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01 ARMED FORCES

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MAJOR GROUP 1 LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

Tasks performed by legislators, senior officials and managers usually include: determining, formulating or advising on policies of national, state, regional or local governments; formulating laws, public rules and regulations; representing governments and acting on their behalf; overseeing the interpretation and implementation of government policies and legislation; performing similar tasks on behalf of political parties, trade unions, and other special-interest organisations; planning, directing and coordinating the policies and activities of enterprises or organisations, or their internal departments or sections. Supervision of other workers may be included.

11 LEGISLATORS AND SENIOR OFFICIALS

Tasks performed by workers in this sub-major group usually include: determining and formulating, or advising on and directing policies of national, state, regional or local governments: making, ratifying, amending, or repealing laws, public rules and regulations; representing governments and acting on their behalf; overseeing the interpretation and implementation of government policies and legislation by government or intergovernmental departments and agencies: performing similar functions for political parties, trade unions, and other special-interest organisations, including negotiations on behalf of suchlike organisations, their members and clients. Supervision of other workers may be included.

12 CORPORATE MANAGERS

(This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers.)

Tasks performed by workers in this sub-major group usually include: determining and formulating policies; planning, directing and coordinating the activities of the business enterprise or other organisation as a whole, or of their internal departments or sections. Supervision of other workers may be included.

13 GENERAL MANAGERS

(This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a larger enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.)

Tasks performed by workers in this sub-major group usually include: planning, formulating and implementing policies; managing daily operations and reviewing their results; negotiating with suppliers, customers and other enterprises; planning and controlling the use of resources and the selection of staff; reporting to owners, if any; supervising other workers.

MAJOR GROUP 2 PROFESSIONALS

Tasks performed by professionals usually include: conducting analysis and research, and developing concepts, theories and operational methods, and advising on or applying existing knowledge related to physical sciences including mathematics, engineering and technology, and to life sciences including the medical profession, as well as to social sciences and humanities; teaching the theory and practice of one or more disciplines at different educational levels; teaching and educating handicapped persons; providing various business, legal and social services; creating and performing works of art; providing spiritual guidance; preparing scientific papers and reports. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are

identified here into Major group 3, Technicians and associate professionals. Such like cases are to be found in particular among teaching occupations, nursing occupations and social services occupations.

21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: conducting research, enlarging, advising on or applying scientific knowledge obtained through the study of structures and properties of physical matter and phenomena, chemical characteristics and processes of various substances, materials and products, and of mathematical, statistical and computing concepts and methods; advising on, designing and directing construction of buildings, towns and traffic systems, or civil engineering and industrial structures, as well as machines and other equipment, and advising on and applying mining methods, and ensuring their optimum use; surveying land and sea and making maps; studying and advising on technological aspects of particular materials, products and processes, and on efficiency of production and work organisation; preparing scientific papers and reports. Supervision of other workers may be included.

22 LIFE SCIENCE AND HEALTH PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: conducting research, enlarging, advising on or applying scientific knowledge obtained through the study of all forms of human, animal and plant life, including specific organs, tissues, cells and micro-organisms and the effect of environmental factors, or drugs and other substances, on them; studying human, animal or plant illnesses, advising on and applying preventive, curative and nursing measures, or promoting health; preparing scientific papers and reports. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 32, Life science and health associate professionals. This is particularly relevant to the occupations classified into Minor group 223, Nursing and midwifery professionals.

23 TEACHING PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: conducting classes, courses, or tutorials at a particular educational level, for educational or vocational purposes, including private lessons; conducting adult literacy programmes; teaching and educating handicapped persons; designing and modifying curricula; inspecting and advising on teaching methods and aids; participating in decisions concerning the organisation of teaching and related activities at schools and universities; conducting research in their particular subjects to improve or develop concepts, theories or operational methods for application in industrial and other fields; preparing scholarly papers and books. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 33, Teaching associate professionals. This is particularly relevant to the occupations classified into Minor groups 233, Primary and pre-primary education teaching professionals, and 234, Special education teaching professionals.

24 OTHER PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: dealing with information dissemination and operational methods relating to organisation of business; application of the law; enlarging, advising on or applying knowledge obtained through the study of individual or group behaviour, language development, and philosophical, political, economic, juridical, educational, social, religious and other doctrines, concepts, theories, systems and organisations, from a current and historical perspective; conceiving and creating or performing works of art; preparing scholarly papers and reports. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 34, Other associate professionals. This is particularly relevant to the occupations classified into Unit group 2446, Social work professionals.

MAJOR GROUP 3

TECHNICIANS AND ASSOCIATE PROFESSIONALS

Tasks performed by technicians and associate professionals usually include: undertaking and carrying out technical work 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. Tasks also include: teaching children at primary and pre primary levels; teaching and educating handicapped persons; initiating and carrying out various technical services related to trade, finance, administration, including administration of a number of government laws and regulations, and to social work; providing artistic and sports entertainment; executing some religious tasks. Supervision of other workers may be included.

Technicians and associate professionals may receive guidance from Senior government officials, Managers or Professionals.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Major group 2, Professionals. Examples are to be found in particular among teaching occupations, nursing occupations and social services occupations.

31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: undertaking and carrying out technical work in the field of physical science, as well as computing and engineering.- controlling and operating optical, electronic and related equipment and systems; flying aircraft and navigating ships; inspecting application of safety standards and procedures relating to structures, equipment, processes and products. They may receive guidance from Senior government officials, Managers or Professionals. Supervision of other workers may be included.

32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: undertaking and carrying out research and technical work pertaining to life sciences, including agriculture, forestry, sanitation, medicine, veterinary medicine, pharmacy and related fields-, providing help with nursing, midwifery, traditional medicine and faith-healing care. They may receive guidance from life science and health professionals. Supervision of other workers may be included.

It should be noted that depending on the specific tasks and degree of responsibility In executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 22, Life science and health professionals. This is particularly relevant to the occupations classified into Minor group 323, Nursing and midwifery associate professionals.

33 TEACHING ASSOCIATE PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: preparing programme of learning and giving instruction in a range of subjects at the pre-primary and primary education levels; planning and organising activities designed to facilitate children's development of language, or physical and social skills; adapting curriculum to suit the particular group of mentally or physically handicapped persons, or those with learning difficulties, and teaching them using braille, lip- reading and other special aids and techniques; engage in other teaching activities including teaching how to fly aircraft or drive motor vehicles or other engines. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 23, Teaching professionals. This is relevant to the occupations classified into Minor groups 331, Primary education teaching associate professionals, 332, Pre-primary education teaching associate professionals, and 333, Special education teaching associate professionals.

34 OTHER ASSOCIATE PROFESSIONALS

Tasks performed by workers in this sub-major group usually include: undertaking specialised business in the field of securities, insurance or property; organising travel -, engaging in the wholesale trade of technical and other goods; acting as appraisers, valuers or auctioneers; providing business services as agents, trade brokers or labour contractors; engaging in enterprise administration, bookkeeping, legal, statistical and other services; executing government work related to various fields such as border control, customs, travel, tax, welfare, job placement, licensing, the police force; performing social work; designing products, and creating interior decorating schemes; performing in the fields of entertainment and sport; executing some religious tasks. They may receive guidance from Senior government officials, Managers or Professionals. Supervision of other workers may be included.

It should be noted that, depending on the specific tasks and degree of responsibility in executing them, as well as on the national educational and training requirements, it may be appropriate to classify some of the occupations that are identified here into Sub-major group 24, Other professionals. This is

particularly relevant to the occupations classified into Minor group 346, Social work associate professionals.

MAJOR GROUP 4

CLERKS

Tasks performed by clerks usually include: stenography, typing, and operating word processors and other office machines; entering data into computers; carrying out secretarial duties; recording and computing numerical data; keeping records relating to stocks, production and transport; keeping records relating to 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; writing on behalf of illiterate persons; performing money-handling operations; dealing with travel arrangements; supplying information requested by clients and making appointments; operating a telephone switchboard. Supervision of other workers may be included.

41 OFFICE CLERKS

Tasks performed by workers in this sub-major group usually include: stenography and typing; operating word-processors or data entry, calculating, bookkeeping and similar office machines; carrying out secretarial duties; recording and computing accounting, bookkeeping, statistical, actuarial, financial and other numerical data; keeping records of production schedules, level of stocks and timely delivery of goods; keeping records of operational aspects and coordinating the timing of 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; writing on behalf of illiterate persons; performing a wide range of general clerical duties. Supervision of other workers may be included.

42 CUSTOMER SERVICES CLERKS

Tasks performed by workers in this sub-major group usually include: performing money-handling operations in banks, post-offices, betting and gambling establishments, or as payments for goods and services bought or pledged; dealing with travel arrangements; supplying information requested by clients and making appointments; operating a telephone switchboard. Supervision of other workers may be included.

MAJOR GROUP 5

SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

Tasks performed by service workers and shop and market sales workers usually include: organisation and provision of services during travel; housekeeping; preparation and serving of food and beverages; child care; rudimentary nursing and related care at homes or in institutions; personal care, such as hairdressing or beauty treatment; companionship; astrology and fortune-telling; embalming; funeral arrangements; protection of individuals and property against fire and unlawful acts and enforcement 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; demonstrating goods to potential customers. Supervision of other workers may be included.

51 PERSONAL AND PROTECTIVE SERVICES WORKERS

Tasks performed by workers in this sub-major group usually include: organisation and provision of services during travel; housekeeping; preparation and serving of food and beverages; child care; rudimentary nursing and related care at homes or in institutions; personal care, such as hairdressing or beauty treatment; companionship; astrology and fortune-telling; embalming; funeral arrangements; protection of individuals and property against fire and unlawful acts and enforcement of law and order. Supervision of other workers may be included.

52 MODELS, SALESPERSONS AND DEMONSTRATORS

Tasks performed by workers in this sub-major group usually include: posing as models for advertising, artistic creation and display of goods; selling goods in wholesale or retail establishments, or at stalls usually placed at particular places and on markets; demonstrating goods to potential customers. Supervision of other workers may be included.

MAJOR GROUP 6

SKILLED AGRICULTURAL AND FISHERY WORKERS

Tasks performed by skilled agricultural and fishery workers 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; gathering wild fruits and plants; breeding, raising, tending or hunting animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products; cultivating, conserving and exploiting forests; breeding or catching fish; cultivating or gathering other forms of aquatic life; 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.

61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS

Tasks performed by workers in this sub-major group 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; growing or gathering wild fruits, medicinal and other plants; raising, breeding, tending or hunting animals mainly to obtain meat, milk, hair, fur, skin, sericultural, apiarian or other products; cultivating, conserving and exploiting forests; breeding and raising fish or catching them; cultivating or gathering other forms of aquatic life; 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.

MAJOR GROUP 7

CRAFT AND RELATED TRADES WORKERS

Tasks performed by craft and related trades workers usually include: extracting and working solid minerals; constructing, maintaining and repairing buildings and other structures; casting, welding and shaping metal; installing and erecting heavy metal structures, tackle and related equipment; making machinery, tools, equipment, and other metal articles; setting for operators, or setting and operating various machine tools; fitting, maintaining and repairing industrial machinery, including engines and vehicles, as well as electrical and electronic 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.

71 EXTRACTION AND BUILDING TRADES WORKERS

Tasks performed by workers in this sub-major group usually include: extracting and working solid minerals from underground or surface mines or quarries; cutting and shaping stone for building and other purposes; constructing, maintaining and repairing buildings and other structures; applying paint to buildings and other structures, as well as to various products such as vehicles, or various manufactured articles, or covering interior walls with wallpaper or fabric; cleaning chimneys and exterior surfaces of buildings and other structures. Supervision of other workers may be included.

72 METAL, MACHINERY AND RELATED TRADES WORKERS

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, as well as electrical and electronic instruments and other equipment. Supervision of other workers may be included.

73 PRECISION, HANDICRAFT, PRINTING AND RELATED TRADES WORKERS

Tasks performed by workers in this sub-major group 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 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.

74 OTHER CRAFT AND RELATED TRADES WORKERS

Tasks performed by this sub-major group usually include: treating and processing meat, fish, grain, fruit, 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. Supervision of other workers may be included.

MAJOR GROUP 8

PLANT AND MACHINE OPERATORS AND ASSEMBLERS

Tasks performed by plant and machine operators and assemblers usually include: operating and monitoring mining or other industrial machinery and equipment for processing metal, minerals, glass, ceramics, wood, paper, or chemicals, as well as operating and monitoring water-treating or electrical-power-generating installations, and related plant; operating and monitoring machinery and equipment used to produce articles made of metal, minerals, chemicals, rubber, plastics, wood, paper, textiles, fur, or leather, and which process foodstuffs and related products operating printing and bookbinding machines; driving and operating trains and motor vehicles; 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.

81 STATIONARY-PLANT AND RELATED OPERATORS

Tasks performed by workers in this sub-major group usually include: operating and monitoring industrial plant for mining or for the processing of metal, minerals, glass, ceramics, wood, paper, chemicals, or water-treating, electrical-power-generating and other purposes-, operating and monitoring automated or semi-automated assembly lines as well as industrial robots. Supervision of other workers may be included.

82 MACHINE OPERATORS AND ASSEMBLERS

Tasks performed by workers in this sub-major group usually include: operating and monitoring machines which produce goods made of metal, minerals, chemicals, rubber, plastics, wood, paper, textiles, fur and leather, and which process foodstuffs and related products; operating printing and bookbinding machines; operating product-packing and labelling machines; assembling products from component parts according to strict specifications and procedures. Supervision of other workers may be included.

83 DRIVERS AND MOBILE-PLANT OPERATORS

Tasks performed by workers in this sub-major group 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.

Supervision of other workers may be included.

MAJOR GROUP 9 ELEMENTARY OCCUPATIONS

Tasks performed by workers in elementary occupations usually include: selling goods in streets and public places, or from door to door; providing various street services; cleaning, washing, pressing; taking care of apartment houses, hotels, offices and other buildings; washing windows and other glass surfaces of buildings; delivering messages or goods; carrying luggage; doorkeeping and property watching; stocking vending machines or reading and emptying meters; collecting garbage; sweeping streets and similar places; performing various simple farming, fishing, hunting or trapping tasks performing simple tasks connected with mining, construction and manufacturing including product-sorting and simple hand-assembling of components; packing by hand; freight handling; pedalling or hand-guiding vehicles to transport passengers and goods; driving animal-drawn vehicles or machinery.

Supervision of other workers may be included.

91 SALES AND SERVICES ELEMENTARY OCCUPATIONS

Tasks performed by workers in this sub-major group usually include: selling goods in streets and public places, or from door to door; providing various street services ; cleaning, washing, pressing, sweeping or garbage collecting ; doorkeeping, property watching and building caretaking; washing windows or other glass surfaces; ushering; delivering messages or goods; stocking vending machines or reading and emptying meters; carrying luggage.

Supervision of other workers may be included.

92 AGRICULTURAL, FISHERY AND RELATED LABOURERS

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 ground: clearing forest ground and undergrowth: cleaning sea-bed and performing other simple tasks connected with aquatic cultivation; gathering seaweed, clams and other mollusca; performing simple tasks connected with hunting and trapping.

Supervision of other workers may be included.

93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

Tasks performed by labourers in this sub-major group usually include: digging, shovelling, lifting, moving, carrying, clearing, loading, unloading; cleaning disused workings in mines and quarries; spreading gravel, carrying bricks, and performing similar tasks in the construction of roads, dams, or buildings; working on demolition sites ; carrying out simple tasks in manufacturing, including product-sorting and simple hand- assembling of components, where it is not necessary to follow strictly laid-down rules; packing by hand ; freight handling: pedalling or hand-guiding vehicles to transport passengers and goods.

Supervision of other workers may be included.

MAJOR GROUP 0
ARMED FORCES

Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period, depending on national requirements. Excluded are persons in civilian employment of government establishments concerned with defence issues ; police (other than military police); customs inspectors and members of border or other armed civilian services; persons who have been temporarily withdrawn from civilian life for a short period of military training or retraining, according to national requirements, and members of military reserves not currently on active service. Reference to a skill level has not been used in defining the scope of this major group.

01 ARMED FORCES