لهيئة العامة للإحصاء Jeneral Authority for Statistic

Saudi Standard Classification of Occupations

The fifth Major group:

Service and sales workers



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5111	Travel attendants and travel stewards
Occupation	511101	Flight Attendant

Occupation summary

Welcome and guide the passengers to their seats on the plane, assist the passengers in loading their luggage, provide food and beverages, ensure the comfort of travelers, respond to their demands, and inform the officials when problems arise.

Main accountabilities

1	Kindly welcome the passengers when they enter the plane.
2	Guide the passengers to their seats on the plane, and check the boarding pass to know where they sit.
3	Assist the passengers in loading their luggage on board properly.
4	Provide food, beverages and all equipment and supplies provided to travelers at the appropriate time.
5	Ensure that the passengers feel comfortable, respond to their demands, and inform the officials of any significant problem.

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Stewards
2	Organization	2	Catering
3	Goals/ results Oriented	3	Safety regulations
4	Inititave	4	Hygienic food handling
5		5	Public relations



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5111	Travel attendants and travel stewards
Occupation	511102	Marine Stewardess

Occupation summary

Proceed with cleaning and catering services on board of the ships, allocate places for the passengers and others for the crew and keep these places in a good condition.

Main accountabilities

1	Keep the spaces clean and tidy to ensure that the passenger feel comfortable.
2	Issue and collect boarding passes, transit passes and all other cards, welcome the passengers and
۷	guide them to their ports, and announce the routes, platforms, and dates and timings.
3	Select, train and supervise the staff, as well as control the level of their performance and behaviors
5	against the objectives.
4	Provide food, beverages and all equipment and supplies at the appropriate time.
5	Provide information and customer services upon request.

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Stewards
2	Organization	2	Ship's shop
3	Goals/ results Oriented	3	Passenger traffic
4	Inititave	4	Emergency service coordination
5		5	Café (waiting)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5112	Transport conductors
Occupation	511201	Transportation Tickets Seller

Occupation summary

Issuing the tickets and collect the receivables, inform the passengers about upcoming stations and better routes, and assist the passengers on board.

Main accountabilities

1	Provide the passengers with tickets for an amount of money.
2	Provide information to the passengers about trips' schedules and routs.
3	Respond to customer inquiries about events and provide information on scheduled events.
4	Collect the receivables.
5	Maintain records of ticket sales and payments collected.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Ticket sale
2	Organization	2	Customer services
3	Goals/ results Oriented	3	Safety regulations
4	Inititave	4	
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5112	Transport conductors
Occupation	511202	Transportation Ticket Inspector

Occupation summary

Check the validity of passenger tickets on transportations, check the tickets, and impose penalties on violators.

Main accountabilities

1	Check the validity of tickets during the course of various means of transport and at stations.
2	Submit violation notifications and collect imposed fines.
3	Issue citations that prove the violation of the law and complete all necessary reports.
4	Call the police in case violator fail to hand over their identity cards.
5	Provide information to passengers about trip schedules.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Token collection
2	Organization	2	Inspection
3	Goals/ results Oriented	3	Passenger traffic
4	Inititave	4	Ticket sale
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5112	Transport conductors
Occupation	511203	Porter

Occupation summary

Assist the passengers in loading and placing their luggage in the designated places, and follow up the provision of freight cars in coordination with the concerned parties.

Main accountabilities

1	Assist the passengers in loading and placing their luggage in the designated places, and take care of
	fragile materials.
	Proceed with the replacement of freight cars in coordination with the concerned parties, and
2	coordinate the activities with the passengers and workers, such as separating and linking the
	carriages and releasing link gear between carriages.
3	Determine and ensure their availability of tools, devices, and supplies needed to transport, load and
	maintain luggage, when needed.
4	Maintain and sustain the transfer tools and equipment and ensure their optimal use.
5	Fully comply with the manuals, procedures, specification manuals, standards, policies and general
	safety rules.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Baggage handling
2	Organization	2	General cargo handling
3	Goals/ results Oriented	3	Loading/ unloading
4	Inititave	4	Weighing machine operation
5		5	Customer services



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5113	Travel guides
Occupation	511301	Tour Guide

Occupation summary

Receive and accompany the tourists, provide them with Guidelines, introduce tourist sites and museums to them, develop tourism programs, prepare documents and specialized reports related to the field of tourist guidance.

Main accountabilities

application and implementation. Welcome and escort the tourists, provide them with guides on tourism programs, introduce them to tourist sites and museums, clarify the related information, explain their natural and historical features, and clarify the followed rules and regulations. Coordinate with schools and government institutions, and arrange group visits aimed at introducing the Kingdom's civilization, heritage and history to the people. Study the current tourism programs, identify their problems, and develop tourism programs that are more suitable to attract more tourist groups. Prepare the specialized documents and reports related to tourism guiding, and produce, present, clarify and keep the appropriate recommendations and solutions on the relevant database, according	1	1	Participate in developing the objectives, strategies and plans of tourism guiding, and follow up their
 tourist sites and museums, clarify the related information, explain their natural and historical features, and clarify the followed rules and regulations. Coordinate with schools and government institutions, and arrange group visits aimed at introducing the Kingdom's civilization, heritage and history to the people. Study the current tourism programs, identify their problems, and develop tourism programs that are more suitable to attract more tourist groups. Prepare the specialized documents and reports related to tourism guiding, and produce, present, clarify and keep the appropriate recommendations and solutions on the relevant database, according 		application and implementation.	
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5 clarify and keep the appropriate recommendations and solutions on the relevant database, according	4	4	more suitable to attract more tourist groups.
,			Prepare the specialized documents and reports related to tourism guiding, and produce, present,
to the approved policies and procedures.		5	clarify and keep the appropriate recommendations and solutions on the relevant database, according
			to the approved policies and procedures.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Tourist bus driving
2	Organization	2	Fishing tourism (guiding)
3	Goals/ results Oriented	3	Wilderness/adventure travels (guide experience)
4	Inititave	4	Nature guiding
5		5	Tourist guiding



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5113	Travel guides
Occupation	511302	Museum Guide

Occupation summary

Welcome the tourists and visitors, and give historical and archaeological information related to antiquities and museums.

Main accountabilities

1	Participate in developing museum tour programs, and prepare for them.
2	Welcome the tourists and visitors to archaeological sites and museums, and accompany the visitors upon their request.
3	Make a presentation on archaeological sites and museum contents, and answer visitors' questions and inquiries.
4	Provide the visitors with brochures and leaflets, and ensure full compliance with instructions to preserve the antiquities.
5	Provide the official authorities with information, data and statistics upon request.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v ci		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Villages (archaeological knowledge)
2	Organization	2	Group guidance
3	Goals/ results Oriented	3	Driving
4	Inititave	4	Linguistics
5		5	Ancient monuments inventory



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	511	Travel attendants, conductors and guides
Unit group	5113	Travel guides
Occupation	511303	Site Guide

Occupation summary

Guide people to different sites such as roads and historical, archaeological and touristic sites, etc., show the paths of the sites, provide guidance to groups and individuals, and participate in preparing maps and recoding data.

Main accountabilities

1	Guide people to different sites, and clarify paths according to the developed plans.
2	Provide the necessary support, advice and guidance to groups and individuals to navigate rough and
	desert roads.
3	Participate in preparing maps of sites, places, and mountain paths.
4	Identify, maintain and ensure that the tools required to undertake guidance work on sites are
4	available when needed.
5	keep, Preserve and arrange the data and information based on approved practices.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Guiding (roads)
2	Organization	2	Tourist guiding
3	Goals/ results Oriented	3	Historical guiding
4	Inititave	4	Routeing (cars)
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	512	Cooks
Unit group	5120	Cooks
Occupation	512001	Chef

Occupation summary

Receive raw materials, prepare, season, and cook and prepare meat, chickens, fish, vegetables, and other foods in hotels, restaurants and clubs to be served, and follow up on kitchen cleaning procedures and kitchen tools.

Main accountabilities

1	Receive raw materials, cook and prepare meats, poultry, vegetables and other foods to prepare the dishes mentioned in the menus.
2	Prepare soups, salads and cold and hot appetizers.
3	Boil and cook oriental foods.
4	Prepare the meals after they have been cooked, place them in the appropriate dishes and prepare
7	them for serving.
5	Supervise cleaning the cooking and food utensils, and maintain the public safety and health
3	procedures and instructions.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Diet food cooking
2	Organization	2	Restaurant kitchen (cooking)
3	Goals/ results Oriented	3	Basic baking
4	Inititave	4	Gulf Cuisine
5		5	Traditional cuisine



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	512	Cooks
Unit group	5120	Cooks
Occupation	512002	Pantry Chef

Occupation summary

Determine the tools, materials, and supplies required for preparing cold foods, prepare the food according to set work plans and schedules, provide information related to food, and maintain kitchen cleanliness.

Main accountabilities

1	Identify, maintain, and ensure that the tools, materials and supplies required for preparing the food are available when needed.
2	Prepare the foods according to the set work plans and schedules.
3	Provide information on foods, ingredients and prices.
4	Comply with all related procedures and policies related to food preparation, and maintain public safety rules and policies.
5	Maintain the kitchen, food preparation and service areas in accordance with the regulating policies and procedures.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Salads (preparation)
2	Organization	2	Hygienic food handling
3	Goals/ results Oriented	3	Food presentation
4	Inititave	4	Food packaging
5		5	Café (cold food preparation)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	512	Cooks
Unit group	5120	Cooks
Occupation	512003	Chef in Transportations

Occupation summary

Prepare the tools, materials and supplies needed for preparing foods on board of various transportations, prepare food according to work plans and schedules, and provide information related to the food.

Main accountabilities

1	Identify, maintain, and ensure that the tools, materials and supplies required for preparing the food
	on board of transportations are available when needed.
2	Prepare the food on board of transportations according to the established work plans and schedules.
3	Prepare the food to be served, and follow up on the kitchen and tools cleaning procedures.
4	Comply with all related procedures and policies related to food preparation, and maintain public
4	safety rules and policies.
5	Maintain the kitchen, food preparation and service areas in accordance with the regulating policies
ی	and procedures.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Hot food (cooking)
2	Organization	2	Fast food cooking
3	Goals/ results Oriented	3	Food presentation
4	Inititave	4	Café (cold food preparation)
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	512	Cooks
Unit group	5120	Cooks
Occupation	512004	House Food Chef

Occupation summary

Prepare, season and cook the meats, poultry, fish, vegetables and other foods at home for sale.

Main accountabilities

1	Prepare and cook the meats, chickens, fish, vegetables and other foods to make various dishes.
2	Prepare salads, sauces, cold and hot appetizers, pies and desserts.
3	Clean the kitchen and used tools.
4	Package and decorate the foods to be sold to the consumer.
5	Follow the HSE policies and procedures.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Hot food (cooking)
2	Organization	2	Basic cooking
3	Goals/ results Oriented	3	Food packaging
4	Inititave	4	Food presentation
5		5	Selling experience (telemarketing)

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	513	Waiters and bartenders
Unit group	5131	Waiters
Occupation	513101	Waiter

Occupation summary

Welcome the customers and providing them with food and beverage menus, answer the customers' inquiries, prepare, arrange and clean the tables, present the invoices to customers, and receive and record the payments.

Main accountabilities

1	Welcome the customers and provide them with food and beverage menus, receive the orders, and
1	serve the foods and beverages.
2	Respond to the customers' inquiries, and provide advice on food and beverage options.
3	Prepare, arrange and clean the tables, and arrange the tables' contents, such as dishes and utensils
5	and return them to their places.
4	Present the invoices to customers, receive and record the cash payments, and use the POS machines.
5	Receive and raise the complaints to the complaint official in preparation for dealing with it.



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Food presentation
2	Organization	2	Hygienic food handling
3	Goals/ results Oriented	3	Drinks
4	Inititave	4	Table waiting
5		5	Stewards

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	513	Waiters and bartenders
Unit group	5132	Bartenders
Occupation	513201	Barman

Occupation summary

Prepare and serve beverages directly to customers or through waiters.

Main accountabilities

1	Receive orders for beverages and snacks from service personnel or directly from customers.
2	Prepare and serve beverages or snacks to the customers.
3	Receive and record the cash payments for beverages.
4	Mix the ingredients to prepare cocktails and other beverages.
5	Wash the used glassware, and clean and maintain service areas.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Drinks/cocktails
2	Organization	2	Café (waiting)
3	Goals/ results Oriented	3	Cleaning services
4	Inititave	4	Hygienic food handling
5		5	Customer services

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	513	Waiters and bartenders
Unit group	5132	Bartenders
Occupation	513202	Coffee/Beverage Maker

Occupation summary

Prepare the beverages such as coffee, tea, cocoa, Arabic coffee, and other drinks ordered by the customers.

Main accountabilities

1	Wash and prepare the used utensils and cups for reusing.
2	Turn on the stove to boil the water, and put the kettle or the dipper on the fire for the water to boil.
3	Prepare Arabic coffee with Arabica coffee beans and in the caravan.
4	Roast the coffee to certain degrees.
5	Pour the beverages into the cups to be served to the customers.



Educational requirements

Minimum education	ion Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Drinks
2	Organization	2	Hygienic food handling
3	Goals/ results Oriented	3	Cashiering
4	Inititave	4	Cleaning services
5		5	Customer services

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5141	Hairdressers
Occupation	514101	Barber

Occupation summary

Prepare the client for shaving, cut men's hair, dye and straighten the hair, cut the beard, and clean and disinfect the barber shop and the used tools.

Main accountabilities

1	Welcome the clients and have them set in the barber chair, and put on the apron to protect their clothes.
2	Advise the client on shaving and haircuts, and trim, wash, massage, dry, and style the client's hair.
3	Apply the dye to the client's hair with the appropriate color, and comb and wash the hair after dyeing.
4	Shave or trim the beards and mustaches and remove the excess hair.
5	Clean, disinfect and sterilize with UV the barber tools, and clean the barber shop.



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Coiffure
2	Organization	2	Barbershop services
3	Goals/ results Oriented	3	Aesthetics
4	Inititave	4	Beard shaving and trimming
5		5	Grooming

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5141	Hairdressers
Occupation	514102	Hairdresser

Occupation summary

Give advice to the clients, comb and style the hair, straighten the curly hair, apply the dye to the client's hair, and choose, put on, and fix the wigs.

Main accountabilities

1	welcome the clients and have them set in the hair cutting thair, and put on the apron to protect
	their clothes.
7	Give advice to the clients on hairdressing, wash the hair, massage the scalp, and comb and style the
۷	hair.
3	Straighten the curly hair with chemicals and creams.
4	Apply the dye to the client's hair, comb and wash the hair after dyeing.
Г	Choose, put on, and fix the wig that is suitable for the client's hair, clean and sterilize the work tools
5	and the salon.



Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Hair care products
2	Organization	2	Long hair styling
3	Goals/ results Oriented	3	Wig and toupee hairdressing
4	Inititave	4	Wig making
5		5	Hairdressing (ladies)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5142	Beauticians and related workers
Occupation	514201	Skin Care Specialist

Occupation summary

Provide skin care services in salons, spas, medical facilities and other places, use products to improve the quality of the skin of customers, and provide the services of facial care, color analysis, dead skin cells removal, and chemical exfoliation.

Main accountabilities

1	Cleanse and massage the customers' skin with water, creams, oils or other products, and provide the
1	appropriate care for the facial skin to preserve it and improve its appearance.
2	Explain how to properly clean and take care of the skin after treatment sessions, and suggest skin
۷	care products and diets to the customers.
3	Keep the workplace clean, and sterilize the used tools.
4	Schedule the appointments, and collect the payments from clients.
_	Refer the clients to medical professionals to treat serious skin problems, and collaborate with plastic
5	surgeons and dermatologists before and after surgery.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Customer services
2	Organization	2	Masking
3	Goals/ results Oriented	3	Massage therapy
4	Inititave	4	Rose massage
5		5	Spa treatment



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5142	Beauticians and related workers
Occupation	514202	Nail Care Specialist

Occupation summary

Deal with the clients, show them designs and various types of nail polish and shaping,, provide suggestions and recommendations on the designs that suit the clients the most.

Main accountabilities

1	Take care of the customers and know their tendencies and preferences.
2	Perform nail cleaning and shaping, and provide advice on nail care.
3	Help massage the feet.
4	Remove layers of old nail polish.
5	Ensure that the equipment is sterilized before use.



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ievi	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Hand care (manicure)
2	Organization	2	Pedicure
3	Goals/ results Oriented	3	Massage
4	Inititave	4	Spa treatment
5		5	Customer services

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5142	Beauticians and related workers
Occupation	514203	Makeup Artist

Occupation summary

Prepare women for making up, and determine skin-friendly cosmetic ointments and creams.

Main accountabilities

1	Welcome the clients and have them set in the making up chair, and put on the apron to protect their clothes.
2	Examine the skin for preparing and applying the proper ointments and creams.
3	Give advice on applying the appropriate makeup and the appropriate way to apply it.
4	Shape, color eyebrows, and mount eyelashes.
5	Put on some cosmetic materials and masks to treat the skin.



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ievi	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Make-up
2	Organization	2	Styling
3	Goals/ results Oriented	3	Masking
4	Inititave	4	Perfumes and cosmetics
5		5	Customer services

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	514	Hairdressers, beauticians and related workers
Unit group	5142	Beauticians and related workers
Occupation	514204	Health Club Attendant

Occupation summary

Supervise, coordinate and implement health club programs and services, such as initial massages, cosmetic facial treatments, and healthy nutritional programs.

Main accountabilities

1	Maintain the reservations, and schedule the appointments.			
2	Maintain the health club facilities to keep areas and equipment clean and tidy.			
3	Encourage the implementation of the health club policies and procedures.			
4	Provide the health club programs and services, such as initial massages, cosmetic facial treatments and healthy nutritional programs.			
	Collect the payments, manage the subscriptions, issue the receipts and prepare daily cash balance			
5	reports.			



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Customer services
2	Organization	2	Gym caretaking
3	Goals/ results Oriented	3	Office cleaning
4	Inititave	4	Spa treatment
5		5	Sports ground caretaking

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5151	Cleaning and housekeeping supervisors in offices, hotels and
orne group	3131	other establishments
Occupation	515101	Cleaning and Housekeeping Supervisor

Occupation summary

Supervise, coordinate and implement housekeeping activities in commercial facilities, to keep the facilities clean and tidy.

Main accountabilities

1	Manage the service schedule. Plan and prepare employee work schedules.	
2	Supervise the employees while performing their duties, such as sweeping the dust, sweeping the	
۷	floors, cleaning the toilets, and changing the sheets.	
3	Encourage the implementation of the housekeeping policies and procedures.	
4	Monitor and maintain the inventory of cleaning supplies, equipment and other supplies.	
5	Follow the HSE policies and procedures.	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Scheduling of visits
2	Organization	2	Floor cleaning/polishing
3	Goals/ results Oriented	3	Safety regulations
4	Inititave	4	Supervising
5		5	Laundry and cleaning responsibility



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5151	Cleaning and housekeeping supervisors in offices, hotels and other establishments
Occupation	515102	Residence Supervisor

Occupation summary

Proceed with the implementation of regulations and instructions regulating the residence, prepare a database of the residents, follow up the provision of basic services, general cleaning, safety and security issues in the residence, provide emergency medical services and prepare and submit work reports.

Main accountabilities

1	Follow up the application and compliance with the regulations and instructions governing the residence work.
2	Prepare a database of the residents and follow up its update and development.
3	Follow up on the provision of basic public services, such as water, electricity and communications.
4	Follow up on general cleanliness, health conditions, public safety and security in the residence, and provide emergency medical services.
5	Prepare, provide, document and keep the work reports.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Facilities management
2	Organization	2	Housing inspection
3	Goals/ results Oriented	3	Residential property (caretaking)
4	Inititave	4	Cleaning inspections
5		5	Security service



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5152	Domestic housekeepers
Occupation	515201	Housekeeping Worker

Occupation summary

Supervise, coordinate and implement the housekeeping activities in private living places to keep them clean and tidy, and assist in cooking and kitchen work.

Main accountabilities

1	Supervise the employees while performing their duties, such as sweeping the dust, sweeping the
1	floors, cleaning the toilets, changing the sheets and laundry.
2	Supervise the employees while performing their duties, such as cooking, preparing meals and
۷	refreshments and washing the dishes.
3	Welcome and escort the guests to designated reception areas, and answering residents' phone calls.
4	Monitor and maintain inventory of cleaning supplies, equipment and other supplies.
5	Provide housekeeping services as required, such as cooking and other kitchen work.



Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Buffet preparation
2	Organization	2	Laundry and cleaning responsibility
3	Goals/ results Oriented	3	Health care issues (staff administration)
4	Inititave	4	Safety regulations
5		5	Cleaning services



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5152	Domestic housekeepers
Occupation	515202	Butler

Occupation summary

Supervise the servants in private living places to carry out, coordinate and implement various activities, to keep homes clean and tidy.

Main accountabilities

1	Supervise the employees while performing their duties, such as cleaning, cooking and other tasks.
2	Monitor and maintain the inventory to ensure that cleaning supplies, equipment and other supplies
۷	are available.
3	Follow up the provision of all basic services.
4	Follow up on kitchen matters and prepare a list of supplies.
5	Encourage the implementation of the housekeeping and cleaning policies and procedures.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Cleaning services
2	Organization	2	Laundry and cleaning responsibility
3	Goals/ results Oriented	3	Supervising
4	Inititave	4	Cleaning (hospitality industry)
5		5	Safety regulations

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5152	Domestic housekeepers
Occupation	515203	Guest House keeper

Occupation summary

Supervise the arrangement and management of the guest house work in accordance with the regulating policies and procedures.

Main accountabilities

1	Supervise the day-to-day work related to the guest house to ensure the smooth running of its operations.
2	Ensure the availability of all logistical supplies for the guest house.
3	Ensure that security and safety rules are in place in the guest house.
4	
5	



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Guesthouse management
2	Organization	2	Supervising
3	Goals/ results Oriented	3	Catering supervising
4	Inititave	4	Cleaning (hospitality industry)
5		5	Safety regulations

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	515	Building and housekeeping supervisors
Unit group	5153	Building caretakers
Occupation	515301	Janitor

Occupation summary

Perform all activities and works related to protecting the building and its properties from vandalism and illegal acts, and ensure the provision of effective and continuous security protection to the building, its facilities and properties.

Main accountabilities

1	Guard and monitor the building to protect all its assets and properties against fire, theft, vandalism and illegal activities.
2	Contact the competent security authorities to obtain the necessary assistance in the event of any security breaches affecting the building and its residents.
3	Record and submit the events, violations or malfunctions that may occur in the building, its facilities and properties to the line manager.
4	Ensure the safety of all devices and equipment in his possession, ensure that they are in a usable condition when needed and maintain them in accordance with the regulating policies and procedures.
5	Submit technical reports on work progress to the line manager, and clarify the difficulties that he may be encountered while performing the work.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Residential property (caretaking)
2	Organization	2	Stair cleaning
3	Goals/ results Oriented	3	Safety issues for companies
4	Inititave	4	
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5162	Companions and valets
Occupation	516201	Escort

Occupation summary

Provide companionship to the employers and fulfill their various needs.

Main accountabilities

1	Accompany the employer while traveling and during recreational or commercial activities.	
2	Provide basic assistance to the employer and assist employers who are elderly, disabled or in recovery	
۷	with daily life activities.	
3	Perform basic secretarial duties, such as answering the phone, receiving letters, organizing	
5	documents and cash matters.	
4	Maintain the personal belongings of the employer in a good condition.	
5	Follow up on various matters of the employer.	

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Accompaniment
2	Organization	2	Companionship
3	Goals/ results Oriented	3	Safety issues for private individuals
4	Inititave	4	
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5163	Undertakers and embalmers
Occupation	516301	Mortician

Occupation summary

Receive and prepare the body of the deceased for bathing and shrouding in accordance with the Sharia provisions.

Main accountabilities

1	Receive and prepare the body of the deceased for bathing in accordance with the Sharia provisions.
2	Bath and clean the body of the deceased in accordance with the Sharia provisions.
3	Shroud the body of the deceased in accordance with the Sharia provisions.
4	Hand over the body of the deceased after shrouding to their family or the burial stuff.
5	Comply with all procedures and policies related to the preparation of the deceased for burial and
Э	maintain the public safety rules and policies.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Funeral services
2	Organization	2	Bodies handling
3	Goals/ results Oriented	3	Burial works
4	Inititave	4	Digging, filling and draining
5		5	Shari'ah Knowledge

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5163	Undertakers and embalmers
Occupation	516302	Funeral Director

Occupation summary

Bury the deceased according to the Islamic rituals, carry and place the body in the designated place, and give instructions to the grave diggers.

Main accountabilities

1	Give instructions to the grave diggers regarding where to dig the grave and when and how dirt	
-	should be placed after burial.	
2	Carry the body to the grave according to Islamic rituals.	
3	Direct the body towards the direction of the qiblah (Prayer Direction) in accordance with the Islamic	
5	law's provisions.	
4	Pray for the deceased during the burial and after the grave is closed.	
5	Comply with the Islamic rituals.	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Bodies handling
2	Organization	2	Digging, filling and draining
3	Goals/ results Oriented	3	Shari'ah Knowledge
4	Inititave	4	Shari'ah of Islam
5		5	Burial works

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5163	Undertakers and embalmers
Occupation	516303	Taxidermist

Occupation summary

Receive the animals to be taxidermized, and determine the tools, materials and supplies required for taxidermizing, and taxidermize the animals according to quality standards.

Main accountabilities

1	Receive the animals to be taxidermized in preparation for taxidermizing them according to the
1	established work plans.
2	Identify, maintain and ensure that the tools and supplies required for taxidermizing are available
۷	when needed.
2	Taxidermize the animals using the necessary equipment, materials and supplies according to the
3	established work plans.
4	Fully commit to the quality standards while performing various taxidermizing work and operations.
F	Comply with all related procedures and policies related to taxidermizing and maintain public safety
5	rules and policies.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Embalming
2	Organization	2	Bird taxidermy
3	Goals/ results Oriented	3	Animal anatomy
4	Inititave	4	Smaller mammals taxidermy
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516401	Groom

Occupation summary

Provide complete care to animals, conduct exercises according to trainers' directives, feed and hydrate the animals according to schedules, mix the foodstuffs, medicines and nutritional supplements according to the instructions, observe the animals to detect diseases, provide the treatment and carry out maintenance and cleaning work in animals' housings.

Main accountabilities

1	Provide full care for the animals and conduct the basic and necessary exercises as directed by the
_	trainers, ensuring maintaining their fitness.
2	Feed and hydrate the animals according to specific schedules and dietary instructions and ensure they
۷	are in appropriate places away from anything that might threaten their health.
3	Mix the food and liquid materials, drugs, and nutritional supplements according to specific
5	instructions and prescriptions.
	Monitor the animals to detect injuries or symptoms of disease, provide the appropriate treatment
4	within the limits of authorization and according to specific directions and inform those concerned
	about the matter to take the necessary measures in matters outside the authorization.
5	Carry out cleaning, maintenance and disinfection work for the animals housings and their contents,
Э	in addition to the tools used in taking care of the animals.

Educational requirements

Minimum education	1 Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Ethology (science of animal behaviour)
2	Organization	2	Training
3	Goals/ results Oriented	3	Preventive animal health
4	Inititave	4	Grooming
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516402	Animal Trainer

Occupation summary

Train the animals with the aim of developing or enhancing the desired features, direct the animals to perform specific activities, carry out animal taming, provide health care and provide food and shelter.

Main accountabilities

1	Train the animals to develop or enhance the desired features for commercial or recreational
_	purposes.
2	Direct the animals to perform specific activities, such as film and television recordings, theater and
۷	circus performances and hunting.
3	Conduct animal taming and training activities to respond to specific orders or effects.
4	Provide care for animals during training and provide food, shelter and other necessities.
	Observe the health status of animals, administer the prescribed medications for them and seek
5	medical care in the event of complications, while recording information on their weight and changes
	in growth.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Training
2	Organization	2	Species specialisation (dog/cat)
3	Goals/ results Oriented	3	Ethology (science of animal behaviour)
4	Inititave	4	Preventive animal health
5		5	Animal protection



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516403	Stableman

Occupation summary

Tame the horses, provide full care for the horses, conduct exercises as directed by the trainers, feed and hydrate the horses according to schedules, provide treatment and carry out maintenance and cleaning work for the stables.

Main accountabilities

1	Tame, tighten the saddle and train the horses for the purpose of running and equestrian games as instructed by the trainer.
2	Implement the daily training program, take care of the horses' hygiene and wash them using soap and water.
3	Comb the horses hair.
4	Follow up the horses meals.
5	Clean the horses pens and observe sanitary conditions.

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Horse racing (training/coaching)
2	Organization	2	Equine massage
3	Goals/ results Oriented	3	Horse (providing training)
4	Inititave	4	Grooming
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516404	Cameleer

Occupation summary

Train and breed the camels to produce meat and milk, take care of them and market their production.

Main accountabilities

1	Implement procedures for equipping the camel breeding pens.
2	Train the camels according to prevailing and followed practices in this field.
3	Take care of the camels during the implementation of all training work and operations.
4	Apply the occupational safety and security measures during the implementation of all specialized
4	activities.
5	Clean the camels pens and observe sanitary conditions.



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Training
2	Organization	2	Ethology (science of animal behaviour)
3	Goals/ results Oriented	3	Grooming
4	Inititave	4	Camel farming
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516405	Bird Trainer

Occupation summary

Train the birds with the aim of developing or enhancing the desired features, direct the birds to perform specific activities, carry out birds taming, provide health care and provide food and shelter.

Main accountabilities

1	Train the birds to develop or enhance desired feathers for commercial, recreational or personal
	purposes.
2	Direct the birds to perform specific activities, such as film and television recordings and theater and
	circus performances.
3	Conduct birds training activities to respond to specific orders or effects.
4	Provide care for the birds during the training, and provide food, shelter and other necessities.
	Observe the health status of birds, administer the prescribed medications for them and seek medical
5	care in the event of complications, while recording information on their weight and changes in
	growth.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Training
2	Organization	2	Ethology (science of animal behaviour)
3	Goals/ results Oriented	3	Grooming
4	Inititave	4	Bird Keeping
5		5	Preventive animal health



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516406	Falcon Trainer

Occupation summary

Train the falcons to develop or enhance desired feathers and direct them during events or shows.

Main accountabilities

1	Train the falcons to develop or enhance desired traits for commercial, recreational or personal
1	purposes.
2	Direct the falcons to perform specific activities, such as film and television recordings, theater
۷	performances and haunting shows.
3	Provide care for the falcons during the training and provide food, shelter and other necessities.
4	Monitor the health status of falcons, seek medical care when complications occur and administer
4	prescribed medicines.
5	Record information on falcons, such as weight and changes in growth.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Ethology (science of animal behaviour)
2	Organization	2	Preventive animal health
3	Goals/ results Oriented	3	Falcon farming
4	Inititave	4	Training
5		5	Grooming



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516407	Zookeeper

Occupation summary

Take care of the animals in zoos, feed, wash and exercise the animals and maintain their environment and general health.

Main accountabilities

1	Feed, wash and take care of the animals, set and implement feeding schedules and monitor the living
	conditions in animal facilities.
2	Monitor the animals to detect signs of fatigue, disease, or injuries, and provide basic treatment or
۷	contact the veterinarians.
3	Allow the animals to enter and exit the barns for exercise, and ensure that the necessary space and
5	equipment are available.
4	Assist the veterinarians with diagnosing and treating the animals and provide help in breeding
4	initiatives .
5	Clean and maintain the animal facilities and equipment, such as infrared lamps, feeders and cages.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Animal protection
2	Organization	2	Veterinary activities
3	Goals/ results Oriented	3	Veterinary care
4	Inititave	4	Zoological park animals keeping
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5164	Pet groomers and animal care workers
Occupation	516408	Reserve Animal Keeper

Occupation summary

Protect and provide full care for the reserve animals and provide food and provender according to plans and timetables.

Main accountabilities

1	Provide full care for the reserve animals and protect them from everything that may harm them,
1	according to the established work plans.
2	Provide the appropriate food and provender for the reserve animals according to the set plans and
۷	timetables.
3	Provide the necessary protection for reserve animals in accordance with the regulating policies and
Э	procedures.
4	Identify, maintain and ensure that the tools required to undertake different works and operations in
4	reserves are available when needed.
5	Submit the technical reports to the supervisory management on workflow and achievement, and
3	clarify difficulties and challenges that disturb workflow.

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Environmental protection
2	Organization	2	Plant protection
3	Goals/ results Oriented	3	Forest stock protection
4	Inititave	4	Animal protection
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5165	Driving instructors
Occupation	516501	Driving Instructor

Occupation summary

Teach the students the rules and regulations of operating cars, and manage the theoretical and practical training courses for the students.

Main accountabilities

1	Develop the theoretical and practical subjects for teaching car driving.
2	Provide practical lessons to the students and monitor them while driving the vehicles independently.
3	Provide theoretical lessons on traffic rules and teach the students safe driving procedures.
4	Manage driving tests for the students and provide feedback.
5	Follow the HSE policies and procedures.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Car driving (providing training)
2	Organization	2	Bus driving (providing training)
3	Goals/ results Oriented	3	Driver's education
4	Inititave	4	Safety regulations
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5165	Driving instructors
Occupation	516502	Heavy Vehicle Driving Instructor

Occupation summary

Teach the students the rules of operating heavy vehicles and manage the theoretical and practical training courses for the students.

Main accountabilities

1	Develop the theoretical and practical subjects for teaching heavy vehicle driving.
2	Provide practical lessons to the students and monitor them while independently drive heavy vehicles.
3	Provide theoretical lessons on traffic rules and teach the students safe driving procedures.
4	Manage heavy vehicle driving tests for the students and provide feedback.
5	Follow the HSE policies and procedures.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Lorry driving (providing training)
2	Organization	2	Driving heavy equipment
3	Goals/ results Oriented	3	Driver's education
4	Inititave	4	Safety regulations
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5169	Personal services workers not elsewhere classified
Occupation	516901	Desert Guide

Occupation summary

Accompany the travelers on their trips to deserts and unexplored lands, provide technical expertise regarding local area and terrains and ensure that travelers' health and safety are maintained.

Main accountabilities

1	Welcome and register the travelers, provide them with identification badges and other supplies and clarify the rules and regulations.
2	Accompany the individuals and groups during the desert trip and provide technical expertise regarding the area and local terrains.
3	Inspect the vehicles and equipment to ensure that they are safe and properly functioning and monitor the weather and environmental conditions to ensure a safe trip.
4	Ensure that health and safety are maintained during the trip, conduct first aid and other life-saving methods in emergency situations and direct emergency evacuations.
5	Build good relationships with tour participants and maintain a good level of communication with tourists during tourist trips.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Customer services
2	Organization	2	Tourist guiding
3	Goals/ results Oriented	3	Group guidance
4	Inititave	4	Nature guiding
5		5	Tour planning



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	51	Personal service workers
Minor group	516	Other Personal Services Workers
Unit group	5169	Personal services workers not elsewhere classified
Occupation	516902	Fashion Special Advisor

Occupation summary

Help the clients choose the appropriate personal appearance and work to improve it, assist the clients in choosing their clothes, suggest the appropriate beauty programs and give advice on matters of life.

Main accountabilities

1	Provide life exercises to the clients and design a collaborative work plan to improve the personal
-	image and lifestyle.
2	Analyze the client's hair, face, scalp and other physical features and suggest cosmetic treatments and
۷	appropriate hairstyles.
3	Help the clients choose their clothes and make fashion decisions.
4	Follow the latest fashion events and trends.
5	



Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Grooming
2	Organization	2	Styling
3	Goals/ results Oriented	3	Aesthetics
4	Inititave	4	Customer services
5		5	Fashion drawing



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	521	Street and market salespersons
Unit group	5211	Stall and market salespersons
Occupation	521101	Stall seller

Occupation summary

Sell a bunch of goods at the stalls to customers, deal with payment matters and receive payment from customers, monitor inventory levels and order product supply.

Main accountabilities

1	Sell a range of goods in stalls to customers.
2	Provide information on products, uses and prices.
3	Monitor stock level, maintain product order in Kiosks, issue orders for product purchase and deal with imported products
4	Deal with payment matters and receive payment from customers.
5	



Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (retail)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	521	Street and market salespersons
Unit group	5212	Street food salespersons
Occupation	521201	Food Peddler

Occupation summary

Sell hot and cold food and beverage ready for immediate consumption on the streets and in other public places, and roam between these places.

Main accountabilities

1	Sell a set of ready-made hot and cold foods and beverage to the clients.
2	Provide information on products and their prices.
3	Obtain the ingredients and other products for selling and prepare the food and beverage, either in
5	advance or upon request.
4	Collect the price immediately.
5	



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
10	2 4 2 1		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (direct sales to consumer)
2	Organization	2	Consumer guidance
3	Goals/ results Oriented	3	Customer services
4	Inititave	4	Cash balance
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5221	Shopkeepers
Occupation	522101	Store Keeper

Occupation summary

Run small retail stores, sell a set of goods to the clients and carry out activities related to sales, payment and inventory.

Main accountabilities

1	Sell a set of goods to the clients.
2	Provide information on products, uses and prices.
3	Monitor the stock level, maintain the order of the small retail store, issue product purchase orders
3	and deal with imported products.
4	Deal with payment matters and receive payment from customers.
5	



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
iev			Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (retail)
2	Organization	2	Purchasing and logistics
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5221	Shopkeepers
Occupation	522102	Grocer

Occupation summary

Sell a set of foodstuffs to the clients, provide information related to the foodstuffs, their uses and prices, and deal with payment matters and receive payments from the clients.

Main accountabilities

1	Sell a set of foodstuffs to the clients.
2	Provide information on foodstuffs and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from clients and process product exchange requests and returns in accordance with the set policy.
5	



Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5221	Shopkeepers
Occupation	522103	Digital Dealer

Occupation summary

Sell a set of goods to the clients via a commercial website on the internet and provide information on the products, their uses and prices.

Main accountabilities

1	Sell a set of goods to the clients via on the internet.
2	Provide information on products, uses and prices.
3	Process the product exchange requests and returns in accordance with the established policy.
4	Monitor the process of delivering the goods to the clients during the predetermined period and
4	ensure the accuracy of the goods delivered to the clients.
5	



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
iev			Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	E-commerce (business development)
2	Organization	2	Process monitoring
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5222	Shop supervisors
Occupation	522201	Shop Monitor

Occupation summary

Supervise the operations of small stores and other retail and wholesale stores, and coordinate the activities related to sales, payment and inventory.

Main accountabilities

1	Supervise the operations of small stores and other retail and wholesale stores, ensure optimal
1	resource allocation, and oversee staff affairs planning and staff training.
2	Manage retail personnel, including cashier and exhibit hall staff.
Plan and prepare work schedules and keep records of work schedules as well as attendan	
5	departure cards.
4	Manage and resolve customer complaints and potential disputes and escalate them when necessary.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (retail)
2	Organization	2	Shop management (department store)
3	Goals/ results Oriented	3	Staff responsibility
4	Inititave	4	Shop planning
5		5	Customer services

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522301	Seller

Occupation summary

Sell a set of goods and services to the clients, provide information related to the products, their uses and prices, and deal with payment matters and receive payment from clients.

Main accountabilities

1	Sell a set of goods and services to the clients.
2	Provide information on products, uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (retail)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522302	Food and Beverage Seller

Occupation summary

Sell a set of food and beverage to the clients, provide information related to food and beverage and their prices, and deal with payment matters and receive payments from clients.

Main accountabilities

1	Sell food and beverage to the clients.
2	Provide information on food and beverage and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522303	Spice Seller

Occupation summary

Sell a set of spices and herbs to the clients, provide information related to the products, their uses and prices, and deal with payment matters and receive payments from clients.

Main accountabilities

1	Sell a set of spices and herbs to the clients.
2	Provide information on spices and herbs, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522304	Clothes Seller

Occupation summary

Sell a set of clothes to the clients, provide information related to the products, their uses and prices, and deal with payment matters and receive payments from the clients.

Main accountabilities

1	Sell a set of clothes to the clients.
2	Provide information on clothes, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522305	Lingerie Female Seller

Occupation summary

Sell a set of lingerie to the clients, provide information related to the products and their prices, and deal with payment matters and receive payments from clients.

Main accountabilities

1	Sell a set of lingerie to the clients.
2	Provide information on lingerie and its prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522306	Shoes and Bags Seller

Occupation summary

Sell a set of shoes and bags to the clients, provide information related to shoes and bags, their uses and prices, and deal with payment matters and receive payments from clients.

Main accountabilities

1	Sell a set of shoes and bags to the clients.
2	Provide information on shoes and bags and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522307	Perfume Seller

Occupation summary

Sell a set of perfumes to the clients, provide information related to perfumes and their prices, and deal with payment matters and receive payment from customers.

Main accountabilities

1	Sell a set of perfumes to the clients.
2	Provide information on perfumes and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522308	Cosmetics and Toiletries Seller

Occupation summary

Sell a set of cosmetics and toiletries to the clients, provide information on cosmetics and toiletries, their uses and prices, and deal with and receive payments from customers..

Main accountabilities

1	Sell a set of cosmetics and toiletries to the clients.
2	Provide information on cosmetics and toiletries and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522309	Sewing and Knitting Supplies Seller

Occupation summary

Sell a set of sewing and knitting supplies to the clients, provide information on sewing and knitting supplies, their uses, and prices, and deal with and receive payments from customers.

Main accountabilities

1	Sell a set of sewing and knitting supplies to the clients.
2	Provide information on sewing and knitting supplies, their uses, and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522310	Furniture Seller

Occupation summary

Sell a set of furniture to the clients, provide information related to furniture, its uses, and prices, and deal with payment matters and receive payment from customers.

Main accountabilities

1	Sell a set of furniture to the customers.
2	Provide information on furniture, its uses, and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522311	Textile Seller

Occupation summary

Sell set of textiles to customers, provide information on textiles, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of textiles to customers.
2	provide information on textiles, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with
,	imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange
4	requests and returns in accordance with the set policy.
5	



Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522312	Seller of Household Appliances and Tools

Occupation summary

Sell set of household appliances and tools to customers, provide information on such appliances and tools, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of household appliances and tools to customers.
2	Provide information on such appliances and tools, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522313	Jewelry Seller

Occupation summary

Sell set of jewelries to customers, provide information on jewelries, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of jewelries to customers.
2	Provide information on jewelries, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522314	Watch Seller

Occupation summary

Sell set of watches to customers, provide information on watches and their prices, and receive payments from customers.

Main accountabilities

1	Sell set of watches to customers.
2	provide information on watches and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522315	Seller of Musical Instruments

Occupation summary

Sell set of musical instruments to customers, provide information on such instruments, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of musical instruments to customers.
2	Provide information on musical instruments, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment issues, receive payments from customers and process requests of products and returns replacement, as per the applicable policy.
5	



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522316	Seller of Flowers and Plants

Occupation summary

Sell set of flowers and plants to customers, provide information on flowers and plants, and their prices, and receive payments from customers.

Main accountabilities

1	Sell set of flowers and plants to customers.
2	Provide information on flowers and plants, and their prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522317	Seller of Agricultural Supplies

Occupation summary

Sell set of agricultural supplies to customers, provide information on such supplies, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of agricultural supplies to customers.
2	Provide information on agricultural supplies, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with
	imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests
•	and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522318	Seller of Building Materials

Occupation summary

Sell set of building materials to customers, provide information on such materials, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of building materials to customers.
2	Provide information on building materials, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers, and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522319	Vehicles Seller

Occupation summary

Sell set of vehicles to customers, provide information on vehicles, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of vehicles, such as: cars and trucks to customers.
2	provide information on vehicles, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with
	imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522320	Seller of Vehicles' Spare Parts

Occupation summary

Sell set of vehicles' spare parts to customers, provide information on spare parts, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of vehicles' spare parts to customers.
2	Provide information on vehicles' spare parts, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	522	Shop salespersons
Unit group	5223	Shop sales assistants
Occupation	522321	Seller of Vehicles Supplies

Occupation summary

Sell set of vehicles supplies to customers, provide information on supplies, their uses and prices, and receive payments from customers.

Main accountabilities

1	Sell set of vehicles' supplies to customers.
2	Provide information on vehicles' supplies, their uses and prices.
3	Monitor stock level, maintain product order in the store, issue product purchase orders and deal with imported products.
4	Deal with payment matters, receive payments from customers and process product exchange requests and returns in accordance with the set policy.
5	



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop experience (specialised trade)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Cash balance

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	523	Cashiers and ticket clerks
Unit group	5230	Cashiers and ticket clerks
Occupation	523001	Cashier

Occupation summary

Count and register financial amounts available at cash register machine, receive payments in cash or via credit card, update prices' lists, settle the cash according to total sales by the end of shift, and meet customers' desires, by adding to or deleting from purchasing lists.

Main accountabilities

1	Count and register financial amounts available at cash register machine at the beginning of shift, and
1	ensure the availability of sufficient quantity of change.
2	Receive payments in cash, via credit card or other approved methods, pay the remaining amounts of
۷	money and execute the suitable receipts.
3	Continuously update prices' lists, calculate prices of commodities or services, prepare bills and apply
Э	deductions, when required.
4	Settle the cash according to total sales by the end of shift, and inform of or settle any differences.
5	Welcome customers and meet their desires, by adding to or deleting from purchasing lists.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Cash register balancing
2	Organization	2	Cashiering
3	Goals/ results Oriented	3	Numerical data recording
4	Inititave	4	Daily record keeping
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	523	Cashiers and ticket clerks
Unit group	5230	Cashiers and ticket clerks
Occupation	523002	Ticket Seller

Occupation summary

Meet customers' desires and needs, sell tickets, count and register financial amounts available at cash register machine at the beginning of shift, assure the availability of sufficient tickets, and receive payments in cash or via credit card.

Main accountabilities

1	Welcome customers, meet their desires and needs, and guide them to the tickets that better meet
	their needs.
2	Count and register financial amounts available at cash register machine at the beginning of shift, and
۷	ensure the availability of sufficient quantity of banknotes and coins.
3	Assure the availability of sufficient tickets and provide relevant recommendations.
4	Receive payments in cash, via credit card or other approved methods, pay the remaining amounts of
4	money and execute the suitable receipts.
5	Arrange passages and queues of customers, to facilitate purchasing tickets.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
level		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Ticket sale
2	Organization	2	Consumer guidance
3	Goals/ results Oriented	3	Customer services
4	Inititave	4	Cash balance
5		5	Selling experience (direct sales to consumer)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5241	Fashion and other models
Occupation	524101	Model

Occupation summary

Wear and present clothes and accessories and take on modeling poses, for promoting purposes via media, including photographs, advertisements and videos.

Main accountabilities

1	Put on makeup and hairdress for improving the appearance.
2	Present clothes and products in commercial advertisements, publicities and fashion shows.
3	Follow strict diets, sleep regular hours and do exercises, for maintaining good appearance.
4	Take on the requested poses for promotions, and appear at fashion shows, photo sessions and videos.
5	



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Modelling (fashion shows)
2	Organization	2	Advertising photography modelling
3	Goals/ results Oriented	3	Posing (life-drawing)
4	Inititave	4	
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5241	Fashion and other models
Occupation	524102	Presenter

Occupation summary

Present products at commercial buildings, exhibitions and private houses.

Main accountabilities

1	Present products to customers, and prompt purchasing them.
2	Provide information on products, their uses, and prices.
3	Present samples of products to customers.
4	Prepare methods for presenting products at kiosks, maintain the cleanliness and provide attractive
4	factors.
5	



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icver		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop display work
2	Organization	2	Consumer guidance
3	Goals/ results Oriented	3	Customer services
4	Inititave	4	Exhibition décor
5		5	Product specifications

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5242	Sales demonstrators
Occupation	524201	Product Coordinator

Occupation summary

Plan method for presenting products, coordinate them in an attractive manner pushing them to purchase, provide information on products' features, uses and prices, and respond to any inquiries raised by customers.

Main accountabilities

1	Plan methods for coordinating products at shows, maintain the cleanliness and provide attractive
1	factors.
2	Welcome customers, in line with the organizing policies and procedures.
3	Present products in an attractive manner pushing customers to purchase.
4	Provide the necessary information on products, their features, uses and prices.
5	Respond to customers' inquiries on products offered for sale.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Shop display work
2	Organization	2	Design
3	Goals/ results Oriented	3	Selling experience (retail)
4	Inititave	4	Selling experience (exhibition sales)
5		5	Product specifications



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5243	Door-to-door Salespersons
Occupation	524301	Direct Seller

Occupation summary

Distribute and sell products and services to customers directly at manufacturing avenues, away from the traditional method of retailing at shops and malls.

Main accountabilities

1	Network marketing for promoting and selling products and services.
2	Assisting customers to select their needs and respond to their inquiries.
3	Arrange sales representatives' visits, for promoting and selling products and services.
4	Permanently contact the existing customers, to follow them and receive their remarks on products
4	and services, and attempt resolving any issues that might arise.
5	Collect the price immediately.



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (direct sales to consumer)
2	Organization	2	Selling experience (exhibition sales)
3	Goals/ results Oriented	3	Customer services
4	Inititave	4	Product specifications
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5244	Contact centre salespersons
Occupation	524401	Teleseller

Occupation summary

Contact the existing and potential customers by phone, for promoting products and services, closing transactions and arranging sales-related visits.

Main accountabilities

1	Make or receive calls to/from the existing and potential customers, for promoting some products and
1	services, and closing transactions.
2	Contact the existing customers, to follow them and receive their remarks on products and services,
۷	and attempt resolving any issues that might arise.
3	Document transactions by filling forms and registers, and maintain database of calls, outcomes and
Э	the resultant actions.
4	Arrange sales representatives' visits, for promoting and selling products and services.
5	Meet customers' requests by phone.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Consumer guidance
2	Organization	2	Customer Experience Management software
3	Goals/ results Oriented	3	Customer relationship management
4	Inititave	4	Customer services
5		5	Product specifications



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5245	Service station attendants
Occupation	524501	Gas Station Attendant

Occupation summary

Operate pumps at gas stations and reset the counter.

Main accountabilities

1	Rest the counter and pour gas at vehicle tank with the requested quantity and type, in agreement
	with vehicle owner.
2	Pour cleaning solutions in fuel cycle, in agreement with vehicle owner.
2	Pour gas at fuel tank, charge electricity battery and fill gas with the requested quantity, in agreement
5	with vehicle owner.
4	Receive money from customers and deliver revenues.
5	



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Cleaning services
2	Organization	2	Engine fuels
3	Goals/ results Oriented	3	Glass polishing
4	Inititave	4	Payments
5		5	Engine fuels

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5245	Service station attendants
Occupation	524502	Port Worker

Occupation summary

Fix the ship at the specified place, by permanent or temporary anchor, as per the organizing procedures.

Main accountabilities

1	Fuel the ships and boats, depending on their types and the type of used fuel.
2	Provide ships with other services, such as: cleanliness, lubrication and minor reparations.
3	Ensure the adherence to HSE policies and procedures.
4	Fasten, anchor and fix ships and boats.
5	Maintain the cleanliness of port.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Ship surveillance
2	Organization	2	Ship cleaning
3	Goals/ results Oriented	3	Engine fuels
4	Inititave	4	Safety regulations
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5246	Food service counter attendants
Occupation	524601	Food & Beverage's Counter Server

Occupation summary

Prepare and serve food and beverage at public areas, and apply OSH instructions.

Main accountabilities

1	Prepare hot and cold drinks to customers.
2	Serve snacks and beverages to customers.
3	Maintain the cleanliness of counter and sort beverage bottles.
4	Provide customers with recommendations and suggestions, to choose beverages and snacks.
5	Collect the price immediately.



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Hygienic food handling
2	Organization	2	Canteen kitchen (cold food preparation)
3	Goals/ results Oriented	3	Food hygiene
4	Inititave	4	Food packaging
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5249	Door-to-door Salespersons
Occupation	524901	Vehicles' Lessor

Occupation summary

Draft vehicles' leases, collect rental values and apply OSH instructions.

Main accountabilities

1	Present the types of offered vehicles, pricing and leasing conditions.
7	Verify of meeting the conditions of leasing, including the age of lessee and the availability of driving
۷	license.
3	Assure that the lessee accepts conditions related to insurances and prepayment for guarantee.
4	Assure that the contract is signed by lessee.
5	Collect rental values and deliver copy of contract to lessee.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Payments
2	Organization	2	Rental agreements
3	Goals/ results Oriented	3	Vehicle inspection
4	Inititave	4	Customer services
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5249	Door-to-door Salespersons
Occupation	524902	Seller of Gas Cylinders

Occupation summary

Purchase, receive and sell gas cylinders to customers, collect the prices and receive empty cylinders.

Main accountabilities

1	Prepare the empty gas cylinders, and fill them with gas.
2	Check any gas leakage.
3	Collect the price immediately.
4	Assisting customers to select their needs and respond to their inquiries.
5	Apply the OHS procedures and instructions.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (direct sales to consumer)
2	Organization	2	Gas safety
3	Goals/ results Oriented	3	Loading and unloading works
4	Inititave	4	Product specifications
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5249	Door-to-door Salespersons
Occupation	524903	Seller of Fuelwood and Coal

Occupation summary

Purchase and receive fuelwood and coal, present them, meet customers requests, sell them and collect prices.

Main accountabilities

1	Weight of requested quantity of coal or wood.
2	Assisting customers to select their needs of fuelwood or coal.
3	Collect the price immediately.
4	Present and arrange fuelwood and coal, and categorize products, according to quality and type.
5	Apply the OHS procedures and instructions.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic v c i		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (direct sales to consumer)
2	Organization	2	Stock-keeping
3	Goals/ results Oriented	3	Payments
4	Inititave	4	Product specifications
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5249	Door-to-door Salespersons
Occupation	524904	Peddler-Green Grocer

Occupation summary

Buy, receive and offer vegetables and fruits for sale, meet the needs of customers, receive payment from them and apply public OSH procedures and instructions.

Main accountabilities

1	Check the quality and quantity of vegetables and fruits.
2	Assisting customers to select their needs of vegetables and fruits.
3	Package the sold vegetables and fruits appropriately.
4	Walk through parking places, streets and markets, to offer vegetables and fruits.
5	Collect the price immediately.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Negotiating experience
2	Organization	2	Stock-keeping
3	Goals/ results Oriented	3	Payments
4	Inititave	4	Product specifications
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	52	Sales workers
Minor group	524	Other sales workers
Unit group	5249	Door-to-door Salespersons
Occupation	524905	Market Seller

Occupation summary

Sell set of commodities and services to customers, provide information on such products, their uses and prices, and receive payments from customers

Main accountabilities

1	Sell a set of commodities and services to customers.
2	Provide information on products, their uses, and prices.
3	Monitor stock level, maintain order at store, issue orders products' purchase requisitions and deal with imported products.
4	Deal with payment issues, receive payments from customers and process requests of products and returns replacement, as per the applicable policy.
5	Apply the OHS procedures and instructions.



Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Selling experience (retail)
2	Organization	2	Selling experience (direct sales to consumer)
3	Goals/ results Oriented	3	Consumer guidance
4	Inititave	4	Customer services
5		5	Product specifications



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	531	Child care workers and teachers' aides
Unit group	5311	Child care workers
Occupation	531101	Child-Care Worker

Occupation summary

Provide children care and supervision at day-care centers, provide assistance in the activities of primary care, control their behaviors and work on improving them.

Main accountabilities

1	Provide children with care, including washing and changing clothes, eating, giving medications and helping children to depend on themselves, for carrying out such activities.
2	Assist in preparing materials and equipment for children learning and entertainment.
3	Manage children's performance and behaviors, and discuss their parents on how to improve their behavior.
4	Control and take care of children, follow their growth in general, determine any physical or mental issues, and contact - on their interests - with parents, education specialists and pediatricians.
5	Manage and maintain classrooms, playgrounds, other facilities, equipment and supplies, and follow HSE policies and procedures.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Education services
2	Organization	2	Kindergarten
3	Goals/ results Oriented	3	Rhythmics (pre-school and school children's care)
4	Inititave	4	Toddler group
5		5	Physical movements (pre-school and schoolchildren's care)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	531	Child care workers and teachers' aides
Unit group	5311	Child care workers
Occupation	531102	Babysitter

Occupation summary

Take care of children at schools, households and child-care institutions, and perform various tasks, such as: child clothing, feeding, bathing and controlling them while playing.

Main accountabilities

1	Supervise children and keep an eye on them during playing, resting and eating.
2	Provide children with care and assistance, as regards clothing, feeding and bathing, maintain a clean
۷	and healthy environment, prepare baby feeding and change diapers.
3	Organize and participate in entertainment activities, picnics and outdoor activities, such as: games
5	and journeys.
4	Contact with parents or guardians on the daily activities of children and their behaviors.
_	Read out for children and teach them basics, such as: coloring, drawing, simple handmade and
5	singing chants.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Child care / child welfare (nursing)
2	Organization	2	Child psychology
3	Goals/ results Oriented	3	Children's clothes
4	Inititave	4	Creative work (care of pre-school and school children)
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	531	Child care workers and teachers' aides
Unit group	5311	Child care workers
Occupation	531103	Children Caregiver

Occupation summary

Organize daily schedules for children, guaranteeing the performance of activities and the cleanliness of children housing, take after children at all levels and follow safety rules and policies.

Main accountabilities

1	Organize daily schedules for children, guaranteeing the performance of necessary cultural and entertainment activities, and taking sufficient period of rest.
2	Ensure the cleanliness and arrangement of children housing, in line with the organizing policies and procedures.
3	Take care of children at all religious, health, social and ethical levels, and provide them with comprehensive care.
4	Comply with all related procedures and policies related to taking care of children, and follow public safety's rules and policies.
5	Prepare technical reports on work progress, submit the same to direct head and clarify difficulties at workplaces.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Outdoor day nursery
2	Organization	2	Cleaning (kindergarten/school)
3	Goals/ results Oriented	3	Personal assistance
4	Inititave	4	Childminding
5		5	Child psychology



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	531	Child care workers and teachers' aides
Unit group	5312	Teachers' aides
Occupation	531201	Teacher Assistant

Occupation summary

Perform non-teaching duties to help teaching staff, assist in executing the study plan developed by the main teacher of classes, and teach students, in case the main teacher is absent.

Main accountabilities

1	Organize and supervise extra-curricula activities, such as: playing, gatherings and tours.
2	Assist in preparing educational materials and textbooks, copying and ordering materials for
۷	classrooms.
3	Distribute and collect educational materials, such as: tests and home assignments.
4	Assist students in learning, particularly those having mental, physical, behavioral and other
4	difficulties.
5	Assist members of teaching staff in scoring.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Pedagogy
2	Organization	2	Education services
3	Goals/ results Oriented	3	Primary school (teaching)
4	Inititave	4	General education work
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5321	Health care assistants
Occupation	532101	Patient-Care Assistant

Occupation summary

Assist physicians and nurses in taking care of children at hospitals, and apply the procedures and instructions of public and occupational health and safety.

Main accountabilities

1	Prepare patients for examination or treatment, prepare tools for physician, and look after other supplies.
2	Sterilize medical instruments, and register patient's temperature and pulse, when required.
3	Change bed covers, assist patients to bath, wear and take off clothes, and reassure their rest.
4	Serve food to patients at particular times and assist patients, who cannot eat independently.
5	Give patients the medications prescribed by doctor on time.



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Care and nursing
2	Organization	2	Primary care
3	Goals/ results Oriented	3	Ambulance care (nursing)
4	Inititave	4	Safety regulations
5		5	Social services and care

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5321	Health care assistants
Occupation	532102	Elderly-Care Assistant

Occupation summary

Take care of elderly at old people's home, assist them in meeting their personal needs, secure rest for them and apply OHS procedures and instructions.

Main accountabilities

1	Assist elderly to move around old people's home, sleep, rise, bath and change clothes.		
2	Assist elderly in eating food, and feed persons, who cannot eat independently.		
3	Exchange bed covers and maintain the personal hygiene of elderly.		
4	Carry out some entertainment activities, to amuse elderly.		
5	Give medications to the needed elderly at particular times, and inform the management of any injury		
	or deterioration of health		



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ieve	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Geriatric care
2	Organization	2	Geriatric psychology
3	Goals/ results Oriented	3	Area responsibility (geriatric care)
4	Inititave	4	
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5321	Health care assistants
Occupation	532103	Disabled Persons-Care Assistant

Occupation summary

Take care of disabled persons, assist in applying programs prepared for improving their capabilities and facilitating their integration with community, and apply OHS procedures and instructions.

Main accountabilities

1	Assist disabled persons in performing some entertainment activities.
2	Assist disabled persons in moving, sleeping, rising and bathing.
3	Assist disabled persons in eating food, and feed ones, who cannot eat independently.
4	Educate disabled persons and maintain their personal hygiene and the cleanliness of surroundings.
5	Assist in applying the programs prepared for qualifying disabled persons educationally, professionally
	and socially, in line with their physical and mental capabilities.



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Physically impaired persons (caring)
2	Organization	2	Primary care
3	Goals/ results Oriented	3	Ambulance care (nursing)
4	Inititave	4	Safety regulations
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5322	Home-based personal care workers
Occupation	532201	Household Patient-Care Assistant

Occupation summary

Provide care at home to physical or mental patients, and continuously monitor their health status.

Main accountabilities

1	Assist patients in eating food, and feed persons, who cannot eat independently.
2	Give patients the medications prescribed by doctor on time.
3	Note any deterioration of patient's health condition, and inform the physician.
4	Assist patients to move within home, sleep, rise, bath and change clothes, when needed.
5	Apply professional and public safety and health procedures and instructions



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Home care
2	Organization	2	Primary care
3	Goals/ results Oriented	3	Health care (housing hygiene, etc.)
4	Inititave	4	Safety regulations
5		5	

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5322	Home-based personal care workers
Occupation	532202	Servant

Occupation summary

Meet the daily needs, reassure rest for his/her master, and apply OHS procedures and instructions.

Main accountabilities

1	Wake his/her master at defined times.
2	Prepare the bathroom for master, provide the necessary supplies including towels and powders, and
assist in bathing, when necessary.	
3	Prepare clothes for master, and help him/her in putting on.
4	Take care of the cleanliness of master clothes, sort clothes and arrange them at the specified spots.
5	Serve food to master, provide the daily newspaper, and arrange and ventilate bedroom.



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Home care
2	Organization	2	Primary care
3	Goals/ results Oriented	3	Health care (housing hygiene, etc.)
4	Inititave	4	Safety regulations
5		5	Social services and care

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5329	Personal care workers in health services not elsewhere classified
Occupation	532901	Phlebotomist

Occupation summary

Make an incision or cut in the vein, to shed blood and let corrupted blood out of body.

Main accountabilities

1	Wash the particular part with water, soap and medical disinfectants.	
2	Hold blood at a vein, until the vein becomes apparent when filled with blood, and use scalpel to let	
2	the corrupted blood out.	
3	Sterilize all tools used in phlebotomy.	
4	Use new and sterilized scalpel for each person.	
5	Take care of cleaning and sterilizing the place or room of phlebotomy.	



Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	General Practice
2	Organization	2	Blood group serology
3	Goals/ results Oriented	3	Pain relief and acupuncture
4	Inititave	4	Safety regulations
5		5	Sanitary articles

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5329	Personal care workers in health services not elsewhere classified
Occupation	532902	First Aid Assistant

Occupation summary

Provide first aid services before the patient arrives at hospital, fill the relevant forms and move the injured to the hospital soundly.

Main accountabilities

1	Identify the risk of injury, through examining the vital signs of injured person.
2	Document the nursing activities and procedures provided to patients and injured persons.
3	Pose questions to patient or his/her companion, to know what happened.
4	Monitor the injured person's breathing, blood pressure and pulse on a continuous basis.
5	Give medications to patient after consulting doctor, and apply professional and public safety and
Э	health procedures and instructions



Educational requirements

	Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei	icvei		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Ambulance care (nursing)
2	Organization	2	Emergency care (nursing)
3	Goals/ results Oriented	3	First aid (accidents)
4	Inititave	4	Safety regulations
5		5	Medical documentation

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	53	Personal care workers
Minor group	532	Personal care workers in health services
Unit group	5329	Personal care workers in health services not elsewhere classified
Occupation	532903	Medical Imaging Assistant

Occupation summary

Use medical imaging technologies, such as: X rays, magnetic resonance imaging and ultrasound waves, to diagnose injuries, diseases and disorders, and monitor the progress of treatment.

Main accountabilities

1	Prepare patients for imaging, explain procedures, adjust the position of patient body according to
	the correct position of imaging, and use fasten devices, protective devices, gel for imaging and other
	similar requirements.
2	Reviewing the medical prescriptions provided by health-care specialist, for identifying the requested
۷	kind of imaging, calibrating and adjusting devices accordingly.
3	Operate medical imagining devices to get images, control the performance of devices and patient
5	case during imaging, and adjust devices, as needed.
4	Apply the OHS procedures and instructions.
5	Clean devices and inform the technician or mechanic of any faults.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
icver		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Radiology assisting
2	Organization	2	Radiography
3	Goals/ results Oriented	3	Radiology
4	Inititave	4	Magnetic resonance imaging
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5411	Firefighters
Occupation	541101	Extinguishing Worker

Occupation summary

Prevent, fight and distinguish fires, protect lives and properties, and exert rescue efforts.

Main accountabilities

1	Respond to fire alerts and emergency calls as soon and effectively as possible.	
2	Assess the circumstances of firing and distinguishing, using the necessary equipment and devices,	
	such as: fire lorries, pumps and hoses.	
3	Locate and evacuate victims from burnt buildings and accident sites, carry out first aids, inspect fire	
5	sites after putting out and prevent or limit the spread of dangerous materials.	
4	Participate in educating people on the protection from fires, and methods of saving lives and	
4	properties.	
5	Prepare technical achievement reports, and submit reports to the head on a periodical basis.	

Educational requirements

Minimum education	n Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Lifeguarding
2	Organization	2	First aid (accidents)
3	Goals/ results Oriented	3	Fire extinguishing supervising
4	Inititave	4	Preventive fire protection
5		5	Fire inspection



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5411	Firefighters
Occupation	541102	Civil Defense Rescuer

Occupation summary

Evacuate people passing by the catastrophe area, save trapped ones, carry injured persons, transfer properties using various machines, pursue the maintenance of rescue tools and devices, and apply OHS procedures and instructions.

Main accountabilities

1	Identify and inspect the catastrophe area, and identify the relevant area's entries and exits.
2	Use personal protective devices and clothes, such as: breathing apparatus and protective glasses.
3	Evacuate people passing by the catastrophe area manually and using the necessary tools and supplies.
4	Execute the plan developed for rescuing trapped persons using various methods, and evacuate the
4	injured persons.
5	Follow-up maintaining and controlling rescue devices and machines, and PPE.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Lifeguarding
2	Organization	2	Safety regulations
3	Goals/ results Oriented	3	Area responsibility (rescue service)
4	Inititave	4	Smoke-helmet rescue work
5		5	Safety issues for private individuals



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5412	Police Officers
Occupation	541201	Policeman

Occupation summary

Maintain order and security, protect persons and properties, and investigate the crimes.

Main accountabilities

1	Control the enforcement of public laws acknowledged by State's legislative bodies.
2	Carry out patrols in streets to prevent crimes, and attempt assisting persons, who encounter
_	particular difficulties.
3	Secure protection for citizens, and respond to reports and emergent accidents.
4	General monitoring, besides the pursuit of reports on suspected violators of law.
Е	Maintain the public order and prevent any manifestations that might disrupt the public order or
3	applicable laws.



Minimum education	On Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Security procedures
2	Organization	2	Security service
3	Goals/ results Oriented	3	Operations management
4	Inititave	4	Area responsibility (policing issues)
5		5	Security procedures



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5413	Prison guards
Occupation	541301	Prison Guard

Occupation summary

Secure prisoners at prisons, remand centers and juvenile welfare institutions, and assist in re-qualifying guilty ones and providing them with advice.

Main accountabilities

1	actions.
7	
2	Carry out control procedures - when needed - and use the permitted physical controls.
3	Provide prisoners with counseling and advice, ensure that prisoners receive professional assistance, if
5	needed, and maintain prisoners' rights and dignity.
4	Supervise visits, accompany prisoners to the concerned officer for attending court hearings, and
-	prepare daily registers of incidents.
5	Apply the OHS procedures and instructions.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Area responsibility (correctional care)
2	Organization	2	Correctional care issues
3	Goals/ results Oriented	3	Correctional treatment
4	Inititave	4	Corrective Measures
5		5	Security service



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5413	Prison guards
Occupation	541302	Sharia Sanctions Executor

Occupation summary

Execute the judgments of Sharia sanctions against crime perpetrators, collect tools and materials used in executing Sharia punishments, and abide by all policies and procedures related to the execution of Sharia sanctions.

Main accountabilities

1	Execute the judgments of Sharia sanctions against crime perpetrators, in accordance with Shari
1	judgment rendered by Sharia court, as per the organizing policies and procedures.
2	Collect the tools, materials and supplies required for executing Sharia sanctions, as per the organizing
۷	policies and procedures.
3	Verify of the validation of execution orders and documents, and verify of the identity of adjudicated
3	person upon execution.
4	Fully adhere to all policies and procedures related to the execution of Sharia sanctions, and abide also
4	by the rules and policies of public policy.
5	Submit technical reports to supervisory management on workflow and achievement, and clarify
3	difficulties and challenges that disturb the workflow.

Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
icvei		Education field (2)	
		Education field (3)	



#	Behavioral skills	#	Technical skills
1	Team Work	1	Shari'ah of Islam
2	Organization	2	Islam Form
3	Goals/ results Oriented	3	Reporting/monitoring
4	Inititave	4	
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5414	Security guards
Occupation	541401	Security Cameras' Observer

Occupation summary

Supervise security cameras, operate surveillance systems, deal with security emergencies and respond thereto around the clock.

Main accountabilities

1	Supervise surveillance cameras, deal with and investigate alerts and fire emergencies, and guaranty
-	responding to such cases around the clock.
	Operate, control and maintain alert systems and surveillance cameras, download and manage records
2	for using them in the future investigations, and ensure compliance with the rules and regulations of
	data privacy.
3	Investigate emergencies and violations to security policies and procedures.
4	Follow policies and procedures aligning with security laws and regulations, and inform the
4	management of problems once occurred.
5	Submit reports on reasons and results to the management, and recommend the workflow.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ic vei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Security service
2	Organization	2	Emergency service coordination
3	Goals/ results Oriented	3	Safety regulations
4	Inititave	4	Housing area surveillance
5		5	



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5414	Security guards
Occupation	541402	Security Guard

Occupation summary

Carry out patrols, monitor workplaces to guard properties against theft and sabotage, control access ports and maintain order.

Main accountabilities

1	Control entry into/departure from facility, issue access permits, verify and register the identities of vendors and visitors.
2	Carry out patrols at workplaces, and check gates, doors and windows.
3	Pass by employees and visitors, for maintaining order and protecting properties, and publish regulations at facility.
4	Respond to alerts, instantly investigate accidents, contact firefighting departments, ambulance or police, and inform the management.
5	Ensure the adherence to HSE policies and procedures.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Security service
2	Organization	2	Emergency service coordination
3	Goals/ results Oriented	3	Safety regulations
4	Inititave	4	Risk and safety analysis (work environment)
5		5	Customer services



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5414	Security guards
Occupation	541403	Personal Guard

Occupation summary

Provide services of personal guarding, maintain their safety and security, and protect them against theft, assault and any physical or moral damage.

Main accountabilities

1	Inspect the place accurately, and assure the readiness thereof, before the arrival of guarded persons.
2	Assure the validity of gun and carry it in the right position, as per the relevant instructions.
3	Dispose or remove any strange object from the way of senior persons.
4	Inform the driver of the destination, and agree - in advance - with him/her on the route.
5	Maintain the safety and security of senior persons and their properties, as per the regulating
	procedures.



Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
10001		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Bodyguard services
2	Organization	2	Security service
3	Goals/ results Oriented	3	Security procedures
4	Inititave	4	Safety issues for private individuals
5		5	Alarm and safety products



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5419	Protective services workers not elsewhere classified
Occupation	541901	Lifeguard

Occupation summary

Execute all works related to the control of pools and water spaces, ensuring the safety of individuals while swimming.

Main accountabilities

1	Scout swimming places, like seas, pools and lakes, for identifying the risks, in line with the organizing policies and procedures.
2	Perform rescuing duties, once noticing or hearing any reference to drowning.
3	Carry out the first aids for drowned person, by performing health and rescue operations, as
5	appropriate to the case of injured person.
4	Give advice to swimmers on the utilization of diving boards and water slides, and provide
4	information on safety precautions.
5	Prepare technical achievement reports, and submit reports to the head on a periodical basis.

Educational requirements

Minimum education	Lower secondary education	Education field (1)	Personal skills and development
ievei		Education field (2)	
		Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Swimming (sport)
2	Organization	2	Swimming baths (caretaking)
3	Goals/ results Oriented	3	Diving
4	Inititave	4	Lifeguarding
5		5	First aid (accidents)



Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5419	Protective services workers not elsewhere classified
Occupation	541902	Coastguard

Occupation summary

Fishing control, customs control, marine traffic control and maritime security supervision.

Main accountabilities

1	Fight and control illegitimate fishing, and collect inference.
2	Fight and control smuggling of goods, and report the legally concerned authorities.
3	Maintain order and security within seaports.
4	Control environmental violations and fight the maritime pollution in the territorial sea and private spaces.
5	Control the traffic of ships at the approved sea lanes.



Educational requirements

	Minimum education level	Lower secondary education	Education field (1)	Personal skills and development
10	2001		Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Coastal watch
2	Organization	2	Security procedures
3	Goals/ results Oriented	3	Guard patrolling
4	Inititave	4	Security service
5		5	Safety regulations

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5419	Protective services workers not elsewhere classified
Occupation	541903	Guard of Natural Reserve

Occupation summary

Guard, protect and take care of natural reserve, and provide protection requirements and supplies.

Main accountabilities

1	plants, and follow-up-on executing the procedures related to protection plans and programs.
2	Control the procedures of reproduction of reserve's livings including animals, birds and plants, take care of them and prevent any assault against them.
3	Provide reserve's protection requirements, in coordination with the concerned bodies.
4	Organize events and tours for visitors.
5	Apply professional and public safety and health procedures and instructions



Educational requirements

Minimum education level	Lower secondary education	Education field (1)	Personal skills and development	
			Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Environmental protection
2	Organization	2	Plant protection
3	Goals/ results Oriented	3	Forest stock protection
4	Inititave	4	Animal protection
5		5	Preventive animal health

Occupation data

	Code	Title
Major	5	Service and sales workers
Sub-major group	54	Protective services workers
Minor group	541	Protective services workers
Unit group	5419	Protective services workers not elsewhere classified
Occupation	541904	Guard of Pedestrian Walkway

Occupation summary

Issue warning signs to pedestrians and drivers, maintain the safety of pedestrians, give them the priority in passing road and inform the concerned bodies once an accident occurs.

Main accountabilities

1	Prevent drivers from parking at pedestrian walkways.
2	Give obvious signals to pedestrian to stop or pursue walking.
3	Prevent any vehicle from passing the pedestrian walkway, and give warning signs for stopping or reducing speed, and permitting pedestrians to pass.
4	Help children and elderly to pass the road safely.
5	Apply public and occupational health and safety procedures and instructions.



Minimum education level	Lower secondary education	Education field (1)	Personal skills and development	
			Education field (2)	
			Education field (3)	

#	Behavioral skills	#	Technical skills
1	Team Work	1	Safety regulations
2	Organization	2	Traffic safety regulations
3	Goals/ results Oriented	3	Road surface marking
4	Inititave	4	Safety issues for private individuals
5		5	

