523-12
3250	Network Engineer	2163-18
3251	Network Security Specialist/Engineer	2531-16
3252	Neurologist	2212-33
3253	New Anchor	2656-11
3254	News agent	5221-14
3255	News Editor	2642-18
3256	Newspaper editor	2642-17
3257	Newspaper Reporter	2642-16
3258	Night club musician	2652-31
3259	Night club singer	2652-32
3260	Night watchwoman	5414-22
3261	Night-Club dancer	2653-13
3262	Nightwatchman	5414-21
3263	Nitrider	8122-16
3264	Notary	2613-13
3265	Novelist	2641-23
3266	Nuclear Engineer	2161-18
3267	Nuclear Medicine technologist	3211-22
3268	Nuclear power plant Operator	3131-15
3269	Numerologist	5171-13
3270	Nun	3413-17
3271	Nun/Mother superior	2636-24
3272	Nurse	2221-15
3273	Nurse	3221-11

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3274	Nurse Anaesthetist	2222-22
3275	Nurse educator	2221-12
3276	Nurse Industrial	3221-22
3277	Nurse Practitioner	2221-13
3278	Nurse Specialist	2221-16
3279	Nurse, dental	3214-18
3280	Nurse, veterinary	3240-13
3281	Nursemaid	5311-18
3282	Nurseryman	6113-43
3283	Nurserywoman	6113-44
3284	Nursing Attendant	3221-13
3285	Nursing officer in Charge	1342-16
3286	Nursing Services Manager	1342-17
3287	Nutritionist	2292-13
3288	Observer, navy	3153-23
3289	Obstetrician	2212-14
3290	Occupational analyst	2423-15
3291	Occupational Health and safety adviser	2280-11
3292	Occupational Health and safety specialist	2280-13
3293	Occupational Health and Safety Trainer	2280-14
3294	Occupational Health Nurse	2222-23
3295	Occupational Hygienist	2280-12
3296	Occupational Physician	2212-38
3297	Occupational Therapist	2291-12
3298	Oceanographer	2112-17
3299	Office Manager, legal practice/office Supervisor legal practice	3342-14
3300	Office Supervisor, medical practice	3344-15
3301	Officer, acceptance: financial institution	3312-21
3302	Officer, activities: organizing conferences or events	3332-24
3303	Officer, ambulance	3258-14
3304	Officer, animal control	5415-18
3305	Officer, bank: loans or lending	3312-22
3306	Officer, building permit: licensing	3354-12
3307	Officer, business permit: licensing	3354-13
3308	Officer, civil defence	5415-21
3309	Officer, computer services: helpdesk	3512-41
3310	Officer, credit: bank, building society or credit union	3312-23
3311	Officer, crewing	4416-23
3312	Officer, Curriculum Development	2351-26

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3317	Officer, desktop applications support	3512-43
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3319	Officer, excise	3352-14
3320	Officer, field: interviewing	4227-15
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3377	Olericulturist	6112-46
3378	On setter, mine	8343-18
3379	Oncologist	2212-24
3380	Oncology Nurse	2222-15
3381	Online Marketers	2434-13
3382	Opener, fibre: textile	7318-31
3383	Operation Theatre Technician	3212-15
3384	Operations Analyst	2421-16
3385	Operations Research Analyst	2120-15
3386	Operator crusher: ore and stone	8111-37
3387	Operator fluorspar plant	8111-38
3388	Operator long wall mine	8111-32
3389	Operator machine ballast production	8111-36
3390	Operator machine Brick making	8114-17

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3392	Operator machine, pelletizing	8112-47
3393	Operator Machine, raise drill: mines and quarries	8111-31
3394	Operator machine, soda ash production	8112-48
3395	Operator machine, sodium carbonate production	8112-51
3396	Operator machine, tile making	8114-42
3397	Operator mechanical bugger: mining	8111-33
3398	Operator mineral crush machine	8111-35
3399	Operator Rig operation: Oil and Gas	8111-42
3400	Operator surface hydraulic fill/ mining	8111-43
3401	Operator underground truck: mining	8111-34
3402	Operator, accounting	4132-24
3403	Operator, adding	4132-25
3404	Operator, Addressing Machine	4132-37
3405	Operator, agricultural machinery	8341-14
3406	Operator, answering service	4223-11
3407	Operator, audio equipment: radio	3521-22
3408	Operator, audio equipment: television	3521-23
3409	Operator, audio-visual	3521-24
3410	Operator, autoclave: chemical and related processes	8131-11
3411	Operator, autoclave: food processing	8160-13
3412	Operator, baler: farm	8341-15
3413	Operator, barge	8350-42
3414	Operator, barker	8172-12
3415	Operator, beater: paper pulp	8171-13
3416	Operator, bed and breakfast	5152-13
3417	Operator, bleacher: chemicals	8131-12
3418	Operator, bleacher: paper	8171-14
3419	Operator, boat: derrick	8343-21
3420	Operator, bogger	8111-44
3421	Operator, boiler plant: steam	8182-18
3422	Operator, boiler: chemical and related processes	8131-13
3423	Operator, boiler: locomotive	8182-21
3424	Operator, boiler: paper pulp	8171-15
3425	Operator, boiler: ships'	8182-22
3426	Operator, Book Keeping	4132-38
3427	Operator, bookkeeping	4132-26
3428	Operator, boring equipment: wells	8113-23
3429	Operator, breaker: gyratory	8112-11

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3431	Operator, broadcasting equipment	3521-25
3432	Operator, bulldozer	8342-23
3433	Operator, burner: chemical and related processes	8131-14
3434	Operator, cable car	8343-23
3435	Operator, cable railway	8343-24
3436	Operator, cage: mine	8343-25
3437	Operator, calciner: chemical and related processes	8131-15
3438	Operator, calculating	4132-27
3439	Operator, calender: pulp and paper	8171-16
3440	Operator, calender: rubber	8141-13
3441	Operator, calender: textiles	8154-12
3442	Operator, call centre	4222-24
3443	Operator, call centre: cold calling	5244-21
3444	Operator, call centre: conducting surveys	4227-17
3445	Operator, call centre: outbound calls	5244-22
3446	Operator, camera: motion picture	3521-26
3447	Operator, camera: printing	7321-61
3448	Operator, camera: still photography	3431-12
3449	Operator, camera: television	3521-27
3450	Operator, camera: video	3521-28
3451	Operator, carbonation equipment: metal	8121-18
3452	Operator, centrifugal separator: chemical and related processes	8131-16
3453	Operator, chair-lift	8343-26
3454	Operator, checkout	5230-32
3455	Operator, chemical processing plant: electric cells	8131-17
3456	Operator, chemical processing plant: radioactive materials	8131-18
3457	Operator, chipper: wood	8172-13
3458	Operator, cleaning equipment: carpets	8154-13
3459	Operator, cleaning equipment: cloth	8154-14
3460	Operator, cleaning equipment: laundry	8157-13
3461	Operator, cleaning equipment: metal	8122-17
3462	Operator, cleaning equipment: textiles	8154-15
3463	Operator, Coding Machine	4132-34
3464	Operator, collator	7323-21
3465	Operator, combiner: agricultural	8341-16
3466	Operator, combiner: paper production	8171-17
3467	Operator, compounder: petroleum and natural gas refining	8131-21
3468	Operator, computer	3511-12

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3469	Operator, computer helpdesk	3512-52
3470	Operator, computer printer: high-speed	3511-13
3471	Operator, concrete-mixing plant	8114-12
3472	Operator, cone: mine	8112-12
3473	Operator, continuous miner	8111-45
3474	Operator, control-panel: radio	3521-31
3475	Operator, control-panel: television	3521-32
3476	Operator, converter: chemical processes (except petroleum and natural gas)	8131-22
3477	Operator, conveyer	8343-27
3478	Operator, cooking equipment: chemical and related processes	8131-23
3479	Operator, crane	8343-28
3480	Operator, crusher: mineral or stone processing	8112-13
3481	Operator, cut-off saw	8172-14
3482	Operator, cut-off: log	8172-15
3483	Operator, cutter: printing	7323-22
3484	Operator, Cyclo - styling Machine	4415-16
3485	Operator, data entry	4132-28
3486	Operator, Data Entry Machine	4132-32
3487	Operator, dehydrator: oilfield	8131-24
3488	Operator, derrick	8113-24
3489	Operator, desktop publishing	7321-62
3490	Operator, die-press: pottery and porcelain	8181-11
3491	Operator, digester: paper pulp	8171-18
3492	Operator, digger: trench digging	8342-24
3493	Operator, directory assistance	4222-25
3494	Operator, distiller: chemical processes (except petroleum and natural gas)	8131-25
3495	Operator, distiller: petroleum and natural gas refining	8131-26
3496	Operator, distiller: turpentine	8131-27
3497	Operator, distilling equipment: perfume	8131-28
3498	Operator, Domestic Data Entry	4132-33
3499	Operator, donkey engine	8343-31
3500	Operator, dragline: mining	8111-46
3501	Operator, drawbridge	8343-32
3502	Operator, dredge	8342-25
3503	Operator, drier: chemical and related processes	8131-31
3504	Operator, drilling equipment: wells	8113-25
3505	Operator, drilling plant	8113-26
3506	Operator, drilling rig	8113-27

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3507	Operator, dubbing equipment	3521-33
3508	Operator, earth-boring machinery: construction	8113-28
3509	Operator, earthmoving equipment	8342-26
3510	Operator, elevator: material-handling	8343-33
3511	Operator, embossing Machine	4132-36
3512	Operator, evaporator: chemical processes (except petroleum and natural gas)	8131-32
3513	Operator, expeller: chemical and related materials	8131-33
3514	Operator, extractor: chemical and related materials	8131-34
3515	Operator, extractor: wood distillation	8131-35
3516	Operator, extrusion press	8121-21
3517	Operator, feeder: printing	7322-16
3518	Operator, filter: rotary drum	8131-36
3519	Operator, filter-press: chemical and related materials	8131-37
3520	Operator, foil stamp	7323-23
3521	Operator, foil-winding machine	8121-22
3522	Operator, folder: printing	7323-24
3523	Operator, forestry machinery	8341-17
3524	Operator, forklift	8344-12
3525	Operator, fulling-mill: textiles	8154-16
3526	Operator, funicular	8343-34
3527	Operator, furnace: annealing (glass)	8181-12
3528	Operator, furnace: annealing (metal)	8121-23
3529	Operator, furnace: case-hardening (metal)	8121-24
3530	Operator, furnace: chemical and related processes	8131-38
3531	Operator, furnace: glass production	8181-13
3532	Operator, furnace: hardening (metal)	8121-25
3533	Operator, furnace: heat-treating (metal)	8121-26
3534	Operator, furnace: lehr	8181-14
3535	Operator, furnace: puddling	8121-27
3536	Operator, furnace: reheating (metal)	8121-28
3537	Operator, furnace: smelting (glass)	8181-15
3538	Operator, furnace: tempering (glass)	8181-16
3539	Operator, gatherer: printing	7323-25
3540	Operator, granulation equipment: pharmaceutical and toiletry products	8131-41
3541	Operator, gravitation equipment: mine	8112-14
3542	Operator, grinder: pulp and paper	8171-21
3543	Operator, guest house	5152-14
3544	Operator, harvester	8341-18

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3545	Operator, heat treating: metal	8121-31
3546	Operator, helpdesk: IT	3512-53
3547	Operator, helpdesk: software	3512-54
3548	Operator, hoist	8343-35
3549	Operator, incubator: farm	6122-24
3550	Operator, internet helpdesk	3512-55
3551	Operator, invoicing	4132-31
3552	Operator, jumbo	8111-47
3553	Operator, kettle: chemical and related processes	8131-42
3554	Operator, kiln: biscuit (pottery and porcelain)	8181-17
3555	Operator, kiln: biscuit (tile)	8181-18
3556	Operator, kiln: brick	8181-21
3557	Operator, kiln: cement production	8131-43
3558	Operator, kiln: charcoal production	8131-44
3559	Operator, kiln: chemical and related processes	8131-45
3560	Operator, kiln: coke (retort kiln)	8131-46
3561	Operator, kiln: dry (brick and tile)	8181-22
3562	Operator, kiln: dry (pottery and porcelain)	8181-23
3563	Operator, kiln: dry (wood)	7521-14
3564	Operator, kiln: float-glass bath	8181-24
3565	Operator, kiln: frit	8181-25
3566	Operator, kiln: glost (pottery and porcelain)	8181-26
3567	Operator, kiln: glost (tile)	8181-27
3568	Operator, kiln: lumber	7521-15
3569	Operator, kiln: oven (brick and tile)	8181-28
3570	Operator, kiln: oven (pottery and porcelain)	8181-31
3571	Operator, kiln: porcelain	8181-32
3572	Operator, kiln: pottery	8181-33
3573	Operator, kiln: retort (brick and tile)	8181-34
3574	Operator, kiln: tile	8181-35
3575	Operator, ladle: glass	8181-36
3576	Operator, ladle: pouring (metal)	8121-32
3577	Operator, lathe: cutting (veneer)	8172-16
3578	Operator, lathe: cutting (wood)	8172-17
3579	Operator, lathe: engine (metal working)	7223-16
3580	Operator, lathe: metalworking	7223-17
3581	Operator, lathe: stoneworking	8114-13
3582	Operator, lathe: veneer	8172-18
3583	Operator, lathe: woodworking	7523-13

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3584	Operator, letterpress: cylinder	7322-17
3585	Operator, letterpress: platen	7322-18
3586	Operator, letterpress: rotary	7322-21
3587	Operator, liquefaction plant: gases	8131-47
3588	Operator, lock: canal or port	8343-36
3589	Operator, logging plant	8341-21
3590	Operator, loom: carpet weaving	8152-15
3591	Operator, loom: jacquard	8152-16
3592	Operator, loom: lace production	8152-17
3593	Operator, Machine Coal preparation	8112-38
3594	Operator, Machine drilling stone	8111-41
3595	Operator, Machine froth floatation	8112-37
3596	Operator, Machine ore separator	8112-36
3597	Operator, Machine ore treating solution	8112-35
3598	Operator, machine tool	7223-18
3599	Operator, machine, trench digging(mine)	8111-52
3600	Operator, machine: abrasive-coatings production	8114-14
3601	Operator, machine: ammunition products	8131-48
3602	Operator, machine: armature production	7223-21
3603	Operator, machine: artificial stone products	8114-15
3604	Operator, machine: asbestos-cement products	8114-16
3605	Operator, machine: assembly line (vehicles)	8211-34
3606	Operator, machine: assembly-line (aircraft)	8211-35
3607	Operator, machine: automatic transfer (components)	7223-22
3608	Operator, machine: bakery products	8160-14
3609	Operator, machine: bending (glass)	8181-37
3610	Operator, machine: bending (metal)	7223-23
3611	Operator, machine: bending (wood)	7523-14
3612	Operator, machine: blanching (edible nuts)	8160-15
3613	Operator, machine: bleaching (fabric)	8154-17
3614	Operator, machine: bleaching (textiles)	8154-18
3615	Operator, machine: blending (chemical and related processes)	8131-51
3616	Operator, machine: blending (coffee)	8160-16
3617	Operator, machine: blending (spirits)	8160-17
3618	Operator, machine: blending (tea)	8160-18
3619	Operator, machine: blending (textile fibres)	8151-13
3620	Operator, machine: blending (tobacco)	8160-21
3621	Operator, machine: blending (wine)	8160-22
3622	Operator, machine: blocking (hats)	8158-12

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3623	Operator, machine: blowing (glass)	8181-38
3624	Operator, machine: blowing (plastic bottle)	8142-13
3625	Operator, machine: bluing (metal)	8122-18
3626	Operator, machine: boiler production	7223-24
3627	Operator, machine: bookbinding	7323-26
3628	Operator, machine: boring (wood)	8172-21
3629	Operator, machine: boring/buffing/burnishing (metal)	7223-25
3630	Operator, machine: bottling	8183-12
3631	Operator, machine: braid making	8158-13
3632	Operator, machine: branding	8183-13
3633	Operator, machine: brewing (spirits)	8160-23
3634	Operator, machine: buffing (plastics)	8142-14
3635	Operator, machine: cable (production)	7223-26
3636	Operator, machine: cable installation	8343-37
3637	Operator, machine: candle production	8131-52
3638	Operator, machine: canning (fish)	8160-24
3639	Operator, machine: canning (fruit)	8160-25
3640	Operator, machine: canning (meat)	8160-26
3641	Operator, machine: canning (vegetables)	8160-27
3642	Operator, machine: capping	8183-14
3643	Operator, machine: cardboard production	8171-22
3644	Operator, machine: cardboard products	8143-12
3645	Operator, machine: carpet production	8152-18
3646	Operator, machine: carving (plastics)	8142-15
3647	Operator, machine: carving (stone products)	8114-18
3648	Operator, machine: carving (wood)	7523-15
3649	Operator, machine: cast-concrete products	8114-21
3650	Operator, machine: casting (metal)	8121-33
3651	Operator, machine: casting (plastic products)	8142-16
3652	Operator, machine: casting (pottery and porcelain)	8181-41
3653	Operator, machine: casting (printing type)	7322-22
3654	Operator, machine: cast-stone products	8114-22
3655	Operator, machine: cellophane bag production	8142-17
3656	Operator, machine: cement products	8114-23
3657	Operator, machine: centrifugal casting (cylindrical metal products)	8121-34
3658	Operator, machine: ceramics production	8181-42
3659	Operator, machine: channeling (mine)	8111-48
3660	Operator, machine: charcoal production	8131-53
3661	Operator, machine: chipping (wood)	8172-22

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3662	Operator, machine: chlorine gas production	8131-54
3663	Operator, machine: chocolate Processing	8160-28
3664	Operator, machine: cigar production	8160-31
3665	Operator, machine: clay products	8114-25
3666	Operator, machine: clay slips production	8181-43
3667	Operator, machine: clock (production)	7223-27
3668	Operator, machine: cloth production	8152-21
3669	Operator, machine: coal gas production	8131-55
3670	Operator, machine: coating (metal)	8122-21
3671	Operator, machine: coating (paper)	8171-23
3672	Operator, machine: coating (rubber)	8141-14
3673	Operator, machine: coating (wire)	8122-22
3674	Operator, machine: coffee-bean processing	8160-32
3675	Operator, machine: combing (fibres)	8151-14
3676	Operator, machine: commutator (production)	7223-28
3677	Operator, machine: compounding (chemical and related processes)	8131-56
3678	Operator, machine: compounding (rubber)	8141-15
3679	Operator, machine: compression moulding (plastics)	8142-18
3680	Operator, machine: concrete production	8114-24
3681	Operator, machine: confectionery production	8160-33
3682	Operator, machine: continuous rod casting (non-ferrous metal)	8121-35
3683	Operator, machine: core making (metal)	7211-14
3684	Operator, machine: core making (tube)	7211-15
3685	Operator, machine: core-blowing	7211-13
3686	Operator, machine: crocheting	8152-22
3687	Operator, machine: crushing (chemical and related processes)	8131-57
3688	Operator, machine: crushing (coal)	8112-15
3689	Operator, machine: crushing (mineral ore)	8112-16
3690	Operator, machine: crushing (rock)	8112-17
3691	Operator, machine: crushing (stone)	8112-18
3692	Operator, machine: curing (meat)	8160-34
3693	Operator, machine: cutting (garments)	8158-14
3694	Operator, machine: cutting (glass)	8181-44
3695	Operator, machine: cutting (industrial diamonds)	8114-26
3696	Operator, machine: cutting (leather)	8155-11
3697	Operator, machine: cutting (metal)	7223-31
3698	Operator, machine: cutting (mine)	8111-51
3699	Operator, machine: cutting (mosaic)	8114-27
3700	Operator, machine: cutting (paper-boxes)	8143-13

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3701	Operator, machine: cutting (plastics)	8142-21
3702	Operator, machine: cutting (stone products)	8114-28
3703	Operator, machine: cutting (stone)	8112-21
3704	Operator, machine: cutting (textiles)	8158-15
3705	Operator, machine: cutting (veneer)	8172-23
3706	Operator, machine: cutting (wood)	8172-24
3707	Operator, machine: dairy products	8160-35
3708	Operator, machine: degreasing (metal)	8122-23
3709	Operator, machine: degumming (silk)	8154-21
3710	Operator, machine: dehairing (hide)	8155-12
3711	Operator, machine: detergent production	8131-58
3712	Operator, machine: developing (motion picture film)	8132-25
3713	Operator, machine: developing (photography)	8132-26
3714	Operator, machine: die casting (non-ferrous metal)	8121-36
3715	Operator, machine: dipping (metal)	8122-24
3716	Operator, machine: distilling (spirits)	8160-36
3717	Operator, machine: doubling (thread and yarn)	8151-15
3718	Operator, machine: drawing (glass)	8181-45
3719	Operator, machine: drawing (metal)	8121-37
3720	Operator, machine: drawing (seamless pipe)	8121-38
3721	Operator, machine: drawing (seamless tube)	8121-41
3722	Operator, machine: drawing (wire)	8121-42
3723	Operator, machine: drawing-frame (textile fibres)	8151-16
3724	Operator, machine: drawing-in (textile weaving)	8152-23
3725	Operator, machine: drilling (glass)	8181-46
3726	Operator, machine: drilling (metal)	7223-32
3727	Operator, machine: drilling (mine)	8111-53
3728	Operator, machine: drilling (plastics)	8142-22
3729	Operator, machine: drilling (pottery)	8181-47
3730	Operator, machine: drilling (quarry)	8111-54
3731	Operator, machine: drilling (wood)	7523-16
3732	Operator, machine: dry-cleaning	8157-14
3733	Operator, machine: drying (foodstuffs)	8160-37
3734	Operator, machine: drying (laundry)	8157-15
3735	Operator, machine: drying (textiles)	8154-22
3736	Operator, machine: dyeing (fabric)	8154-23
3737	Operator, machine: dyeing (garments)	8154-24
3738	Operator, machine: dyeing (textile fibres)	8154-25
3739	Operator, machine: dyeing (textile)	8154-26

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3740	Operator, machine: dyeing (yarn)	8154-27
3741	Operator, machine: edible nut processing	8160-38
3742	Operator, machine: edible oil production	8160-41
3743	Operator, machine: electroplating (metal)	8122-25
3744	Operator, machine: embossing (books)	7323-27
3745	Operator, machine: embossing (paper)	8143-14
3746	Operator, machine: embossing (rubber)	8141-16
3747	Operator, machine: embroidery	8153-12
3748	Operator, machine: engraving (glass)	8181-48
3749	Operator, machine: engraving (stone)	8114-31
3750	Operator, machine: engraving (wood)	7523-17
3751	Operator, machine: engraving/etching (metal)	7223-33
3752	Operator, machine: enlarging (photography)	8132-27
3753	Operator, machine: envelope and paper bag production	8143-15
3754	Operator, machine: etching (glass)	8181-51
3755	Operator, machine: etching (plastics)	8142-23
3756	Operator, machine: etching (wood)	7523-18
3757	Operator, machine: explosive production	8131-61
3758	Operator, machine: extruding (metal)	8121-43
3759	Operator, machine: extruding (rubber)	8141-17
3760	Operator, machine: extrusion (plastic)	8142-24
3761	Operator, machine: fertilizer production	8131-62
3762	Operator, machine: fibre preparing	8151-17
3763	Operator, machine: filling (containers)	8183-15
3764	Operator, machine: film developing	8132-28
3765	Operator, machine: film paper production	8132-31
3766	Operator, machine: finishing (cast metal articles)	8122-26
3767	Operator, machine: finishing (concrete)	8114-32
3768	Operator, machine: finishing (glass)	8181-52
3769	Operator, machine: finishing (metal)	8122-27
3770	Operator, machine: finishing (pelt)	8155-13
3771	Operator, machine: finishing (plastics)	8142-25
3772	Operator, machine: finishing (stone)	8114-33
3773	Operator, machine: finishing (wood)	7523-21
3774	Operator, machine: fireworks production	8131-63
3775	Operator, machine: fish processing	8160-42
3776	Operator, machine: flame cutting (metal)	7223-34
3777	Operator, machine: fleshing (hide)	8155-14
3778	Operator, machine: fleshing (pelt)	8155-15

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3779	Operator, machine: folding (paper boxes)	8143-16
3780	Operator, machine: footwear production	8156-11
3781	Operator, machine: footwear production (orthopaedic)	8156-12
3782	Operator, machine: footwear production (raffia)	8156-13
3783	Operator, machine: footwear production (sports)	8156-14
3784	Operator, machine: forging/forming /honing (metal)	7223-35
3785	Operator, machine: forming (felt hoods)	8158-16
3786	Operator, machine: freezing (food stuffs)	8160-43
3787	Operator, machine: fruit processing	8160-44
3788	Operator, machine: fur preparing	8155-16
3789	Operator, machine: furniture production	7523-22
3790	Operator, machine: galvanising (metal)	8122-28
3791	Operator, machine: glass bottle production	8181-53
3792	Operator, machine: glass production	8181-54
3793	Operator, machine: glass products	8181-55
3794	Operator, machine: glass rod production	8181-56
3795	Operator, machine: glass tube production	8181-57
3796	Operator, machine: glass-fibre production	8181-58
3797	Operator, machine: glaze production	8181-61
3798	Operator, machine: grain processing	8160-45
3799	Operator, machine: grinding (chemical and related processes)	8131-64
3800	Operator, machine: grinding (clay)	8181-62
3801	Operator, machine: grinding (glass)	8181-63
3802	Operator, machine: grinding (glaze)	8181-64
3803	Operator, machine: grinding (plastics)	8142-26
3804	Operator, machine: grinding (stone)	8112-22
3805	Operator, machine: halogen gas production	8131-65
3806	Operator, Machine: Handbag Production	8153-15
3807	Operator, machine: hat making	8158-17
3808	Operator, machine: hide processing	8155-17
3809	Operator, machine: hydrogen gas production	8131-66
3810	Operator, machine: industrial-diamond production	8114-34
3811	Operator, machine: injection moulding (plastics)	8142-27
3812	Operator, machine: jewellery (production)	7223-36
3813	Operator, machine: knitting	8152-24
3814	Operator, machine: labelling	8183-16
3815	Operator, machine: lace production	8152-25
3816	Operator, machine: laminating (metal)	8122-31
3817	Operator, machine: laminating (plastics)	8142-28

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3818	Operator, machine: lapping (metal)	7223-37
3819	Operator, machine: lapping (ribbon)	8151-18
3820	Operator, machine: lapping (sliver)	8151-21
3821	Operator, machine: lapping (textile fibres)	8151-22
3822	Operator, machine: laundering	8157-16
3823	Operator, machine: laundry	8157-17
3824	Operator, machine: lead production	8121-44
3825	Operator, Machine: Leather Goods Production	8153-16
3826	Operator, machine: leather preparing	8155-18
3827	Operator, machine: leather sewing	8153-14
3828	Operator, machine: lining (cardboard)	8143-17
3829	Operator, machine: linoleum production	8131-67
3830	Operator, machine: liqueur production	8160-46
3831	Operator, machine: magnetic ore processing	8112-23
3832	Operator, machine: malting (spirits)	8160-47
3833	Operator, machine: margarine processing	8160-48
3834	Operator, machine: marking (goods)	8183-17
3835	Operator, machine: marking (wood)	7523-23
3836	Operator, machine: match production	8131-68
3837	Operator, machine: mattress production	8158-18
3838	Operator, machine: meat processing	8160-51
3839	Operator, machine: metal processing	8121-45
3840	Operator, machine: metal products	7223-38
3841	Operator, machine: milk processing	8160-52
3842	Operator, machine: milling (chemical and related processes)	8131-71
3843	Operator, machine: milling (grain)	8160-53
3844	Operator, machine: milling (minerals)	8112-24
3845	Operator, machine: milling (rubber)	8141-18
3846	Operator, machine: milling (spices)	8160-54
3847	Operator, machine: milling (stone)	8112-25
3848	Operator, machine: milling (wood)	8172-25
3849	Operator, machine: milling/ minting/ moulding (metal)	7223-41
3850	Operator, machine: mineral processing	8112-26
3851	Operator, machine: mineral products	8114-35
3852	Operator, machine: mining (continuous)	8111-55
3853	Operator, machine: mixing (abrasives)	8181-65
3854	Operator, machine: mixing (chemical and related processes)	8131-72
3855	Operator, machine: mixing (clay)	8181-66
3856	Operator, machine: mixing (fur fibre)	8155-22

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3857	Operator, machine: mixing (glass)	8181-67
3858	Operator, machine: mixing (glaze)	8181-68
3859	Operator, machine: mixing (metal)	8121-46
3860	Operator, machine: moulding (glass)	8181-71
3861	Operator, machine: moulding (plastics)	8142-31
3862	Operator, machine: moulding (rubber)	8141-21
3863	Operator, machine: moulding (tyres)	8141-22
3864	Operator, machine: needle production	7223-42
3865	Operator, machine: net production	8152-26
3866	Operator, machine: noodle production	8160-55
3867	Operator, machine: nut production (metal)	7223-43
3868	Operator, machine: packing	8183-18
3869	Operator, machine: painting (ceramics)	8181-72
3870	Operator, machine: painting (glass)	8181-73
3871	Operator, machine: painting (metal)	8122-32
3872	Operator, machine: painting (wood)	7521-16
3873	Operator, machine: paper box production	8143-18
3874	Operator, machine: paper products	8143-21
3875	Operator, machine: paperboard products	8143-22
3876	Operator, machine: papermaking	8171-24
3877	Operator, machine: pasta production	8160-56
3878	Operator, machine: pasteurising (milk)	8160-57
3879	Operator, machine: pastry production	8160-58
3880	Operator, machine: pattern-making (fur)	8158-21
3881	Operator, machine: pattern-making (leather)	8158-22
3882	Operator, machine: pattern-making (textile)	8158-23
3883	Operator, machine: pelt processing	8155-23
3884	Operator, machine: pencil production	8184-11
3885	Operator, machine: pharmaceutical products	8131-73
3886	Operator, machine: photographic film	8132-32
3887	Operator, machine: photographic film developing	8132-33
3888	Operator, machine: photographic film production	8132-34
3889	Operator, machine: photographic paper production	8132-35
3890	Operator, machine: photographic plate production	8132-36
3891	Operator, machine: photographic products	8132-37
3892	Operator, machine: photo-typesetting	7322-23
3893	Operator, machine: pipe production (metal)	7223-44
3894	Operator, machine: planing (metal)	7223-45
3895	Operator, machine: planing (stone)	8112-27

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3896	Operator, machine: planing (wood)	7523-24
3897	Operator, machine: plastic cable making	8142-32
3898	Operator, machine: plastic products	8142-33
3899	Operator, machine: plastics production	8142-34
3900	Operator, machine: plating (glass)	8181-74
3901	Operator, machine: plating (metal)	8122-33
3902	Operator, machine: plating (wire)	8122-34
3903	Operator, machine: plywood core laying	8172-26
3904	Operator, machine: polishing (glass lens)	8181-75
3905	Operator, machine: polishing (glass)	8181-76
3906	Operator, machine: polishing (industrial diamond)	8114-36
3907	Operator, machine: polishing (metal)	8122-35
3908	Operator, machine: polishing (plate-glass)	8181-77
3909	Operator, machine: polishing (stone)	8114-37
3910	Operator, machine: polishing (wood)	7523-25
3911	Operator, machine: polythene bag production	8142-35
3912	Operator, machine: pottery and porcelain production	8181-78
3913	Operator, machine: pouring (metal)	8121-47
3914	Operator, machine: precision grinding (metal)	7223-46
3915	Operator, machine: preserving (fish)	8160-61
3916	Operator, machine: preserving (fruit)	8160-62
3917	Operator, machine: preserving (meat)	8160-63
3918	Operator, machine: preserving (vegetables)	8160-64
3919	Operator, machine: pressing (glass)	8181-81
3920	Operator, machine: pressing (laundry)	8157-18
3921	Operator, machine: printing	7322-24
3922	Operator, machine: printing (black and white photography)	8132-38
3923	Operator, machine: printing (colour photography)	8132-41
3924	Operator, machine: printing (textiles)	7322-25
3925	Operator, machine: pulping (wood)	8171-25
3926	Operator, machine: pulverising (chemical and related processes)	8131-74
3927	Operator, machine: pulverizing (minerals)	8112-28
3928	Operator, machine: reaming (metal)	7223-47
3929	Operator, machine: rebuilding (tyres)	8141-23
3930	Operator, machine: reeling (thread and yarn)	8151-23
3931	Operator, machine: refining (metal)	8121-48
3932	Operator, machine: refining (oils and fats)	8160-65
3933	Operator, machine: refining (sugar)	8160-66
3934	Operator, machine: rivet production	7223-48

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3935	Operator, machine: rolling (plate-glass)	8181-82
3936	Operator, machine: roving-frame (textile fibres)	8151-24
3937	Operator, machine: rubber processing	8141-24
3938	Operator, machine: rubber products	8141-25
3939	Operator, machine: rubber stamp production	8141-26
3940	Operator, machine: sawing (metal)	7223-51
3941	Operator, machine: sawing (stone)	8112-31
3942	Operator, machine: sawing (wood)	8172-27
3943	Operator, machine: sealing	8183-21
3944	Operator, machine: seasoning (wood)	7521-17
3945	Operator, machine: sewing	8153-13
3946	Operator, machine: shaping (metal)	7223-52
3947	Operator, machine: shaping (wood)	8172-28
3948	Operator, machine: shaving (wood)	8172-31
3949	Operator, machine: shoe production	8156-15
3950	Operator, machine: shotblasting (metal)	8122-36
3951	Operator, machine: shrinking (textiles)	8154-28
3952	Operator, machine: silicon chip production	8184-12
3953	Operator, machine: silk weighting	8154-31
3954	Operator, machine: skeining (thread and yarn)	8151-25
3955	Operator, machine: soft-drinks production	8160-67
3956	Operator, machine: spinning (synthetic fibre)	8151-26
3957	Operator, machine: spinning (thread and yarn)	8151-27
3958	Operator, machine: splicing (cable and rope)	8184-13
3959	Operator, machine: splitting (stone)	8112-32
3960	Operator, machine: spooling (thread and yarn)	8151-28
3961	Operator, machine: sports equipment (metal)	7223-53
3962	Operator, machine: sports equipment (wood)	7523-26
3963	Operator, machine: spraying (metal)	8122-37
3964	Operator, machine: staining (leather)	8155-24
3965	Operator, machine: sterilising (fish)	8160-68
3966	Operator, machine: sterilising (fruit)	8160-71
3967	Operator, machine: sterilising (meat)	8160-72
3968	Operator, machine: sterilising (vegetables)	8160-73
3969	Operator, machine: stone products	8114-38
3970	Operator, machine: sugar production	8160-74
3971	Operator, machine: synthetic-fibre production	8131-75
3972	Operator, machine: tanning	8155-25
3973	Operator, machine: tea-leaf processing	8160-75

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3974	Operator, machine: tempering (glass)	8181-83
3975	Operator, machine: tempering (metal)	8121-51
3976	Operator, machine: tempering (wood)	7521-18
3977	Operator, machine: tent making	8158-24
3978	Operator, machine: textile fibre preparing	8151-31
3979	Operator, machine: threading (loom)	8152-27
3980	Operator, machine: tobacco processing	8160-76
3981	Operator, machine: toiletry products	8131-76
3982	Operator, machine: tool production	7223-54
3983	Operator, machine: toy production (metal)	7223-55
3984	Operator, machine: toy production (wood)	7523-27
3985	Operator, machine: treating (wood)	7521-21
3986	Operator, machine: twining (thread and yarn)	8151-32
3987	Operator, machine: twisting (thread and yarn)	8151-33
3988	Operator, machine: tyre production	8141-27
3989	Operator, machine: vegetable juice production	8160-77
3990	Operator, machine: vegetable processing	8160-78
3991	Operator, machine: vehicle assembly	8211-36
3992	Operator, machine: vinegar making	8160-81
3993	Operator, machine: vulcanising (rubber goods)	8141-28
3994	Operator, machine: vulcanising (tyres)	8141-31
3995	Operator, machine: warping beam (textile weaving)	8152-28
3996	Operator, machine: washing (bottles)	8183-22
3997	Operator, machine: washing (chemical and related materials)	8131-77
3998	Operator, machine: washing (cloth)	8154-32
3999	Operator, machine: washing (food stuffs)	8160-82
4000	Operator, machine: washing (hide)	8155-26
4001	Operator, machine: washing (laundry)	8157-21
4002	Operator, machine: washing (minerals)	8112-33
4003	Operator, machine: washing (textile fibres)	8151-34
4004	Operator, machine: washing (yarn)	8154-33
4005	Operator, machine: watch production	7223-56
4006	Operator, machine: waterproofing (cloth)	8154-34
4007	Operator, machine: waterproofing (fabric)	8154-35
4008	Operator, machine: waterproofing (textiles)	8154-36
4009	Operator, machine: weaving	8152-31
4010	Operator, machine: weaving (carpets)	8152-32
4011	Operator, machine: weaving (fabrics)	8152-33
4012	Operator, machine: weaving (jacquard)	8152-34

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4013	Operator, machine: weaving (laces)	8152-35
4014	Operator, machine: welding (metal)	7212-14
4015	Operator, machine: winding (armature)	8212-33
4016	Operator, machine: winding (coil)	8212-34
4017	Operator, machine: winding (filament)	8212-35
4018	Operator, machine: winding (rotor coil)	8212-36
4019	Operator, machine: winding (stator coil)	8212-37
4020	Operator, machine: winding (thread and yarn)	8151-35
4021	Operator, machine: winding (transformer coil)	8212-38
4022	Operator, machine: wire goods production	7212-15
4023	Operator, machine: wiring (electric)	7223-57
4024	Operator, machine: wood grinding (pulpmaking)	8171-26
4025	Operator, machine: wood processing	8172-32
4026	Operator, machine: wood products	7523-28
4027	Operator, machine: woodworking	7523-31
4028	Operator, machine: wrapping	8183-23
4029	Operator, merry-go-round	8343-41
4030	Operator, microphone	3521-34
4031	Operator, mining plant	8111-56
4032	Operator, Morse code	3522-12
4033	Operator, motorized farm equipment	8341-22
4034	Operator, motorized forestry equipment	8341-23
4035	Operator, multi-binder	7323-28
4036	Operator, papermaking plant	8171-27
4037	Operator, perfect binder	7323-31
4038	Operator, peripheral equipment: computer	3511-14
4039	Operator, planer: sawmill	8172-33
4040	Operator, plant: metal extrusion	8121-52
4041	Operator, power-shear	7223-58
4042	Operator, power-tong/ oil and gas well	8113-31
4043	Operator, press: baling	8184-14
4044	Operator, press: digital	7322-26
4045	Operator, press: edible oils	8160-83
4046	Operator, press: extruding (clay)	8181-84
4047	Operator, press: extruding (metal)	8121-53
4048	Operator, press: filtering (clay)	8181-85
4049	Operator, press: flexographic	7322-27
4050	Operator, press: forging	7221-22
4051	Operator, press: fruit	8160-84

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4052	Operator, press: gravure	7322-28
4053	Operator, press: hardboard	8171-28
4054	Operator, press: laminated (plastics)	8142-36
4055	Operator, press: large sheet-fed	7322-31
4056	Operator, press: lithographic	7322-32
4057	Operator, press: metal (forging)	7221-23
4058	Operator, press: offset	7322-33
4059	Operator, press: photogravure	7322-34
4060	Operator, press: platen	7322-35
4061	Operator, press: plywood	8172-34
4062	Operator, press: printing	7322-36
4063	Operator, press: punching (metal)	7223-61
4064	Operator, press: rotary	7322-37
4065	Operator, press: rotogravure	7322-38
4066	Operator, press: screen printing	7322-41
4067	Operator, press: small	7322-42
4068	Operator, press: stamping (metal)	7223-62
4069	Operator, press: steam (textiles)	8154-37
4070	Operator, press: textile	8154-38
4071	Operator, press: veneer	8172-35
4072	Operator, press: wafer board	8172-36
4073	Operator, press: wallpaper	7322-43
4074	Operator, press: web	7322-44
4075	Operator, public address equipment	3521-35
4076	Operator, pug-mill: clay	8181-86
4077	Operator, pulling equipment: oil and gas wells	8113-32
4078	Operator, radio equipment: flight	3522-13
4079	Operator, radio equipment: land-based	3522-14
4080	Operator, radio equipment: sea-based	3522-15
4081	Operator, recording equipment	3521-36
4082	Operator, repulper	8171-31
4083	Operator, roller coaster	8343-42
4084	Operator, rolling-mill: non-ferrous metal	8121-54
4085	Operator, rolling-mill: seamless pipe and tube	8121-55
4086	Operator, rolling-mill: steel (cold-rolling)	8121-56
4087	Operator, rolling-mill: steel (continuous)	8121-57
4088	Operator, rolling-mill: steel (hot-rolling)	8121-58
4089	Operator, ropeway: aerial	8343-43
4090	Operator, rubber processing plant	8141-32

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4091	Operator, saddle stitch: bookbinding	7323-32
4092	Operator, sandblasting equipment (metal)	8122-38
4093	Operator, sandblasting equipment: glass	8181-87
4094	Operator, saw: circular	8172-37
4095	Operator, sawmill	8172-38
4096	Operator, screener: paper pulp	8171-32
4097	Operator, service rig/oil and gas well	8113-33
4098	Operator, service station console	5230-33
4099	Operator, set-up: woodworking machine	7523-32
4100	Operator, sheeter: pulp and paper	8171-33
4101	Operator, shuttle car: mine	8332-27
4102	Operator, shuttle car: quarry	8332-28
4103	Operator, ski-lift	8343-44
4104	Operator, sluice: dock	8343-45
4105	Operator, slurry equipment: metal	8121-61
4106	Operator, steam engine	8182-23
4107	Operator, stone-processing plant	8112-34
4108	Operator, studio equipment: radio	3521-37
4109	Operator, studio equipment: television	3521-38
4110	Operator, supercalender	8171-34
4111	Operator, switch: railway	8312-16
4112	Operator, switchboard: telephone	4223-12
4113	Operator, tank: timber treating	7521-22
4114	Operator, telecommunications: equipment	3522-16
4115	Operator, telegraphic equipment	3522-17
4116	Operator, telephone	4223-13
4117	Operator, telephone: canvassing	5244-23
4118	Operator, telephone: market research	4227-18
4119	Operator, telephone: surveying	4227-21
4120	Operator, telephone: telemarketing	5244-24
4121	Operator, thresher	8341-24
4122	Operator, tour	3335-18
4123	Operator, transmitting equipment: radio	3521-41
4124	Operator, transmitting equipment: television	3521-42
4125	Operator, tree faller	8341-25
4126	Operator, trimmer: sawmill	8172-41
4127	Operator, truck: forklift	8344-13
4128	Operator, truck: lifting	8344-14
4129	Operator, Turrent and Capstan Lathe	7223-15

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4130	Operator, uranium classifier	8121-62
4131	Operator, vacuum oven: foodstuffs	8160-85
4132	Operator, vacuum pan: condensed milk	8160-86
4133	Operator, vacuum pan: food essences	8160-87
4134	Operator, vacuum-conditioner: tobacco processing	8160-88
4135	Operator, weighbridge	4321-34
4136	Operator, winch	8343-46
4137	Operator, winemaking plant	8160-91
4138	Operator, wood-processing plant	8172-42
4139	Operator, word processing	4131-21
4140	Operator, zinc cell	8121-63
4141	Operator,machine: electrical line installation	8343-38
4142	Ophthalmic Nurse	2222-17
4143	Ophthalmic optician	2294-11
4144	Ophthalmologist	2212-15
4145	Optician, contact lens	3254-12
4146	Optometrist	2294-12
4147	Oracle	5171-16
4148	Oral and Maxillofacial surgeon	2250-15
4149	Oral pathologist	2250-16
4150	Orchardist	6112-47
4151	Orchestra Conductor	2652-14
4152	Orchestrator	2652-13
4153	Orderly, Court	5414-32
4154	Orderly, hospital	5323-18
4155	Organizations and Methods analyst	2421-14
4156	Organizer, conference and event	3332-26
4157	Organizer, exhibition	3332-27
4158	Organizer, function	3332-28
4159	Orthodontists	2250-17
4160	Orthopaedic appliance maker	3214-14
4161	Orthopaedic Manual Physiotherapist	3255-31
4162	Orthopaedic Surgeon	2212-34
4163	Orthopaedic Therapist	2291-21
4164	Orthoptist	2294-13
4165	Orthotic technician	3214-15
4166	Orthotist	2295-14
4167	Osteopath	2270-21
4168	Other Air Traffic Controllers	3154-13

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4169	Other Artists	2651-22
4170	Other Government Administrators	1123-33
4171	Other Historians and Political Scientists	2633-15
4172	Other Jurists	2612-21
4173	Other Lawyer/Legal Practitioner	2611-16
4174	Other Mechanical Engineering Technicians	3115-25
4175	Other Metal Smelting, Converting and Refining Furnace Operators	3135-22
4176	Other Power Production Plant operators	3131-22
4177	Other Sociologists and Related Professionals	2632-18
4178	Outplacement expert	2423-16
4179	Overman, Colliery	3121-17
4180	Packer, hand	9321-15
4181	Packer, nightfill	9334-31
4182	Packer, shelf	9334-32
4183	Paediatric Nurse	2222-12
4184	Paediatric physical therapist	2291-22
4185	Paediatrician	2212-16
4186	Paedodontists	2250-18
4187	Painter, automobile	7132-11
4188	Painter, body	3435-25
4189	Painter, brush: except construction	7316-26
4190	Painter, building	7131-13
4191	Painter, construction	7131-14
4192	Painter, decorative	7316-27
4193	Painter, decorative: ceramics	7316-28
4194	Painter, decorative: glass	7316-31
4195	Painter, decorative: sign	7316-32
4196	Painter, house	7131-15
4197	Painter, manufactured articles	7132-12
4198	Painter, metal	7132-13
4199	Painter, motion picture set	7131-16
4200	Painter, outside: construction	7131-17
4201	Painter, ship's hull	7131-18
4202	Painter, stage scenery	7131-21
4203	Painter, structural steel	7131-22
4204	Painter, vehicle	7132-14
4205	Painter-decorator, buildings	7131-23
4206	Painter-decorator, wall carpeting	7131-24
4207	Painter-decorator, wallcovering	7131-25

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4208	Painter-decorator, wallpapering	7131-26
4209	Painting and Surface Treatment Line in-charge	3123-21
4210	Palaeontologist	2112-18
4211	Paleo-botanist	2142-25
4212	Palliative Care Nurse	2222-16
4213	Palliative Physiotherapist	2291-26
4214	Palmist	5171-14
4215	Panel Beater, aircraft	7213-11
4216	Panel Beater, motor vehicle	7213-13
4217	Paper pulp refinery operator	3137-16
4218	Paralegal	3411-27
4219	Paralegal, secretarial tasks	3342-15
4220	Paramedic, ambulance	3258-15
4221	Paramedic, emergency	3258-16
4222	Parasitologist	2130-28
4223	Park ranger	2142-22
4224	Parking Boy	9510-24
4225	Parole Officer	2635-22
4226	Partner, dancing	5173-23
4227	Passenger Aircraft Pilot	3153-11
4228	Pastoralist	6121-62
4229	Pastry-cook	7512-43
4230	Pathologist	2212-23
4231	Pathology Laboratory Technician	3212-14
4232	Patrolman, beach	5415-22
4233	Patrolman, forest: fire	5411-24
4234	Patrolman, police	5412-21
4235	Patrolman, security	5414-24
4236	Patrolwoman, beach	5415-23
4237	Patrolwoman, forest: fire	5411-25
4238	Patrolwoman, police	5412-22
4239	Patrolwoman, security	5414-25
4240	Patternmaker sails	7532-32
4241	Patternmaker, caps	7532-24
4242	Patternmaker, footwear	7536-37
4243	Patternmaker, fur	7532-25
4244	Patternmaker, garment	7532-26
4245	Patternmaker, gloves	7532-27
4246	Patternmaker, hats	7532-28

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4247	Patternmaker, mattresses	7532-31
4248	Patternmaker, metal	7222-25
4249	Patternmaker, tents	7532-33
4250	Patternmaker, umbrellas	7532-34
4251	Patternmaker, upholstery	7532-35
4252	Patternmaker, wood	7522-45
4253	Paviour	7112-21
4254	Pawnbroker	4213-12
4255	Paymaster General	1123-25
4256	Payroll Analyst	2423-18
4257	Peddler	9520-12
4258	Peddler, food	5212-12
4259	Pedicurist	5142-25
4260	Periodontist	2250-22
4261	Permanent Secretary	1110-22
4262	Person, odd-job	9622-26
4263	Petroleum Process Operator	3134-13
4264	Petrologist	2112-14
4265	Pewter -smith	7313-31
4266	Pharmaceutical assistant	3213-12
4267	Pharmaceutical Technician	3213-13
4268	Pharmaceutical Technologist	3213-11
4269	Pharmacist	2260-11
4270	Pharmacoepidermiologist	2260-18
4271	Pharmacologist	2130-31
4272	Pharmacy Natural Therapy	2270-22
4273	Philologist	2643-13
4274	Philosopher	2633-12
4275	Phlebotomist	5323-21
4276	Phlebotomy Technician	3212-21
4277	Photo-composer, printing	7321-63
4278	Photo-engraver	7321-64
4279	Photographer	3431-13
4280	Photographer, advertising	3431-14
4281	Photographer, aerial	3431-15
4282	Photographer, architecture	3431-16
4283	Photographer, commercial	3431-17
4284	Photographer, fashion	3431-18
4285	Photographer, industrial	3431-21

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4286	Photographer, medical	3431-22
4287	Photographer, microphotography	3431-23
4288	Photographer, news	3431-24
4289	Photographer, photogravure	7321-65
4290	Photographer, police	3431-25
4291	Photographer, portrait	3431-26
4292	Photographer, press	3431-27
4293	Photographer, scientific	3431-28
4294	Photography director	2654-14
4295	Photogravurist	7321-66
4296	Photolithographer	7321-67
4297	Phototypesetter, printing	7321-68
4298	Physical Design Engineer	3118-25
4299	Physical Therapist	2291-18
4300	Physician (general)	2211-16
4301	Physicist	2111-12
4302	Physicist Electronics	2111-13
4303	Physicist Mechanics	2111-16
4304	Physicist Medical	2111-14
4305	Physicists Nuclear	2111-15
4306	Physiologist	2130-34
4307	Physiotherapist	2291-11
4308	Picker, cotton	9211-28
4309	Picker, fibre: textile	7318-32
4310	Picker, fruit	9211-31
4311	Picker, recycling	9612-13
4312	Picker, vegetable	9211-32
4313	Picker, waste	9612-14
4314	Pickler, fish	7511-35
4315	Pickler, fruit	7514-23
4316	Pickler, meat	7511-36
4317	Pickler, pelt	7535-37
4318	Pickler, vegetables	7514-24
4319	Picture restorer	2651-25
4320	Piler, mine	8111-58
4321	Pilot Glider	3153-31
4322	Pilot, aerial surveys	3153-16
4323	Pilot, agricultural aircraft	3153-17
4324	Pilot, air force	3153-18

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4325	Pilot, aircraft/commercial	3153-13
4326	Pilot, helicopter	3153-14
4327	Pilot, marine	3152-18
4328	Pisces-culturist	2141-25
4329	Pisciculturist	6221-18
4330	Placer, concrete	7115-16
4331	Planer, stone	7113-31
4332	Planner, call centre workforce	3341-22
4333	Planner, conference	3332-31
4334	Planner, contact centre workforce	3341-23
4335	Planner, urban	2171-15
4336	Planner, wedding	3332-32
4337	Planning Officer (Economic)	2631-12
4338	Plant operator wash/mining	8111-57
4339	Plant Pathologist	2130-38
4340	Plant physiologist	2130-41
4341	Planter, cane	9211-33
4342	Planter, copra	6112-48
4343	Planter, cotton	6111-57
4344	Planter, forestry	6210-37
4345	Planter, sugar-cane	6111-58
4346	Planter, tea	6112-51
4347	Planter, tobacco	6111-61
4348	Planter, tree	9215-18
4349	Plasterer	7123-14
4350	Plasterer, dry wall/plasterboard	7123-15
4351	Plasterer, fibrous	7123-16
4352	Plasterer, ornamental	7123-17
4353	Plasterer, plasterboard	7123-18
4354	Plasterer, solid	7123-21
4355	Plasterer, stucco	7123-22
4356	Plater, ship	7214-18
4357	Player, cards	3421-33
4358	Player, chess	3421-34
4359	Player, hockey	3421-35
4360	Player, poker	3421-36
4361	Player, sports	3421-37
4362	Player, tennis	3421-38
4363	Playwright	2641-24

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4364	Plucker, tea	9211-34
4365	Plucker-trimmer, pelt	7535-38
4366	Plumber	7126-33
4367	Plumber-jointer, electric cable	7413-13
4368	Plumbing Foreman	3123-15
4369	Podiatrist	2295-13
4370	Poet	2641-31
4371	Policeman	5412-23
4372	Policewoman	5412-24
4373	Policy analyst	2422-12
4374	Polisher, footwear	7536-38
4375	Polisher, gem	7313-32
4376	Polisher, glass	7315-28
4377	Polisher, glass: lenses	7545-17
4378	Polisher, granite	7113-32
4379	Polisher, industrial diamonds	8114-43
4380	Polisher, jewellery	7313-33
4381	Polisher, leather	7535-41
4382	Polisher, marble	7113-33
4383	Polisher, metal	7224-23
4384	Polisher, shoes	9510-16
4385	Polisher, slate	7113-34
4386	Polisher, stone: hand or hand-powered tools	7113-35
4387	Political Scientist	2633-14
4388	Poojari	2636-18
4389	Porter, Airport	9621-37
4390	Porter, cold-storage	9333-33
4391	Porter, fish	9333-34
4392	Porter, food market	9333-35
4393	Porter, fruit	9333-36
4394	Porter, goods-loading	9333-37
4395	Porter, hotel	9621-31
4396	Porter, kitchen	9412-17
4397	Porter, luggage	9621-32
4398	Porter, meat	9333-38
4399	Porter, shop	9333-41
4400	Porter, warehouse	9333-42
4401	Portrait Painter	2651-24
4402	Postie	4412-22

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4403	Postmaster	1140-23
4404	Postmaster General	1140-22
4405	Post-runner	9621-33
4406	Pot Operator (Aluminum)	3135-23
4407	Potter	7314-25
4408	Potter, nursery	9214-31
4409	Poultry Scientist	2141-24
4410	Poultry Technician	3142-18
4411	Pourer, ladle	8121-64
4412	Pourer, metal/metal smelting	3135-35
4413	Powder man	7542-13
4414	Powder woman	7542-14
4415	Power system Operator	3131-16
4416	Practical Nurse	3221-18
4417	Preacher, lay	3413-18
4418	Precipitator, gold	8112-41
4419	Precipitator, silver	8112-42
4420	Preparer, fibre: textile	7318-33
4421	Preparer, footwear	7536-41
4422	Preparer, photographic chemicals	8132-52
4423	Preparer, sim-sim seeds	7514-25
4424	Preparer, structural: metal	7214-21
4425	Pre-School Teacher	2342-12
4426	Preserver, cashew-nuts	7514-33
4427	Preserver, fruit	7514-26
4428	Preserver, fruit juice	7514-27
4429	Preserver, ground nuts	7514-32
4430	Preserver, sauces and condiments	7511-37
4431	Preserver, vegetable	7514-28
4432	Preserver, vegetable juice	7514-31
4433	President	1110-11
4434	Press Liaison officer	2432-11
4435	Press officers	2642-13
4436	Press/Information Officer	2642-14
4437	Presser, chocolate production	7512-44
4438	Presser, cigar	7516-36
4439	Presser, clay extruding	7314-26
4440	Presser, footwear: soles	7536-42
4441	Presser, hand	9121-17

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4442	Presser, noodle extruding	7512-45
4443	Presser, pottery and porcelain	7314-27
4444	Press-operator, plywood	8172-43
4445	Prevention worker, Safety & Acciden	5414-33
4446	Priest	2636-14
4447	Priest, parish	2636-25
4448	Primary School Teacher	2341-11
4449	Principal Immigration office	1123-27
4450	Principal Secretary	1110-21
4451	Principal, high school	2330-13
4452	Printer	7322-45
4453	Printer, block	7322-46
4454	Printer, film: photographic	8132-42
4455	Printer, job	7322-47
4456	Printer, pantograph	7321-71
4457	Printer, photograph	8132-43
4458	Printer, projection	8132-44
4459	Printer, screen	7322-48
4460	Printer, silk-screen	7322-51
4461	Printer, textile	7322-52
4462	Probation officer	2635-21
4463	Processor, loans	3312-33
4464	Processor, photographic	8132-45
4465	Producer, animals	6121-63
4466	Producer, conference	3332-33
4467	Producer, events	3332-34
4468	Producer, Executive/Media	1432-16
4469	Producer, Motion Picture	1432-21
4470	Producer, Radio	1432-17
4471	Producer, Television	1432-18
4472	Production and Operations Manager	1213-16
4473	Production Engineer	2155-11
4474	Professor	2310-11
4475	Programmer, Communications	2512-17
4476	Programmer, workforce	4416-25
4477	Project Accountant	2411-24
4478	Projectionist, cinema	3521-43
4479	Promoter, community health	3253-13
4480	Promoter, sports	3335-21

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4481	Prompter	3435-26
4482	Proof reader	4413-25
4483	Proofer, photogravure	7321-72
4484	Proof-presser	7321-73
4485	Prosthetist	2295-15
4486	Prosthetic technician	3214-16
4487	Prosthetist	3214-17
4488	Prosthodontist	2250-21
4489	Prover, photo-engraving	7321-74
4490	Prover, photogravure	7321-75
4491	Provider, personal care	5322-32
4492	Provincial Commissioner	1123-13
4493	Provost	2636-15
4494	Pruner, forestry	6210-38
4495	Pruner, fruit trees	6112-52
4496	Pruner, shrub: crops	6112-53
4497	Pruner, shrub: garden maintenance	9214-32
4498	Pruner, tree: forestry	6210-41
4499	Pruner, tree: garden maintenance	9214-33
4500	Pruner-trimmer, forestry	6210-42
4501	Psychiatrist	2212-18
4502	Psychiatry Nurse	2222-14
4503	Psychologist	2634-11
4504	Psychologist Educational	2634-17
4505	Psychologist organizational	2634-16
4506	Psychologist Sports	2634-18
4507	Psychologist, clinical	2634-12
4508	Psychologist, occupational	2634-13
4509	Psychologist, social	2634-14
4510	Psychotherapist	2634-15
4511	Public Health Nurse	2221-17
4512	Public Health Nutritionist	2292-14
4513	Public health Physician	2212-42
4514	Public Key Infrastructure Specialist	2531-15
4515	Public Prosecutor	2611-11
4516	Public relations copy writer	2432-13
4517	Public relations officer	2432-14
4518	Publicity Agent	2432-12
4519	Publisher Book	2641-17

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4520	Publisher, desk-top: print media	7321-76
4521	Publisher, desk-top: web	3514-22
4522	Publisher, electronic: internet	3514-23
4523	Publisher, web	3514-24
4524	Puller, pelt	7535-42
4525	Puller, rickshaw	9331-24
4526	Pulmonologist	2212-31
4527	Purser Ship	1211-18
4528	Purser, aircraft	5111-14
4529	Purser, flight	5111-15
4530	Pusher, Mkokoteni	9331-31
4531	Quality assurance analyst(computers)	2515-11
4532	Quality Control Inspector	3137-14
4533	Quality Controller	3137-15
4534	Quality Engineer	2162-21
4535	Quantity surveying Technician	3119-18
4536	Rabbi	2636-16
4537	Racer, automobile	3421-41
4538	Racer, bicycle	3421-42
4539	Racer, motor cycle	3421-43
4540	Radiation Protection expert	2142-27
4541	Radio announcer	2656-12
4542	Radio Commentator	2642-27
4543	Radio, Engineer Telecommunications	2163-16
4544	Radiographer	3211-23
4545	Radiologist	2212-21
4546	Radiology Technician	3211-12
4547	Railway Construction Engineer	2151-21
4548	Raiser, cattle	6121-64
4549	Raiser, laboratory: animal	5172-24
4550	Raiser, ostrich	6124-25
4551	Raiser, pig	6121-65
4552	Raiser, sheep	6121-66
4553	Raiser, silkworm	6123-18
4554	Rancher	6121-67
4555	Ranger, forest: cultivating trees	6210-43
4556	Reader, university	2310-15
4557	Realtor	3334-17
4558	Receptionist	4226-12

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4559	Receptionist, dental	4226-13
4560	Receptionist, hotel	4224-12
4561	Receptionist, medical office	4226-14
4562	Records Manager	2621-14
4563	Recreational therapist	2295-16
4564	Recruitment officer	2423-21
4565	Recycler	9612-15
4566	Referee, sports	3422-24
4567	Refiller, filling shelf, fridge or freezer	9334-33
4568	Refiner, chocolate	7512-46
4569	Refiner, lead	8121-65
4570	Refiner, metal	8121-66
4571	Refiner, steel	8121-67
4572	Refinery Process Technician	3134-14
4573	Reflexologist	3230-16
4574	Refrigeration and Air-conditioning Fitter	7421-36
4575	Refueller, aircraft	8332-31
4576	Regional Coordinators	1123-12
4577	Registered Clinical Officer	2231-11
4578	Registered Midwife	2223-13
4579	Registrar Medical	2211-14
4580	Registrar, (High court, Appellate court)	2611-17
4581	Registrar, court	3411-28
4582	Registry clerk	4415-17
4583	Regulator, tone: musical instruments	7312-25
4584	Remedial Teacher	2341-12
4585	Remover, furniture	9333-43
4586	Remover, graffiti	9124-26
4587	Remover, household goods	9333-44
4588	Renal Nurse	2222-21
4589	Repairer, audio-visual equipment	7421-24
4590	Repairer, bicycle	7234-15
4591	Repairer, building	7111-14
4592	Repairer, camera	7311-31
4593	Repairer, chimney	7119-21
4594	Repairer, clock	7311-32
4595	Repairer, construction machinery	7233-57
4596	Repairer, electrical equipment	7412-36
4597	Repairer, electronics equipment	7421-25

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4598	Repairer, engine: aircraft	7232-28
4599	Repairer, fabrics	7318-34
4600	Repairer, farm machinery	7233-58
4601	Repairer, footwear	7536-43
4602	Repairer, instrument: brass	7312-26
4603	Repairer, instrument: dental	7311-33
4604	Repairer, instrument: musical	7312-27
4605	Repairer, instrument: optical	7311-34
4606	Repairer, instrument: percussion	7312-28
4607	Repairer, instrument: precision	7311-35
4608	Repairer, instrument: scientific	7311-36
4609	Repairer, instrument: stringed	7312-31
4610	Repairer, instrument: surgical	7311-37
4611	Repairer, instrument: wind	7312-32
4612	Repairer, jewellery	7313-34
4613	Repairer, mechatronics	7231-32
4614	Repairer, mining machinery	7233-61
4615	Repairer, moped	7231-33
4616	Repairer, motor vehicle	7231-34
4617	Repairer, pedal cycle	7234-16
4618	Repairer, perambulator	7234-17
4619	Repairer, photographic equipment	7311-38
4620	Repairer, radio	7422-41
4621	Repairer, saw	7224-24
4622	Repairer, stationary engine	7233-62
4623	Repairer, telecommunications equipment	7422-42
4624	Repairer, television	7422-43
4625	Repairer, train engine	7233-63
4626	Repairer, Train Wagons	7233-64
4627	Repairer, tyre	8141-33
4628	Repairer, watch	7311-41
4629	Repairer, wheelchair	7234-18
4630	Repairer, wheelchair: electric	7412-37
4631	Repairer, wheelchair: motorized	7412-35
4632	Repairer, windscreen	7125-22
4633	Replenisher, shelf	9334-34
4634	Replenisher, stock	9334-35
4635	Reporter	4131-32
4636	Reporter, administrative: verbatim	3343-15

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4637	Reporter, court	3343-16
4638	Reporter, verbatim	3343-17
4639	Representative, automobile leasing	5223-18
4640	Representative, insurance: assessor	3315-22
4641	Representative, insurance: claims	3315-23
4642	Representative, insurance: sales	3321-16
4643	Representative, internet helpdesk	3512-56
4644	Representative, sales	3322-17
4645	Representative, sales: automobile	5223-21
4646	Representative, sales: door-to-door	5243-18
4647	Representative, sales: manufacturing	3322-21
4648	Representative, technical: computer support	3512-57
4649	Representative, telephone: canvassing for donations	5244-25
4650	Research Officer (Biology)	2130-21
4651	Researcher Medicine	2211-18
4652	Researcher, interviewing: market research	4227-22
4653	Researcher, interviewing: surveys	4227-23
4654	Researcher, market: cold calling	4227-24
4655	Researcher, market: interviewing or conducting surveys	4227-25
4656	Researcher, market: telephone	4227-26
4657	Reserve, Police	5412-26
4658	Resource Mobiliser	2412-18
4659	Restorative Dentist	2250-25
4660	Restorer, aircraft	7232-31
4661	Retail Pharmacist	2260-15
4662	Retailer	5221-15
4663	Retailer, internet	5221-16
4664	Retailer, online	5221-17
4665	Retoucher, photogravure	7321-77
4666	Retoucher, printing plates	7321-78
4667	Revenue Officer	3352-17
4668	Rheumatologist	2212-36
4669	Rider, bicycle	9331-25
4670	Rider, Camel-taxi	9332-18
4671	Rider, dispatch	8321-23
4672	Rider, Donkey-taxi	9332-21
4673	Rider, horse: sport	3421-44
4674	Rider, motor cycle	8321-24
4675	Rider, timber	6210-44

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4676	Rider, tricycle	9331-26
4677	Rigger	7215-12
4678	Rigger, aircraft	7215-13
4679	Rigger, hoisting equipment	7215-14
4680	Rigger, oil and gas well	7215-15
4681	Rigger, parachute	3153-28
4682	Rigger, railway cable	7215-16
4683	Rigger, scaffolding	7119-22
4684	Rigger, ship	7215-17
4685	Rigger, ski-lift	7215-18
4686	Rigger, theatrical	7215-21
4687	Rigger, tower	7215-22
4688	Risk Management Analyst	2412-14
4689	Risk Manager	1211-13
4690	Riveter	7214-22
4691	Riveter, pneumatic	7214-23
4692	Roads, Dams and Similar Construction Labourer	9312-32
4693	Robotic Machine Operator	3137-11
4694	Robotics Engineer	2542-14
4695	Robotics technician	3119-25
4696	Rock Slicer	3117-15
4697	Roller, cigar	7516-37
4698	Roller, continuous - mill (steel)	3135-26
4699	Roller, non-ferrous metal	3135-28
4700	Roller, precious metal	7313-35
4701	Roller, seamless pipe and tube	3135-31
4702	Roller, steel	8121-68
4703	Roller, sugar confectionery	7512-47
4704	Rolling Mill Control Operator	3135-13
4705	Roofer	7121-12
4706	Roofer concrete	7121-13
4707	Roofer Traditional materials	7121-14
4708	Roofer, asphalt	7121-15
4709	Roofer, composite materials	7121-16
4710	Roofer, metal sheet	7121-17
4711	Roofer, slate	7121-18
4712	Roofer, tile	7121-21
4713	Roofer, wood-shingle	7121-22
4714	Rotary Driller (Oil and Gas Well)	8113-34

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4715	Rounder, footwear	7536-44
4716	Rover, fibre: textile	7318-35
4717	Runner, messages	9621-34
4718	Runner, post	9621-35
4719	Sacristan	5153-14
4720	Saddler	7536-45
4721	Sailor	8350-43
4722	Sales representative (communications Technology)	2434-11
4723	Sales representative (Industrial Products)	2433-12
4724	Sales representative (Medical and pharmaceutical products)	2433-13
4725	Sales representative(computers)	2434-12
4726	Salesperson, advertising	3335-22
4727	Salesperson, automobile	5223-22
4728	Salesperson, bond	3311-27
4729	Salesperson, business services	3335-23
4730	Salesperson, call centre	5244-26
4731	Salesperson, canvassing on telephone	5244-27
4732	Salesperson, car	5223-23
4733	Salesperson, car hire	5247-15
4734	Salesperson, commercial	3322-22
4735	Salesperson, customer contact centre	5244-28
4736	Salesperson, direct: door-to-door	5243-21
4737	Salesperson, internet	5244-31
4738	Salesperson, kiosk	5211-13
4739	Salesperson, kiosk: food service	5246-16
4740	Salesperson, manufacturing	3322-23
4741	Salesperson, market	5211-14
4742	Salesperson, market: food service	5246-17
4743	Salesperson, party plan	5243-22
4744	Salesperson, property	3334-18
4745	Salesperson, real estate	3334-21
4746	Salesperson, rental	5247-16
4747	Salesperson, retail establishment	5223-24
4748	Salesperson, securities	3311-28
4749	Salesperson, shop	5223-25
4750	Salesperson, telemarketing	5244-32
4751	Salesperson, telephone	5244-33
4752	Salesperson, travelling	3322-24
4753	Salesperson, video rental	5247-17

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4754	Salesperson, wholesale establishment	5223-26
4755	Salter, cheese	8160-92
4756	Salter, fish	7511-38
4757	Salter, meat	7511-41
4758	Salvage man, fire	5411-26
4759	Salvage woman, fire	5411-27
4760	Salvationist	3413-21
4761	Sampler, core	8113-35
4762	Sandblaster, glass decorating	7316-33
4763	Sandblaster, stonecutting	7113-36
4764	Sanitarian	3257-28
4765	Sanitary Engineer	2151-23
4766	Sanitary landfill Plant Operators	3132-18
4767	Saucier	3434-18
4768	Sawyer, edge	8172-44
4769	Sawyer, industrial diamonds	8112-52
4770	Sawyer, industrial diamonds	8114-44
4771	Sawyer, precision woodworking	7523-33
4772	Sawyer, sawmill	8172-45
4773	Sawyer, stone	7113-37
4774	Sawyer, wood	7523-34
4775	Sawyer, wood processing plant	8172-46
4776	Scaffolder	7119-23
4777	Scaler, log	6210-45
4778	Scavenger	9612-16
4779	Scheduler, crew	4416-26
4780	School Principal	1140-17
4781	Scourer, wool	7318-36
4782	Screener, snuff	7516-38
4783	Scribe	4414-12
4784	Script writer	2641-25
4785	Sculptor	2651-11
4786	Sea woman, able	8350-46
4787	Sea woman, ordinary	8350-47
4788	Seaman, able	8350-44
4789	Seaman, ordinary	8350-45
4790	Seamstress	7531-36
4791	Searcher, title	3411-31
4792	Seasoner, wood	7521-23

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4793	Second Officer Ship	3152-15
4794	Secondary School Teacher	2330-12
4795	Secretary	4120-11
4796	Secretary to the Cabinet	1110-18
4797	Secretary, administrative	3343-18
4798	Secretary, Commission on Revenue Allocation	1122-22
4799	Secretary, committee	3343-21
4800	Secretary, conveyancing	3342-16
4801	Secretary, Council of Governors	1122-26
4802	Secretary, County Public Service Board	1122-14
4803	Secretary, dental	3344-16
4804	Secretary, doctor's	3344-17
4805	Secretary, Ethics and Anti-Corruption Commission	1122-25
4806	Secretary, executive	3343-22
4807	Secretary, executive	4120-15
4808	Secretary, hospital ward	3344-18
4809	Secretary, Independent Electoral and Boundaries Commission	1122-21
4810	Secretary, Kenya National Human Rights and Equality Commission	1122-17
4811	Secretary, legal	3342-17
4812	Secretary, litigation	3342-18
4813	Secretary, medical	3344-21
4814	Secretary, medical insurance billing	3344-22
4815	Secretary, medical laboratory	3344-23
4816	Secretary, National Land Commission	1122-18
4817	Secretary, of Commission of Administrative Justice	1122-27
4818	Secretary, Parliamentary Service Commission	1122-23
4819	Secretary, pathology	3344-24
4820	Secretary, patient care	3344-25
4821	Secretary, personal	4120-16
4822	Secretary, Police Service Commission	1122-24
4823	Secretary, Public Service Commission	1122-11
4824	Secretary, Salaries and Remuneration Commission	1122-13
4825	Secretary, stenography	4120-12
4826	Secretary, Teachers Service Commission	1122-12
4827	Secretary, typing	4120-13
4828	Secretary, word processing	4120-14
4829	Securities Consultant	2413-13
4830	Security specialist (ICT)	2531-13
4831	Seer	5171-15

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4832	Seismologist	2112-16
4833	Seller, eBay	5244-34
4834	Seller, Street/Second Hand Clothes	9520-16
4835	Senator	1110-34
4836	Senior Official of Council of Governors	1130-21
4837	Senior Official of Employers' Organization	1130-12
4838	Senior Official of Humanitarian and Other Special Interest Organization	1130-18
4839	Senior Official of Jua Kali Employers Association	1130-13
4840	Senior Official of Political Party Organization	1130-11
4841	Senior Official of Religious Organization	1130-16
4842	Senior Official of Social and Welfare Society	1130-17
4843	Senior Official of Sports Club/ Association	1130-15
4844	Senior Official of Workers'/ Trade Union /Organization	1130-14
4845	Sergeant, detective	3355-17
4846	Sericulturist	6123-21
4847	Servant, domestic	9111-13
4848	Serviceperson, filter	9124-27
4849	Serviceperson, swimming pool: cleaning	9124-31
4850	Servicer, audio-visual equipment	7421-26
4851	Servicer, communications technology	7422-44
4852	Servicer, electrical equipment	7412-38
4853	Servicer, electronic equipment	7421-27
4854	Servicer, radio	7422-45
4855	Servicer, telegraph	7422-46
4856	Servicer, telephone	7422-47
4857	Servicer, television	7422-48
4858	Setter, artistic: glass	7125-23
4859	Setter, bone	3230-17
4860	Setter, gem	7313-36
4861	Setter, glass: buildings	7125-24
4862	Setter, jewels	7313-37
4863	Setter, knitting-machine	8152-36
4864	Setter, loom	8152-37
4865	Setter, machine tool	7223-63
4866	Setter, marble	7122-18
4867	Setter, metalworking machine	7223-64
4868	Setter, printing machine	7322-53
4869	Setter, tile	7122-21
4870	Setter, woodworking machine	7523-35

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4871	Setter-operator, boring machine: metal working	7223-65
4872	Setter-operator, carving machine: woodworking	7523-36
4873	Setter-operator, casting machine: printing type	7322-54
4874	Setter-operator, cutting machine: metal working	7223-66
4875	Setter-operator, die-sinking machine: metal working	7223-67
4876	Setter-operator, drilling machine: metal working	7223-68
4877	Setter-operator, extruding machine: metal working	7223-71
4878	Setter-operator, fret-saw: woodworking	7523-37
4879	Setter-operator, grinding machine: metal working	7223-72
4880	Setter-operator, honing machine: metal working	7223-73
4881	Setter-operator, jigsaw: woodworking	7523-38
4882	Setter-operator, lapping machine: metal working	7223-74
4883	Setter-operator, lathe: glass	7315-31
4884	Setter-operator, lathe: metal working	7223-75
4885	Setter-operator, lathe: woodworking	7523-41
4886	Setter-operator, metalworking machine	7223-76
4887	Setter-operator, milling machine: metal working	7223-77
4888	Setter-operator, numerical control machine: metal working	7223-78
4889	Setter-operator, planing machine: metal working	7223-81
4890	Setter-operator, planing machine: woodworking	7523-42
4891	Setter-operator, precision-grinding machine: metal working	7223-82
4892	Setter-operator, reaming machine: metal working	7223-83
4893	Setter-operator, routing machine: metal working	7223-84
4894	Setter-operator, routing machine: woodworking	7523-43
4895	Setter-operator, shaping machine: metal working	7223-85
4896	Setter-operator, shaping machine: woodworking	7523-44
4897	Setter-operator, soldering: Jewellery	7212-16
4898	Setter-operator, soldering: metal	7212-17
4899	Setter-operator, woodworking machine	7523-45
4900	Sewer	7533-15
4901	Sewer, awning	7533-12
4902	Sewer, bookbinding	7323-33
4903	Sewer, footwear	7533-16
4904	Sewer, fur	7533-17
4905	Sewer, garments	7533-18
4906	Sewer, hat	7533-21
4907	Sewer, leather	7533-22
4908	Sewer, mattress	7533-23
4909	Sewer, sail	7533-24

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4910	Sewer, sail, tent and awning	7533-13
4911	Sewer, tent	7533-25
4912	Sewer, textile	7533-26
4913	Sewer, toy: soft toys	7533-14
4914	Sewer, upholstery	7534-22
4915	Sewerage plant Operator	3132-14
4916	Sexer, chicken	6122-25
4917	Sexton	5153-15
4918	Sexual Assault Counsellor	2635-17
4919	Shactor	7511-42
4920	Sharpener, cutting instruments	7224-25
4921	Sharpener, itinerant	7224-26
4922	Sharpener, knife	7224-27
4923	Sharpener, saw	7224-28
4924	Sharpener, tool	7224-31
4925	Shaver, fur	7535-43
4926	Shearer, sheep	6121-68
4927	Shepherd	6121-71
4928	Shepherd: subsistence farming	6320-17
4929	Sherardiser	8122-41
4930	Ship Construction Engineer	2152-31
4931	Ship pilot	3152-23
4932	Shipbroker	3324-21
4933	Ship's Master (Captain)	3152-11
4934	Ships' Chief Engineer	3151-11
4935	Shipwright, metal	7214-24
4936	Shipwright, wood	7116-24
4937	Shoe Cleaner	9510-23
4938	Shoe-black	9510-18
4939	Shoemaker	7536-46
4940	Shoemaker, orthopaedic	7536-47
4941	Shoe-Shiner	9510-17
4942	Shop assistant, chemist	3213-14
4943	Shorer, construction	7119-24
4944	Shot blaster, stonecutting	7113-38
4945	Shot-firer	7542-15
4946	Shoveller, civil engineering	9312-27
4947	Shredder, scrap metal	8121-71
4948	Shunter, railway	8312-17

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4949	Shutterer, concrete: moulding	7115-17
4950	Sign language Interpreter	2643-14
4951	Sign painter	7316-34
4952	Signaller, railway	8312-18
4953	Signwriter	7316-35
4954	Silverer, glass	7315-32
4955	Silverer, mirror	7315-33
4956	Silversmith	7313-38
4957	Silviculture Technician	3143-16
4958	Silviculturist	2141-14
4959	Singer, Street	2652-26
4960	Sinker, bore hole	8113-36
4961	Sinker, well	8113-37
4962	Sister, religious	3413-22
4963	Skier	3421-45
4964	Skinner, animal	7511-43
4965	Skipper Yacht	3152-22
4966	Skipper, coastal fishery	6222-17
4967	Skipper, trawler	6223-18
4968	Skiver, footwear	7536-48
4969	Slaughterer	7511-44
4970	Slicer, optical glass	7545-18
4971	Slitter, optical glass	7545-21
4972	Sluice man, dock	8343-47
4973	Sluice woman, dock	8343-48
4974	Smith, agricultural implement	7221-24
4975	Smith, anvil	7221-25
4976	Smith, bulldozer	7221-26
4977	Smith, gold	7313-41
4978	Smith, hammer: precious-metal articles	7313-42
4979	Social Planner	2635-27
4980	Social worker	2635-23
4981	Sociologist	2632-11
4982	Socker, footwear	7536-51
4983	Software Development Application Development	2512-15
4984	Software Engineer	2512-12
4985	software tester	2515-12
4986	Soil Scientist	2141-15
4987	Solar cooker fitter	7421-38

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4988	Solar Equipment Fitter and Installer	7421-37
4989	Solar equipment/electrical fitter	7421-41
4990	Solar power plant Operator	3131-17
4991	Solar water heater	7421-42
4992	Solderer	7212-18
4993	Sole fitter	7536-61
4994	Solicitor	2611-18
4995	Solicitor General	1110-47
4996	Solid Waste Treatment Plant Operators	3132-17
4997	Sommelier	5131-13
4998	Sonographer	3211-24
4999	Sorter, bottle	9322-25
5000	Sorter, cigar	7516-41
5001	Sorter, footwear	7536-52
5002	Sorter, fur	7531-35
5003	Sorter, garbage	9612-17
5004	Sorter, recycling	9612-18
5005	Sorter, refuse	9612-21
5006	Sound Engineer	2163-15
5007	Sous-chef	3434-21
5008	Speaker County Assembly	1110-41
5009	Speaker of Senate	1110-32
5010	Speaker of the National Assembly	1110-24
5011	Special Education Teacher	2352-17
5012	Special Needs Teacher	2352-11
5013	Specialist Physician (internal Medicine)	2212-17
5014	Specialist, audio-visual: teaching aids	2351-22
5015	Specialist, education: methods	2351-23
5016	Specialist, eligibility	4228-15
5017	Specialist, hair care	5141-16
5018	Specialist, security (except computer)	5414-26
5019	Specialist, teaching: aids	2351-24
5020	Specialist, visual: teaching aids	2351-25
5021	Speech Language Pathologist and Audiologist	2293-15
5022	Speech Pathologist	2293-13
5023	Speech Therapist and Audiologists	2293-12
5024	Speech writer	2641-26
5025	Spervisor Under- ground Mine	3121-13
5026	Spinner,	7318-37

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5027	Spinner, metal	7223-86
5028	Spinner, precious metal	7313-43
5029	Spinner, sheet-metal	7223-87
5030	Spinner-squeezer, cable	7215-23
5031	Spinner-squeezer, wire	7215-24
5032	Splicer, cable and rope	7215-25
5033	Splitter, carcass	7511-45
5034	Splitter, footwear	7536-53
5035	Splitter, hide	7535-44
5036	Splitter, stone	7113-41
5037	Sports announcer	2656-13
5038	Sports Masseur	2291-16
5039	Sports Nutritionist	2292-15
5040	Sports Physiotherapist	2291-17
5041	Sports writer	2642-21
5042	Sportsman	3421-46
5043	Sportswoman	3421-47
5044	Spotter, dry-cleaning	9121-18
5045	Sprayer, crops (except aerial)	7544-17
5046	Sprayer, herbicide	7544-18
5047	Sprayer, insecticide	7544-21
5048	Sprayer, malaria control	7544-22
5049	Sprayer, metal	7132-15
5050	Sprayer, pesticide	7544-23
5051	Sprayer, weed	7544-24
5052	Spray-painter, decorative painting	7316-36
5053	Spray-painter, manufactured articles	7132-16
5054	Spreader, Fabric	7532-36
5055	Stacker, building construction	9313-25
5056	Stacker, manufacturing	9322-26
5057	Stacker, shelf	9334-36
5058	Stacker, timber: forestry	9215-21
5059	Stage and Film Director	2654-22
5060	Stage director	2654-15
5061	Stagehand	7215-26
5062	Stainer, footwear	7536-54
5063	Stainer, leather	7535-45
5064	Stainer, wooden furniture	7522-46
5065	Stallholder, market	5211-15

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5066	Stamper, heraldic printing	7322-55
5067	Stamper, rubber: ceramics	7316-37
5068	Statistician	2120-17
5069	Statistician, applied	2120-22
5070	Statistician, economic	2120-23
5071	Steeper, malting	8160-93
5072	Stemmer, tobacco	7516-42
5073	Stenciler, silk-screen	7322-56
5074	Stenciller, ceramics decoration	7316-38
5075	Stenographer	4131-22
5076	Stenographer, legal	3342-21
5077	Stenographer, medical	3344-26
5078	Stenographer, typing	4131-23
5079	Stereotyper	7321-81
5080	Stevedore	9333-45
5081	Steward, cabin	5111-16
5082	Steward, chief: hotel	5151-14
5083	Steward, chief: ship	5111-17
5084	Steward, hotel	5151-15
5085	Steward, house	5151-16
5086	Steward, kitchen	9412-18
5087	Steward, mess	5131-14
5088	Steward, ship: dining saloon	5131-15
5089	Steward, ship: mess	5131-16
5090	Steward, ship's	5111-18
5091	Steward, wine	5131-17
5092	Stewardess, cabin	5111-21
5093	Stewardess, chief: hotel	5151-17
5094	Stewardess, chief: ship	5111-22
5095	Stewardess, hotel	5151-18
5096	Stewardess, house	5151-21
5097	Stewardess, kitchen	9412-21
5098	Stewardess, mess	5131-18
5099	Stewardess, ship	5111-23
5100	Stewardess, ship: dining saloon	5131-21
5101	Stewardess, ship: mess	5131-22
5102	Stewardess, wine	5131-23
5103	Sticker, animal	7511-46
5104	Sticker-up, pottery	7314-28

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5105	Still Operator Petroleum and Natural Gas	3134-15
5106	Stockbroker	3311-31
5107	Stocker, shelf	9334-37
5108	Stockman, beef cattle	6121-72
5109	Stockman, livestock	6121-73
5110	Stockman, sheep	6121-74
5111	Stockwoman, beef cattle	6121-75
5112	Stockwoman, livestock	6121-76
5113	Stockwoman, sheep	6121-77
5114	Stoker, ship	8182-24
5115	Stomatologist	2250-23
5116	Stonecutter	7113-42
5117	Stonehand, printing	7321-82
5118	Stoneworker	7113-43
5119	Store man	4321-42
5120	Storekeeper	4321-43
5121	Story teller	2655-13
5122	Stover, tobacco	7516-43
5123	Street dancer	2653-14
5124	Stretchers, leather	7535-46
5125	Stretchers, pelt	7535-47
5126	Striker, blacksmith's	9322-27
5127	Stringer, piano	7312-33
5128	Stripper, blubber	6224-23
5129	Stripper, cork bark	6210-46
5130	Stripper, gut	7511-47
5131	Stripper, tobacco	7516-44
5132	Structural Engineer	2151-12
5133	Stump-grubber	9215-22
5134	Stunner, animal	7511-48
5135	Sub County Administrator	1124-21
5136	Sub editor	2642-22
5137	Subtitler	2643-15
5138	Superintendent, building	5153-16
5139	Superintendent, clerical: barge	4323-44
5140	Superintendent, clerical: cargo	4323-45
5141	Superintendent, clerical: ferry	4323-46
5142	Superintendent, clerical: quay	4323-47
5143	Superintendent, clerical: railway (depot)	4323-48

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5144	Superintendent, clerical: road transport (depot)	4323-51
5145	Superintendent, clerical: road transport (traffic)	4323-52
5146	Superintendent, clerical: water transport (terminal)	4323-53
5147	Superintendent, clerical: wharf	4323-54
5148	Supervisor and Foreman Insulation	3123-13
5149	Supervisor and Foreman, Aircraft Repairing	3122-48
5150	Supervisor and Foreman, Blacksmith	3122-44
5151	Supervisor and Foreman, Brewing, Aerated Water and Beverage Making	3122-58
5152	Supervisor and Foreman, Carpentry, Cabinet Making and Related wood working Processes	3122-28
5153	Supervisor and Foreman, Ceramics and Related Activities	3122-14
5154	Supervisor and Foreman, Ceramics and Related Activities	3122-26
5155	Supervisor and Foreman, Checking Sorting Packing and Related Activities	3122-42
5156	Supervisor and Foreman, Chemical Processing and Related Activities	3122-17
5157	Supervisor and Foreman, Dairy Products/Dairy Technologist	3122-61
5158	Supervisor and Foreman, Electrical and Electronic Equipment	3122-51
5159	Supervisor and Foreman, Food Processing/Production Supervisor	3122-57
5160	Supervisor and Foreman, Foundry and Forge Works	3122-62
5161	Supervisor and Foreman, Glass Forming and Related Activities	3122-13
5162	Supervisor and Foreman, Harness and Saddle Making	3122-34
5163	Supervisor and Foreman, Hosiery	3122-31
5164	Supervisor and Foreman, Jewellery, Engraving and Precision Metal Workers	3122-54
5165	Supervisor and Foreman, Leather Good Making	3122-35
5166	Supervisor and Foreman, Machine Tool Operations	3122-23
5167	Supervisor and Foreman, Machinery Fitting and Repairing	3122-46
5168	Supervisor and Foreman, Material and Freight Handling	3122-41
5169	Supervisor and Foreman, Metal drawing and Extruding	3122-12
5170	Supervisor and Foreman, Mineral Treating	3121-16
5171	Supervisor and Foreman, Motor Vehicle repairing	3122-47
5172	Supervisor and Foreman, Musical Instrument Making	3122-53
5173	Supervisor and Foreman, Painting	3123-18
5174	Supervisor and Foreman, Paper Pulp and paper making	3122-16
5175	Supervisor and Foreman, Petroleum Refining and Related Activities	3122-18
5176	Supervisor and Foreman, Photolith, Photo Engraving and Dark Room Operations	3122-55
5177	Supervisor and Foreman, Plastic products making	3122-25
5178	Supervisor and Foreman, Plumbing and Pipe fitting	3123-14
5179	Supervisor and Foreman, Precision Instrument Making	3122-52

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5180	Supervisor and Foreman, Printing and Related work	3122-56
5181	Supervisor and Foreman, Rubber Goods Making	3122-24
5182	Supervisor and Foreman, Sheet and Structural Metal Working	3122-43
5183	Supervisor and Foreman, Shoemaking	3122-33
5184	Supervisor and Foreman, Stationery Engine and Related Equipment	3122-21
5185	Supervisor and Foreman, Stone cutting and Carving	3122-22
5186	Supervisor and Foreman, Tailoring and Dress Making	3122-38
5187	Supervisor and Foreman, Tanning and Pelt Dressing	3122-32
5188	Supervisor and Foreman, Textile-Related Products	3122-36
5189	Supervisor and Foreman, Tobacco Preparation, Cigar and Cigarette Making	3122-37
5190	Supervisor and Foreman, Tool Making /Die Making	3122-45
5191	Supervisor and Foreman, Wood preparation and Papermaking	3122-15
5192	Supervisor and Foreman, Wood working Machine	3122-27
5193	Supervisor Foreman, well drilling	3121-15
5194	Supervisor Quarry	3121-14
5195	Supervisor, building construction	3123-11
5196	Supervisor, call centre	3341-24
5197	Supervisor, checkout	5222-11
5198	Supervisor, clerical	3341-25
5199	Supervisor, contact centre	3341-26
5200	Supervisor, credit: assessing credit or finance	3312-34
5201	Supervisor, data entry	3341-27
5202	Supervisor, filing clerks	3341-28
5203	Supervisor, housekeeping: hotel	5151-22
5204	Supervisor, market research: interviewing	4227-27
5205	Supervisor, medical records unit	3252-17
5206	Supervisor, personnel clerks	3341-31
5207	Supervisor, sales assistants	5222-12
5208	Supervisor, shop	5222-13
5209	Supervisor, supermarket	5222-14
5210	Supervisor, switchboard	3341-32
5211	Supervisor, typist	3341-33
5212	Supervisor, women's shelter	3412-22
5213	Supervisor, word processing	3341-34
5214	Supervisors and Foreman Metal Making Converting and Refining	3122-11
5215	Support Engineer	2511-17
5216	Support, computer	3512-58
5217	Support, internet	3512-61
5218	Support, IT	3512-62

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5219	Surgeon	2212-22
5220	Surveying technician	3112-24
5221	Surveyor	2172-11
5222	Surveyor Cadatral	2172-17
5223	Surveyor Mine	2172-16
5224	Surveyor Photogrammetric	2172-14
5225	Surveyor Topograhical	2172-15
5226	Surveyor, hydrographic	2172-13
5227	Surveyor, market research	4227-28
5228	Surveyor, telephone	4227-31
5229	Swamper, logging	9215-23
5230	Sweeper, floor	9112-23
5231	Sweeper, park	9613-13
5232	Sweeper, street	9613-14
5233	Sweeper, yard	9613-15
5234	System Analysts	2511-11
5235	Systems administrator	2522-11
5236	Systems Consultant	2511-14
5237	Systems designer	2511-18
5238	Systems tester	2515-13
5239	Tailor	7531-37
5240	Tailor, alteration	7531-38
5241	Tailor, bespoke	7531-41
5242	Tailor, fur	7531-42
5243	Tailor, garment: made-to-measure	7531-43
5244	Tailor, garment: ready-to-wear	7531-44
5245	Tailor, theatrical	7531-45
5246	Taker-off, footwear finishing	7536-55
5247	Taker-off, printing press	7322-57
5248	Talk show host/hostess	2656-14
5249	Tanner	7535-48
5250	Tapper, maple: syrup	6112-54
5251	Tapper, pine: resin	6112-55
5252	Tapper, rubber	6112-56
5253	Tapper, toddy	6112-57
5254	Taster, coffee	7515-16
5255	Taster, food	7515-17
5256	Taster, juice	7515-18
5257	Taster, liquor	7515-21

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5258	Taster, tea	7515-22
5259	Taster, wine	7515-23
5260	Tatting worker, lace	7318-54
5261	Tattooist	3435-27
5262	Tax Assessor	2411-16
5263	Taxidermist	3433-14
5264	Taxonomist	2130-13
5265	Taxonomist	2142-24
5266	Teacher of the Blind	2352-12
5267	Teacher of the Deaf	2352-14
5268	Teacher of the Mentally Handicapped	2352-15
5269	Teacher of the Physically Handicapped	2352-16
5270	Teacher, Adult Education	2351-31
5271	Teacher, braille	2352-13
5272	Teacher, bridge	3422-25
5273	Teacher, dance school	2355-16
5274	Teacher, dance: private tuition	2355-17
5275	Teacher, drama: private tuition	2355-18
5276	Teacher, English as a second language	2353-11
5277	Teacher, guitar: private tuition	2354-12
5278	Teacher, intensive language	2353-12
5279	Teacher, kindergarten	2342-13
5280	Teacher, kindergarten: associate professional	2342-14
5281	Teacher, learning support	2352-18
5282	Teacher, migrant education	2353-13
5283	Teacher, music: private tuition	2354-13
5284	Teacher, nursery	2342-15
5285	Teacher, nursery: associate professional	2342-16
5286	Teacher, of gifted children	2352-21
5287	Teacher, of the hearing impaired	2352-22
5288	Teacher, of the sight impaired	2352-23
5289	Teacher, painting: private tuition	2355-21
5290	Teacher, piano: private tuition	2354-14
5291	Teacher, practical language	2353-14
5292	Teacher, pre-primary education	2342-17
5293	Teacher, pre-primary education: associate professional	2342-18
5294	Teacher, primary education: associate professional	2341-15
5295	Teacher, remedial	2352-24
5296	Teacher, sculpture: private tuition	2355-22

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5297	Teacher, second language	2353-15
5298	Teacher, singing: private tuition	2354-15
5299	Teacher, violin: private tuition	2354-16
5300	Technical College Instructor	2320-14
5301	Technical communicator	2641-27
5302	Technical director	2654-16
5303	Technical Illustrator	3118-32
5304	Technical sales representative	2433-11
5305	Technical television or radio director	2654-17
5306	Technical writer	2641-28
5307	Technician Automotive Engineering	3115-27
5308	Technician Furnace Transformers	3113-18
5309	Technician Herbarium	3141-24
5310	Technician ICT	3114-22
5311	Technician Maintenance	3113-16
5312	Technician Marine Engineering	3115-32
5313	Technician Pharmacology	3141-23
5314	Technician Tissue Culture	3141-22
5315	Technician Zoology	3141-21
5316	Technician, acupuncture	3230-18
5317	Technician, aeronautical engineering	3115-26
5318	Technician, agronomy	3143-12
5319	Technician, air conditioning	3115-18
5320	Technician, aircraft electronics	3114-13
5321	Technician, anesthesia	3259-14
5322	Technician, avionics	3115-28
5323	Technician, avionics	7421-28
5324	Technician, ayurvedic	3230-21
5325	Technician, biochemistry	3141-12
5326	Technician, boiler	3115-12
5327	Technician, broadcasting	3521-44
5328	Technician, chemical process	3116-13
5329	Technician, communications: telecommunications	7422-51
5330	Technician, computer	3114-21
5331	Technician, computer support	3512-63
5332	Technician, computer: hardware	7422-52
5333	Technician, computer: network	3513-14
5334	Technician, computer: user support	3512-64
5335	Technician, curatorial	3433-15

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5336	Technician, customer service support: computing	3512-65
5337	Technician, darkroom	8132-46
5338	Technician, design/tools	3115-13
5339	Technician, disease registry	3252-18
5340	Technician, drain	7126-34
5341	Technician, electrical engineering	3113-11
5342	Technician, electrical instruments	3113-12
5343	Technician, electrical power distributor	3113-14
5344	Technician, electrical power transmission	3113-13
5345	Technician, electronic engineering	3114-11
5346	Technician, electronic pre-press	7321-83
5347	Technician, emergency medical	3258-17
5348	Technician, end user: computing	3512-66
5349	Technician, engineering: radar	3522-18
5350	Technician, engineering: radio	3522-21
5351	Technician, engineering: signal systems	3522-22
5352	Technician, engineering: systems (computers)	3511-15
5353	Technician, engineering: telecommunications	3522-23
5354	Technician, engineering: telegraph	3522-24
5355	Technician, engineering: telephone	3522-25
5356	Technician, forestry	3143-13
5357	Technician, foundry	3117-17
5358	Technician, gallery	3433-16
5359	Technician, gas production and distribution	3116-16
5360	Technician, geological	3112-27
5361	Technician, health information	3252-21
5362	Technician, helpdesk: computing	3512-67
5363	Technician, homeopathy	3230-22
5364	Technician, hot cell	8131-78
5365	Technician, hydraulic	3115-14
5366	Technician, hydrotherapy	3255-22
5367	Technician, internet helpdesk	3512-68
5368	Technician, Laboratory Soil	3111-16
5369	Technician, laboratory/ Chemistry	3111-11
5370	Technician, laboratory/bacteriology	3141-13
5371	Technician, laboratory/blood bank	3141-16
5372	Technician, laboratory/geology	3111-12
5373	Technician, laboratory/physics	3111-14
5374	Technician, laboratory/serology	3141-17

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5375	Technician, laboratory/veterinary	3141-14
5376	Technician, library	3433-17
5377	Technician, lighting	3435-28
5378	Technician, marine	3151-15
5379	Technician, medical records	3252-22
5380	Technician, metal extrusion	3117-18
5381	Technician, metal heating	3117-21
5382	Technician, mineral	3112-28
5383	Technician, museum	3433-18
5384	Technician, network support	3513-15
5385	Technician, nuclear power	3115-31
5386	Technician, pest control	7544-25
5387	Technician, petroleum	3116-14
5388	Technician, photocopy machine	7421-31
5389	Technician, photogrammetric	3112-18
5390	Technician, physical rehabilitation	3255-23
5391	Technician, physiotherapy	3255-24
5392	Technician, pipe testing	3115-16
5393	Technician, radio maintenance	3114-15
5394	Technician, refrigeration	3115-21
5395	Technician, respiratory therapy	3259-15
5396	Technician, signals	3114-17
5397	Technician, software	3512-71
5398	Technician, soil science	3143-14
5399	Technician, sound: studio (radio)	3521-45
5400	Technician, sound: studio (television)	3521-46
5401	Technician, sound-effects	3521-47
5402	Technician, sound-testing	3521-48
5403	Technician, special effects	3435-31
5404	Technician, stage	3435-32
5405	Technician, system: computer	3513-16
5406	Technician, telecommunications	7422-53
5407	Technician, telecommunications engineering	3114-14
5408	Technician, telephone/telegraph maintenance	3114-18
5409	Technician, television maintenance	3114-16
5410	Technician, theatre	3435-33
5411	Technician, ventilation/heating appliances	3115-22
5412	Technician, veterinary	3240-14
5413	Technician, video	3521-51

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5414	Technician, water treatment	3116-15
5415	Technician, weapons	3115-24
5416	Technician, website	3514-25
5417	Technologist Glass and Glazing	2154-16
5418	Technologist, leather	2155-17
5419	Technologist, textile	2155-18
5420	Tele typist	4131-24
5421	Telecom Terminal Equipment Application Development	2163-14
5422	Telecommunications Engineering Technologist,	2163-13
5423	Telegrapher	3522-26
5424	Telemarketer	5244-35
5425	Tele-printer Operator	4131-33
5426	Television announcer	2656-15
5427	Teller	4211-22
5428	Teller, bank	4211-18
5429	Temperer, chocolate	7512-48
5430	Tender, boiler	8182-25
5431	Tender, jig	8112-43
5432	Tender, lighthouse	8350-48
5433	Tender, poultry	6122-26
5434	Tender, skip	8343-51
5435	Tender, veneer dryer	7521-24
5436	Tenoner	7522-47
5437	Test Engineer-Software	2512-13
5438	Tester, driving	5174-13
5439	Textile/Leather Technologist	2155-16
5440	Thatcher	7121-23
5441	Theatre Nurse	2222-18
5442	Theatre Producer	2654-18
5443	Theatre, Producer	1432-22
5444	Therapist, acupressure	3255-25
5445	Therapist, beauty	5142-26
5446	Therapist, dental	3251-16
5447	Therapist, hydrotherapy	3255-26
5448	Therapist, massage	3255-27
5449	Therapist, scraping and cupping	3230-23
5450	Therapist, shiatsu	3255-28
5451	Third Officer Ship	3152-16
5452	Threader, fabric forming machine	7318-38

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5453	Threader, loom: machine	8152-38
5454	Thrower, pottery and porcelain	7314-31
5455	Tiler	7122-22
5456	Tiler, floor	7122-23
5457	Tiler, wall	7122-24
5458	Timekeeper	4110-16
5459	Timekeeper, Motor Transport	4110-17
5460	Tinker	9520-13
5461	Tinsmith	7213-24
5462	Tool pusher	8113-38
5463	Toolmaker	7222-26
5464	Toolsmith	7221-27
5465	Topper, logging	6210-47
5466	Toucher-up, ceramics decoration	7316-41
5467	Tour pusher	8113-41
5468	Town Clerk	1124-25
5469	Town Manager	1124-18
5470	Town Planner	2171-14
5471	Town Treasurer	1124-27
5472	Tracer, ceramics decoration	7316-42
5473	Trackman, railway	9312-28
5474	Trackwoman, railway	9312-31
5475	Trader, bond	3311-32
5476	Trader, commodities	3324-22
5477	Trader, derivatives	3311-33
5478	Trader, eBay	5244-36
5479	Trader, financial	3311-34
5480	Trader, foreign exchange	3311-35
5481	Trader, futures: commodities	3324-23
5482	Trader, futures: financial	3311-36
5483	Trader, securities	3311-37
5484	Trader, stock	3311-38
5485	Traditional Medicine Men	5171-17
5486	Traditional Medicine Women	5171-18
5487	Traditional Midwife	3222-12
5488	Traffic Planner	2171-16
5489	Traffic reporter	2656-16
5490	Trainer, aerobics	3423-21
5491	Trainer, boxing	3422-26

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5492	Trainer, computer	2356-13
5493	Trainer, crew: fast food	9411-28
5494	Trainer, dog	5172-25
5495	Trainer, fitness	3423-22
5496	Trainer, golf	3422-27
5497	Trainer, horse	5172-26
5498	Trainer, horse-breaking	5172-27
5499	Trainer, Information Communication Technology	2356-14
5500	Trainer, internet	2356-15
5501	Trainer, martial arts	3422-28
5502	Trainer, personal	3423-23
5503	Trainer, physical	3423-24
5504	Trainer, racehorse	5172-28
5505	Trainer, software	2356-16
5506	Trainer, sports	3422-31
5507	Trainer, wrestling	3422-32
5508	Trainer, yoga	3423-25
5509	Training development officer	2424-11
5510	Training Officer	2424-12
5511	Transcriber, Braille	7321-86
5512	Transcriptionist, medical	3344-27
5513	Transferrer, ceramics decoration	7316-43
5514	Transferrer, lithographic	7321-84
5515	Transferrer, photo-mechanical: printing plates	7321-85
5516	Translator	2643-16
5517	Translator-reviser	2643-17
5518	Transport Operations Manager (Roads)	1324-31
5519	Trapper	6340-23
5520	Trapper, fur	6224-24
5521	Trapper, subsistence	6340-18
5522	Trapper-hunter, fur	6224-25
5523	Travel Agent	1411-16
5524	Travel Consultant and Organizers	4221-37
5525	Traveler, commercial	3322-25
5526	Treater, wood	7521-25
5527	Trichologist	3259-16
5528	Tricyclist	9331-27
5529	Trimmer, footwear finishing	7536-56
5530	Trimmer, fur	7531-46

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5531	Trimmer, meat	7511-51
5532	Trimmer, tree: forestry	6210-48
5533	Trimmer, tree: garden maintenance	9214-34
5534	Tuck pointer	7112-22
5535	Tuner, accordion	7312-34
5536	Tuner, musical instrument	7312-35
5537	Tuner, organ	7312-36
5538	Tuner, piano	7312-37
5539	Tuner, vehicle engine	7231-41
5540	Turn Boy	9333-47
5541	Turner, metal	7223-88
5542	Turner, pottery and porcelain	7314-32
5543	Turner, wood	7523-46
5544	Tuscher, lithographic	7321-87
5545	Tutor, after school: languages	2353-16
5546	Tutor, after school: mathematics	2357-17
5547	Tutor, art: private tuition	2355-23
5548	Tutor, calligraphy	2357-18
5549	Tutor, chemistry: private tuition	2357-21
5550	Tutor, coaching college	2357-22
5551	Tutor, college	2310-16
5552	Tutor, dance: private tuition	2355-24
5553	Tutor, drama: private tuition	2355-25
5554	Tutor, dressmaking: private tuition	2357-23
5555	Tutor, elocution: private tuition	2357-24
5556	Tutor, handicrafts: private tuition	2357-25
5557	Tutor, language: private tuition	2353-17
5558	Tutor, literacy and numeracy: private tuition	2357-26
5559	Tutor, literacy: private tuition	2357-27
5560	Tutor, maths: private tuition	2357-28
5561	Tutor, music: private tuition	2354-17
5562	Tutor, painting: private tuition	2355-26
5563	Tutor, private tuition	2357-31
5564	Tutor, private tuition: singing	2354-18
5565	TV/Commentator	2642-25
5566	TV/radio news producer	2642-23
5567	TV/radio news reporter	2642-24
5568	Typesetter	7321-88
5569	Typesetter, linotype	7321-91

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5570	Typesetter, photo-type	7321-92
5571	Typist	4131-25
5572	Typist, Copy	4131-28
5573	Typist, shorthand	4131-26
5574	Typographer	7321-93
5575	Umpire, sports	3422-33
5576	Unani Practitioner	2270-17
5577	Under-manager, mines	3117-13
5578	Undertaker	5160-15
5579	Underwriter, insurance	3321-17
5580	Underwriter, investments	3311-41
5581	Underwriter, loans	3312-35
5582	Underwriter, mortgages	3312-36
5583	University Board Chairperson	1140-16
5584	University President	1140-32
5585	University Rector	1140-31
5586	University Registrar	1140-24
5587	University Tutor	2310-14
5588	University Vice Chancellor	1140-15
5589	Unloader, freight	9333-46
5590	Upholsterer	7534-16
5591	Upholsterer, furniture	7534-17
5592	Upholsterer, orthopaedic	7534-18
5593	Upholsterer, vehicle	7534-21
5594	Urologist	2212-26
5595	Useful, hotel	9622-27
5596	Usher	9625-23
5597	Vaccinator, veterinary	3240-15
5598	Valet, parking	8322-33
5599	Valet, personal	5173-17
5600	Valuer	3315-24
5601	Vari- typist	4131-27
5602	Varnisher	7132-17
5603	Varnisher, manufactured articles	7132-18
5604	Varnisher, metal	7132-21
5605	Varnisher, vehicle	7132-22
5606	Varnisher, wooden furniture	7522-48
5607	Vendor, fresh-water: street	5212-13
5608	Vendor, market	5211-16

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5609	Vendor, newspaper	9520-14
5610	Vendor, refreshments: street	5212-14
5611	Vendor, Street/Newspapers and Periodicals	9520-17
5612	Vendor, street: drinks	5212-15
5613	Vendor, street: food	5212-16
5614	Vendor, street: non-food products	9520-15
5615	Vendor, theatre programme	9625-24
5616	Ventilation officer, mines	3117-14
5617	Verger	5153-17
5618	Verger	9313-28
5619	Veterinarian	2240-12
5620	Veterinary Epidemiologist	2240-14
5621	Veterinary officer	2240-13
5622	Veterinary Pathologist	2130-36
5623	Veterinary Research Officer	2240-16
5624	Veterinary surgeon	2240-15
5625	Vice President	1110-13
5626	Village Administrators	1124-23
5627	Village Council Member	1124-24
5628	Village Elder	1123-23
5629	Viniculturist	6112-58
5630	Virologist	2130-25
5631	Viticulturist	6112-61
5632	Vocal Group Conductor	2652-15
5633	Vocalist, Band	2652-25
5634	Vocational centre Instructors	2320-12
5635	Vocational Education Teacher	2320-11
5636	Vocational Guidance counsellor	2423-22
5637	Voice Over Artist	2655-14
5638	Voice Pathologist	2293-14
5639	Voicer, organ	7312-38
5640	Vulcanizer	8141-34
5641	Waiter	5131-24
5642	Waiter, head	5131-25
5643	Waiter, wine	5131-26
5644	Waitress	5131-27
5645	Waitress, head	5131-28
5646	Waitress, wine	5131-31
5647	Walker-on	3435-34

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5648	Ward Administrators	1124-22
5649	Warden, bird sanctuary	5415-24
5650	Warden, camp	5151-23
5651	Warden, community centre: associate professional	3412-23
5652	Warden, dormitory	5151-24
5653	Warden, prison	5413-13
5654	Warden, probation home: associate professional	3412-24
5655	Warden, traffic	5415-25
5656	Warden, wild life	5415-26
5657	Wards woman	5323-23
5658	Wardsman	5323-22
5659	Washer, car	9122-22
5660	Washer, coal	8112-44
5661	Washer, dishes	9412-22
5662	Washer, hand: carcass	9322-28
5663	Washer, hand: cloth	9322-31
5664	Washer, hand: fibre	9322-32
5665	Washer, hand: hide	9322-33
5666	Washer, hand: laundry	9121-21
5667	Washer, hand: manufacturing process	9322-34
5668	Washer, hand: street (car windows)	9510-21
5669	Washer, hand: vehicle	9122-23
5670	Washer, hand: yarn	9322-35
5671	Washer, window	9123-12
5672	Washer, window: car (street)	9510-22
5673	Waste water Operator	3132-15
5674	Watchman	5414-27
5675	Watchwoman	5414-28
5676	Water Pumping station Operator	3132-13
5677	Water quality analyst	2142-23
5678	Water Treatment Plant Operator	3132-16
5679	Waterman	8350-51
5680	Waxer, glass sandblasting	7316-44
5681	Weather Observer	3119-24
5682	Weather reporter	2656-17
5683	Weaver, basket	7317-22
5684	Weaver, carpet	7318-41
5685	Weaver, cloth	7318-42
5686	Weaver, straw	7317-23

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5687	Weaver, tapestry	7318-43
5688	Web Administrator	2522-13
5689	Web Application Developer	2513-21
5690	Web Programmer	2513-18
5691	Webmaster	2513-17
5692	Webmaster	3514-26
5693	Website architect	2513-15
5694	Website developer	2513-16
5695	Welder	7212-21
5696	Welder, underwater	7541-25
5697	Wharfinger	4323-55
5698	Wheel-grinder, metal	7224-32
5699	Wheelwright	7522-52
5700	Whitewasher	7131-27
5701	Wholesaler	1420-17
5702	wind Power Operator	3131-21
5703	Winder, armature: hand	9322-36
5704	Winder, armature: operating machine	8212-41
5705	Winder, coil: hand	9322-37
5706	Winder, coil: operating machine	8212-42
5707	Winder, filament: hand	9322-38
5708	Winder, filament: operating machine	8212-43
5709	Winder, rotor coil: hand	9322-41
5710	Winder, rotor coil: operating machine	8212-44
5711	Winder, stator coil: hand	9322-42
5712	Winder, stator coil: operating machine	8212-45
5713	Winder, transformer coil: hand	9322-43
5714	Winder, transformer coil: operating machine	8212-46
5715	Winegrower	6112-62
5716	Woman, odd-job	9622-28
5717	Women's welfare organizer	2635-24
5718	Wood Anatomist	2141-22
5719	Woodcarver, construction	7522-56
5720	Woodcutter, forest	6210-51
5721	Woodman	6210-52
5722	Woodwoman	6210-53
5723	Woodworker, dovetailing	7523-47
5724	Woodworker, dowelling	7523-48
5725	Woodworker, morticing	7523-51

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5726	Woodworker, sanding	7523-52
5727	Woodworker, tenoning	7523-53
5728	Woodworker, treating	7521-26
5729	Worker, ambulance	3258-18
5730	Worker, apiary: skilled	6123-22
5731	Worker, beekeeping: skilled	6123-23
5732	Worker, cable: bridge	7215-27
5733	Worker, cable: data	7422-54
5734	Worker, cable: electric power (overhead cables)	7413-14
5735	Worker, cable: electric power (underground cables)	7413-15
5736	Worker, cable: electric traction (overhead cables)	7413-16
5737	Worker, cable: suspension bridge	7215-28
5738	Worker, cable: telecommunications	7422-55
5739	Worker, cable: telegraph	7422-56
5740	Worker, cable: telephone	7422-57
5741	Worker, child care	5311-21
5742	Worker, community development	3412-25
5743	Worker, community services	3412-26
5744	Worker, community: health	3253-14
5745	Worker, crisis intervention	3412-27
5746	Worker, cyanide: separation equipment	8112-45
5747	Worker, darkroom: film developing	8132-47
5748	Worker, darkroom: photograph enlarging	8132-48
5749	Worker, darkroom: photograph printing	8132-51
5750	Worker, delinquency: associate professional	3412-28
5751	Worker, demolition: skilled	7119-25
5752	Worker, disability services	3412-31
5753	Worker, drop hammer	7221-28
5754	Worker, family day care	5311-22
5755	Worker, family services	3412-32
5756	Worker, farm: skilled (cattle)	6121-78
5757	Worker, farm: skilled (cocoa)	6112-63
5758	Worker, farm: skilled (coffee)	6112-64
5759	Worker, farm: skilled (cotton)	6111-62
5760	Worker, farm: skilled (dairy)	6121-81
5761	Worker, farm: skilled (domestic fur-bearing animals)	6121-82
5762	Worker, farm: skilled (field crops)	6111-63
5763	Worker, farm: skilled (fish)	6221-21
5764	Worker, farm: skilled (flax)	6111-64

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5765	Worker, farm: skilled (fruit)	6112-65
5766	Worker, farm: skilled (groundnut)	6111-65
5767	Worker, farm: skilled (grove)	6112-66
5768	Worker, farm: skilled (hops)	6112-67
5769	Worker, farm: skilled (irrigation)	6111-66
5770	Worker, farm: skilled (jute)	6111-67
5771	Worker, farm: skilled (livestock)	6121-83
5772	Worker, farm: skilled (mixed crops)	6114-13
5773	Worker, farm: skilled (mixed livestock and crops)	6130-15
5774	Worker, farm: skilled (mixed-animal husbandry)	6121-84
5775	Worker, farm: skilled (mushroom)	6113-45
5776	Worker, farm: skilled (non-domesticated fur-bearing animals)	6124-26
5777	Worker, farm: skilled (nursery)	6113-46
5778	Worker, farm: skilled (orchard)	6112-68
5779	Worker, farm: skilled (ostrich)	6124-27
5780	Worker, farm: skilled (oyster)	6221-22
5781	Worker, farm: skilled (pig)	6121-85
5782	Worker, farm: skilled (potato)	6111-68
5783	Worker, farm: skilled (poultry)	6122-27
5784	Worker, farm: skilled (rice)	6111-71
5785	Worker, farm: skilled (rubber)	6112-71
5786	Worker, farm: skilled (seafood)	6221-23
5787	Worker, farm: skilled (sheep)	6121-86
5788	Worker, farm: skilled (shrub crop)	6112-72
5789	Worker, farm: skilled (subsistence farming)	6330-13
5790	Worker, farm: skilled (sugar-beet)	6111-72
5791	Worker, farm: skilled (sugar-cane)	6111-73
5792	Worker, farm: skilled (tea)	6112-73
5793	Worker, farm: skilled (tobacco)	6111-74
5794	Worker, farm: skilled (tree crop)	6112-74
5795	Worker, farm: skilled (vegetables)	6111-75
5796	Worker, farm: skilled (vineyard)	6112-75
5797	Worker, farm: skilled (wheat)	6111-76
5798	Worker, fishery: skilled (coastal waters)	6222-18
5799	Worker, fishery: skilled (deep-sea)	6223-21
5800	Worker, fishery: skilled (inland)	6222-21
5801	Worker, fishery: skilled (pisciculture)	6221-24
5802	Worker, flotation: mineral processing	8112-46
5803	Worker, forestry: skilled	6210-55

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5804	Worker, forestry: skilled (charcoal burning (traditional techniques))	6210-56
5805	Worker, forestry: skilled (wood distillation (traditional techniques))	6210-57
5806	Worker, forging press	7221-31
5807	Worker, garden	9214-35
5808	Worker, garden maintenance	9214-36
5809	Worker, glass	7315-34
5810	Worker, greenhouse: skilled	6113-47
5811	Worker, handicraft: basketry	7317-24
5812	Worker, handicraft: carpets	7318-44
5813	Worker, handicraft: garment knitting	7318-45
5814	Worker, handicraft: garments	7318-46
5815	Worker, handicraft: leather	7318-47
5816	Worker, handicraft: leather accessories	7318-48
5817	Worker, handicraft: paper articles	7317-25
5818	Worker, handicraft: reed weaving	7317-26
5819	Worker, handicraft: stone articles	7319-16
5820	Worker, handicraft: straw articles	7317-27
5821	Worker, handicraft: textile weaving	7318-51
5822	Worker, handicraft: textiles	7318-52
5823	Worker, handicraft: wooden articles	7317-28
5824	Worker, hatchery: skilled (fish)	6221-25
5825	Worker, hatchery: skilled (poultry)	6122-28
5826	Worker, home care	5322-33
5827	Worker, home support	5322-34
5828	Worker, horticultural: skilled	6113-48
5829	Worker, insulation: boiler and pipe	7124-14
5830	Worker, insulation: building	7124-15
5831	Worker, insulation: refrigeration and air conditioning equipment	7124-16
5832	Worker, insulation: sound-proofing	7124-17
5833	Worker, iron: concrete (reinforcement)	7115-18
5834	Worker, iron: structural	7214-25
5835	Worker, irrigation: skilled	6111-77
5836	Worker, kennel	5172-31
5837	Worker, kennel: skilled	5172-32
5838	Worker, laboratory: skilled (animals)	5172-33
5839	Worker, lay	3413-23
5840	Worker, line: electric power	7413-17
5841	Worker, line: electric traction	7413-18
5842	Worker, line: telecommunications	7422-58

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5843	Worker, line: telegraph	7422-61
5844	Worker, line: telephone	7422-62
5845	Worker, maintenance: building	7119-26
5846	Worker, maintenance: gardening	9214-37
5847	Worker, market gardening: skilled	6113-51
5848	Worker, mental health support	3412-33
5849	Worker, nightfill	9334-38
5850	Worker, nursery: horticulture	9214-38
5851	Worker, offal	7511-52
5852	Worker, out of school hours care	5311-23
5853	Worker, oven: biscuits	7512-51
5854	Worker, oven: bread	7512-52
5855	Worker, oven: flour (confectionery)	7512-53
5856	Worker, parish	3413-24
5857	Worker, parquetry	7122-25
5858	Worker, personal care: home	5322-35
5859	Worker, pipeline	7126-35
5860	Worker, plant nursery	9214-41
5861	Worker, plantation: skilled (cotton)	6111-78
5862	Worker, plantation: skilled (rubber)	6112-76
5863	Worker, plantation: skilled (shrub crop)	6112-77
5864	Worker, plantation: skilled (tea	6112-78
5865	Worker, recycling	9612-22
5866	Worker, religious	3413-25
5867	Worker, respite care	5322-36
5868	Worker, sericultural: skilled	6123-24
5869	Worker, sex: telephone or internet	5244-37
5870	Worker, sheet-metal	7213-25
5871	Worker, skilled: afforestation	6210-54
5872	Worker, small machine bindery	7323-34
5873	Worker, smokehouse: fish	7511-53
5874	Worker, smokehouse: meat	7511-54
5875	Worker, social: associate professional	3412-34
5876	Worker, stonework layout	7113-44
5877	Worker, structural steel: workshop	7214-26
5878	Worker, terrazzo	7115-21
5879	Worker, timber: forestry	9215-24
5880	Worker, timbering: mine	8111-61
5881	Worker, timbering: quarry	8111-62

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5882	Worker, timbering: underground	8111-63
5883	Worker, tobacco: conditioning	7516-45
5884	Worker, tobacco: cutting	7516-46
5885	Worker, tobacco: drying	7516-47
5886	Worker, tobacco: leaf stemming	7516-48
5887	Worker, tobacco: leaf stripping	7516-51
5888	Worker, underwater	7541-26
5889	Worker, village health	3253-15
5890	Worker, welfare support	3412-35
5891	Worker, wire: electric power (overhead wires)	7413-21
5892	Worker, wire: electric power (underground wires)	7413-22
5893	Worker, wire: electric traction (overhead wires)	7413-23
5894	Worker, wire: telegraph	7422-63
5895	Worker, wire: telephone	7422-64
5896	Worker, wood: dovetailing	7523-54
5897	Worker, wood: dowelling	7523-55
5898	Worker, wood: incising	7521-27
5899	Worker, wood: morticing	7523-56
5900	Worker, wood: sanding	7523-57
5901	Worker, wood: tenoning	7523-58
5902	Worker, youth services	3412-36
5903	Worker, zoo: skilled	5172-34
5904	Workforce development specialist	2424-13
5905	Works officer	3112-16
5906	Works Supervisor Construction	3123-12
5907	Wrapper, hand	9321-16
5908	Wrecker, building	7119-27
5909	Wrestler	3421-48
5910	Writer, book	2641-13
5911	Writer, loan	3312-37
5912	Writer, mortgage	3312-38
5913	Writer, public	4414-13
5914	Writer, technical	3118-33
5915	X-ray /CT scan / MRI Technician	3211-11
5916	Yardmaster, railway	4323-56
5917	Zoologist	2130-17