



# International Comparison Program

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## **[03.04]**

### **List of Government Occupations for ICP 2011**

**Global Office**

**2<sup>nd</sup> Regional Coordinators Meeting**

**April 14-16, 2010**

**Washington, DC**

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**A. Collective Services, excluding Defence**

<b>ICP code</b>	<b>ICP Occupation</b>	<b>Description</b>	<b>Tasks</b>	<b>Additional information</b>	<b>ISCO code and job title</b>
001	Member of parliament	Members of parliament debate, make, ratify, amend or repeal laws, public rules and regulations.	Tasks include: (a) participating in the proceedings of national legislative bodies and administrative councils; (b) meeting voters in their constituencies to resolve administrative problems; (c) addressing the public to defend or criticise government policies.	Members of parliament may be elected or appointed	1111: Legislator
002	Senior government officials (Not education or health)	Senior government officials (Not education or health) advise governments on policy matters, and oversee the interpretation and implementation of government policies and legislation by government departments and agencies.	Tasks include: (a) advising national, state, regional or local governments and legislators on policy matters; (b) advising on the preparation of government budgets, laws and regulations; (c) establishing objectives for government policies.	These senior government officials may be working in any government ministry or department except for those dealing with health or education matters. They may be working in ministries of finance, agriculture, trade, industry, commerce, foreign affairs, transport, tourism, etc.	1112: Senior government officials
003	Data processing manager	Data processing managers plan, direct, and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems.	Tasks include - (a) consulting with users, management, vendors, and technicians to assess computing needs and system requirements and specifying technology to meet those needs; (b) formulating and directing information and communication technology (ICT) policy within a government ministry or department.		1330: Information and communications technology service managers
004	Accountants (Government)	Government accountants plan, organize and administer accounting systems for government ministries, departments and other agencies. They verify that the revenue and expenditure records maintained by	Tasks include: (a) developing financial plans and investment strategies for government agencies; (b) advising government officials on financial legislation; (c) preparing or supervising the preparation of		2411: Accountants

**A. Collective Services, excluding Defence**

ICP code	ICP Occupation	Description	Tasks	Additional information	ISCO code and job title
		government agencies are accurate and in compliance with current legislation.	quarterly or annual income and expenditure statements for government departments and ministries.		
005	Human resources professional	Human resources professionals work in “personnel” or “human resources” departments within government ministries. They advise management on recruitment and promotion of staff. They develop rules for recruitment and promotion of staff and rules of conduct.	Tasks include: (a) developing standards for recruitment to various “job families” such as secretarial, technical and professional occupations; (b) advising on pay scales and terms of employment for different occupations; (c) ensuring that recruitment practices are in line with government regulations regarding gender, ethnicity, physical disabilities, etc.		2423: Personnel and careers professionals
006	Database administrator	Database administrators develop, control, and maintain one or more databases in a government ministry or department	Tasks include: (a) selecting the variables to be included in the data base in consultation with users; (b) drawing up rules for updating, editing and quality control of the database; (c) preparing analytical reports on recent trends, correlations and forecasts from the database.		2522: Systems administrators
007	Judge	Judges preside over civil and criminal proceedings in courts of law.	Tasks include: (a) determining the guilt or innocence of defendants either alone or in consultation with other judges and with or without the advice of a jury. (b) deciding on the appropriate penalty in the event of a guilty verdict; (c) hearing appeals against verdicts passed by other judges.	The judge will have qualifications in the practice of law at the tertiary level or higher and will be entitled to try both civil and criminal cases.	2612: Judge
008	Government economist	Government economists conduct research, monitor data, analyze information and prepare reports and plans to resolve economic and financial problems of government	Tasks include: (a) monitoring and reporting on recent economic trends; (b) analysing the economic impact of government legislation;		2631: Economist

**A. Collective Services, excluding Defence**

ICP code	ICP Occupation	Description	Tasks	Additional information	ISCO code and job title
		and develop models to analyze, explain and forecast economic behaviour and patterns.	(c) forecasting government revenues and expenditures; (d) preparing development plans for particular industries or the nation as a whole.		
009	Office supervisors	Office supervisors supervise and co-ordinate the activities of clerical support workers.	Tasks include coordinating, assigning and reviewing the work of clerks engaged in the following duties: word processing, record keeping and filing, operating telephones and switchboards; data entry, desktop publishing and similar activities		3341: Office supervisors
010	Airport passport official	Airport passport officials check the passports, visas and other travel documents of passengers arriving at or departing from international airports.	Tasks include examining passports and other travel documents to detect forgeries or to intercept passengers who are prohibited from entering or leaving the country.		3351: Customs and border inspectors
011	Computer operator	Computer operators maintain networks and other data communications systems.	Tasks include: (a) operating, maintaining and troubleshooting network systems; (b) operating and maintaining data communications systems other than networks; (c) assisting users with network and data communications problems.		3513: Computer network and systems technicians
012	Secretaries (Not education or medical)	Secretaries (Not education or medical) use word-processing equipment to transcribe correspondence and other documents, check and format documents prepared by other staff, deal with incoming and outgoing mail, and screen requests for meetings with senior staff.	Tasks include: (a) checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written using word processing equipment; (b) establishing and maintaining filing systems to classify documents according to subject or chronological order; (c) distributing incoming mail to intended recipients and screen requests for meetings with senior staff.		4120: Secretaries
013	Accounting and bookkeeping	Accounting and bookkeeping clerks (Not hospital or university) compute,	Tasks include: (a) checking figures, postings, and documents	Accounting and bookkeeping clerks (Not	4311: Accounting and bookkeeping clerks

**A. Collective Services, excluding Defence**

ICP code	ICP Occupation	Description	Tasks	Additional information	ISCO code and job title
	clerks (Not hospital or university)	classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining records on receipts and expenditures.	for correct entry, mathematical accuracy, and proper codes; (b) operating computers programmed with accounting software to record, store, and analyze information; (c) classifying and recording receipts and expenditures and other relevant financial transactions.	hospital or university) work in any government ministry including ministries of health and education.	
014	Payroll clerks (Not hospital or university)	Payroll clerks (Not hospital or university) collect, verify and process payroll information and compute pay and benefit entitlements for government employees working in one or more government ministries.	Tasks include: (a) maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems; (b) preparing and verifying statements of earnings for employees, indicating gross and net income.	Payroll clerks (Not hospital or university) work in any government ministry including ministries of health and education.	4313: Payroll clerks
015	Cooks	Cooks plan, organize, prepare and cook meals in canteens and other eating places in schools, universities, hospitals, and government offices	Tasks include: (a) planning meals, preparing and cooking foodstuffs; (b) planning, supervising and coordinating the work of kitchen helpers; (c) checking the quality of food; (d) weighing, measuring and mixing ingredients according to recipes.		5120: Cooks
016	Building caretaker	Building caretakers take care of schools, hospitals, university buildings and government offices and maintain them and associated grounds in a clean and orderly condition.	Tasks include: (a) supervising the work of cleaning, housekeeping and building maintenance staff and contractors; (b) participating in cleaning, simple repairs and maintenance of building interiors; (c) tending furnaces and boilers; (d) Providing services such as accepting deliveries or providing requested information to callers.	Other terms used for “building caretaker” are “concierge” and “janitor”.	5153: Building caretakers

**A. Collective Services, excluding Defence**

ICP code	ICP Occupation	Description	Tasks	Additional information	ISCO code and job title
017	Child care worker	Child-care workers provide care and supervision for children in residential homes and in before-school, after-school, vacation and day care centres.	Tasks include: (a) assisting children to wash, dress and feed themselves; (b) taking children to and from school or outdoors for recreation; (c) playing games with children, or entertaining them by reading or storytelling; (d) assisting in the preparation of food and drinks for children		5311: Child care workers
018	Driver (general duty)	Drivers drive motor cars and vans to transport passengers, mail or goods. They maintain their vehicles in a clean and road-worthy condition.	Tasks include: (a) driving delivery vans or passenger cars; (b) maintaining their vehicles in a clean and road-worthy condition; (c) assisting passengers with handling of luggage.	Drivers of cars assigned for the exclusive use of senior officials are excluded.	8322: Car, taxi and van drivers
019	Office cleaners	Office cleaners perform various cleaning tasks in order to keep clean and tidy the interiors and fixtures of government offices.	Tasks include sweeping or vacuum-cleaning, washing and polishing floors, windows, furniture and other fixtures in government offices		9112: Cleaners and helpers in offices, hotels and other establishments
020	Kitchen helpers	Kitchen helpers clear tables, clean kitchen areas, wash dishes, preparing ingredients and perform other duties to assist workers who prepare or serve food and beverages.	Tasks include: (a) cleaning kitchens, food preparation areas and service areas; (b) assisting cooks and chefs in preparation of food by washing, peeling, chopping, cutting up measuring and mixing ingredients.	Kitchen helpers work in canteens and restaurants in schools, universities, hospitals and government ministries and departments.	9412: Kitchen helpers
021	Messengers	<i>Messengers</i> carry and deliver messages, packages and other items within an establishment or between establishments. They deliver messages either on foot or using vehicles such as bicycles and motor scooters	Their main task is delivery of items as requested by employer but they may carry out other errands. They may keep records and obtain receipts for articles delivered.		9621 : Messengers

B. Defence					
ICP Code	ICP Occupation	Description	Examples of ranks	Additional information	ISCO code and occupation
101	Commissioned officer (army)	Commissioned officer (army) provides leadership and management to organizational units in army.	<i>Senior ranks:</i> general, lieutenant-general, brigadier; <i>Mid-level ranks:</i> colonel, major, <i>First level ranks:</i> captain, lieutenant,	This occupation refers to regular members of the armed forces who have voluntarily joined the army; it excludes conscripts who are enrolled for military service on a compulsory basis.	0110: Commissioned armed forces officers
102	Commissioned officer (Air force)	Commissioned officer (Air force) provides leadership and management to organizational units in the Air Force.	<i>Senior ranks:</i> commodore, station commander; <i>Mid-level ranks:</i> wing-commander, group captain. <i>First level ranks:</i> flight lieutenant, pilot officer	This occupation refers to regular members of the armed forces who have voluntarily joined the army; it excludes conscripts who are enrolled for military service on a compulsory basis	0110: Commissioned armed forces officers
103	Commissioned officer (Navy)	Commissioned officer (Navy) provides leadership and management to organizational units in the Navy.	<i>Senior ranks:</i> admiral, commodore' <i>Mid-level ranks:</i> Captain, commander <i>First level ranks:</i> lieutenant, sub-lieutenant	This occupation refers to regular members of the armed forces who have voluntarily joined the army; it excludes conscripts who are enrolled for military service on a compulsory basis	0110: Commissioned armed forces officers



C. Health Services					
ICP Code	ICP Occupation	Description	Tasks	Additional information	ISCO Code and occupation
201	Senior government official (Health)	Senior government officials (Health) advise governments on health policy matters, and oversee the interpretation and implementation of government health policies and legislation by government departments and agencies.	Tasks include: (a) advising national, state, regional or local governments and legislators on health policy matters; (b) advising on the preparation of government health budgets, laws and regulations; (c) establishing objectives for government health policies.		1112: Senior government officials
202	Hospital manager	Hospital managers formulate and review the policies and plan, direct, coordinate and evaluate the overall activities of government funded hospitals, clinics and similar establishments	Tasks include: (a) planning, directing and coordinating the general functioning of a hospital, clinic or similar establishment; (b) reviewing the operations and results of the facility, and reporting to boards of directors and governing bodies.		1120: Managing directors and chief executives
203	Hospital doctor	Medical doctors study, diagnose, treat and prevent illness, disease, injury, and other physical and mental impairments in humans through the application of the principles and procedures of modern medicine.	Tasks include: (a) conducting physical examinations of patients and interviewing them and their families to determine their health status ; (b) ordering diagnostic tests and analysing findings; (c) prescribing and administering curative treatment		2211: Generalist medical practitioner
204	Hospital nurse	Hospital nurses provide treatment, support and care services for people who are in need of nursing care due to the effects of ageing, injury, illness or other physical or mental impairment, or potential risks to health. They carry out their tasks under the supervision of doctors or senior nurses.	Tasks include: (a) providing nursing care for patients according to the practice and standards of modern nursing (b) coordinating the care of patients in consultation with other health professionals and members of health teams	Hospital nurses will have had formal training of at least one year and will have a nationally-recognised nursing qualification.	2221 Nursing professionals

C. Health Services					
ICP Code	ICP Occupation	Description	Tasks	Additional information	ISCO Code and occupation
205	Primary care paramedic	Primary care paramedics provide advisory, diagnostic, curative and preventive medical services for humans more limited in scope and complexity than those carried out by medical doctors. They work autonomously or with limited supervision of medical doctor.	Tasks include: (a) conducting physical examinations of patients and interviewing them and their families to determine their health status and recording patients' medical information; (b) performing basic or more routine medical and surgical procedures.	Occupations included in this category normally require completion of tertiary-level training in theoretical and practical medical services. Workers providing services limited to emergency treatment and ambulance practice are classified in unit group 3258.	2240: Paramedical practitioners
206	Auxiliary nurse	Auxiliary nurses assist medical, nursing and midwifery professionals in their duties.	Tasks include: (a) Preparing patients for examination or treatment; (b) Changing bed linen and helping patients with their toilet; (c) Providing hot water bottles and other comforts for patients; (d) Serving and collecting food trays and feeding patients needing help; (e) Sterilising surgical and other instruments and equipment.	Nursing auxiliaries may or may not have a recognized medical qualification.	3221 : Nursing associate professionals
207	Medical records clerk	Medical records clerks maintain health records of patients. They are responsible for the storage and retrieval of these records in government medical facilities and other health care facilities.	Tasks include: (a) entering relevant information on new patients; (b) maintaining records of the treatment received and of the outcomes of such treatments.		3252: Medical records and health information technicians
208	Community health workers	Community health workers provide health education, referral and follow up, case management, and basic preventive health care and home	Tasks include: (a) visiting families to advise on family planning, aids prevention and treatment of sexually transmitted diseases;	Occupations included in this category normally require formal or informal training and	3253: Community health workers

C. Health Services					
ICP Code	ICP Occupation	Description	Tasks	Additional information	ISCO Code and occupation
		visiting services to specific communities. They provide support and assistance to individuals and families in finding the possible health care that may be available from government or private sources.	(b) advising mothers on infant care and feeding; (c) advising families on access to government or private health care facilities	supervision recognized by the health and social services authorities. Providers of routine personal care, self-defined health care providers and traditional medicine providers are excluded.	
209	Medical secretary (Hospital)	Medical secretaries (Hospital), using specialized knowledge of medical terminology and health care delivery procedures, assist health professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions.	Tasks include: (a) scheduling and confirming medical appointments and communicating messages for medical staff and patients; (b) compiling, recording and reviewing medical charts, reports, documents and correspondence; (c) interviewing patients to confirm their medical history, personal identification, civil status and next of kin		3344: Medical secretaries
210	Accounting and bookkeeping clerks (Hospital)	Accounting and bookkeeping clerks (Hospital) compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining records on receipts and expenditures.	Tasks include: (a) checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes; (b) operating computers programmed with accounting software to record, store, and analyze information; (c) classifying and recording receipts and expenditures and other relevant financial transactions.		4311: Accounting and bookkeeping clerks
211	Payroll clerk (Hospital)	Payroll clerks (Hospital) collect, verify and process payroll information and compute pay and benefit entitlements for hospital	Tasks include: (a) maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or		4313: Payroll clerks

C. Health Services					
ICP Code	ICP Occupation	Description	Tasks	Additional information	ISCO Code and occupation
		staff.	computerized systems; (b) preparing and verifying statements of earnings for employees, indicating gross and net incomes and tax liabilities.		

D. Education Services					
ICP code	ICP Occupation	Description	Tasks include	Additional information	ISCO code and job title
301	Senior government officials (Education)	Senior government officials (Education) advise governments on education policy matters, and oversee the interpretation and implementation of government education policies and legislation by government departments and agencies.	Tasks include: (a) advising national, state, regional or local governments and legislators on education policy matters; (b) advising on the preparation of government education budgets, laws and regulations, (c) establishing objectives for government education policies.		1112: Senior government officials
302	Secondary School Principal	Secondary School Principals plan, direct, coordinate and evaluate the educational and administrative aspects of secondary schools.	Tasks include: (a) determining educational programs based on frameworks established by education authorities and governing bodies; (b) implementing systems and procedures to monitor school performance and student enrolments; (c) directing administrative aspects of secondary schools including teacher assignments, setting school rules for conduct and discipline and management of auxillary staff.	“Principals” are also referred to as “Head Masters”, “Head Mistresses”, and “Head Teachers”.	1345: Education managers
303	University teacher	University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers for publication in peer reviewed journals.	Tasks include: (a) designing and modifying curricula and preparing courses of study in accordance with requirements; (b) preparing and delivering lectures and conducting tutorials, seminars and laboratory experiments; (c) stimulating discussion and setting and marking papers for students		2310: University and higher education teachers
304	Vocational education teacher	Vocational education teachers teach or instruct vocational or occupational subjects in adult and further education institutions and to senior	Tasks include: (a) designing and modifying curricula and preparing educational courses of study in accordance with curriculum guidelines;		2320: Vocational education teachers

D. Education Services					
ICP code	ICP Occupation	Description	Tasks include	Additional information	ISCO code and job title
		students in secondary schools and colleges. They prepare students for employment in specific occupations.	(b) establishing and enforcing rules for behavior and procedures for maintaining order among students.		
305	Secondary school teacher	Secondary education teachers teach one or more subjects at secondary education level, excluding subjects intended to prepare students for employment in specific occupational areas.	Tasks include: (a) preparing daily and longer term lesson plans in accordance with curriculum guidelines; (b) instructing pupils individually and in groups, using various teaching methods and materials; (c) setting and marking course-work and homework and assessing each pupil's performance.		2330: Secondary education teachers
306	Primary school teacher	Primary school teachers teach a range of subjects at the primary education level.	Tasks include : (a) preparing daily and longer term lesson plans in accordance with curriculum guidelines; (b) instructing children individually and in groups, using various teaching methods and materials (e.g. computers, books, games)		2341: Primary education teachers
307	School secretary	A school secretary works for a School Principal. They use word-processing equipment to transcribe correspondence and other documents, maintain information on pupils and teaching staff, deal with incoming and outgoing mail, and screen requests for meetings with the school principal.	Tasks include - (a) checking, formatting and transcribing correspondence, minutes and reports from dictation, electronic documents or written drafts, using word processing equipment; (b) maintaining information on pupils, teachers and other school employees; (c) classifying documents according to subject or chronological order; (d) distributing incoming mail to intended recipients and screening requests for meetings with school principal.		4120: Secretaries

D. Education Services					
ICP code	ICP Occupation	Description	Tasks include	Additional information	ISCO code and job title
308	Accounting and bookkeeping clerks (University)	Accounting and bookkeeping clerks (University) compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining records on receipts and expenditures	Tasks include: (a) checking figures, postings, and documents for correct entry, mathematical accuracy, and proper codes; (b) operating computers programmed with accounting software to record, store, and analyze information; (c) classifying and recording receipts and expenditures and other relevant financial transactions		4311: Accounting and bookkeeping clerks
309	Payroll clerk (University)	Payroll clerks (University) collect, verify and process payroll information and compute pay and benefit entitlements for teachers and other employees of a university	Tasks include: (a) maintaining records of employee attendance, leave and overtime to calculate pay and benefit entitlements, using manual or computerized systems; (b) preparing and verifying statements of earnings for employees, indicating gross and net	Accounting and bookkeeping clerks (Not hospital or university) work in any government ministry including ministries of health and education.	4313: Payroll clerks
310	Teacher's aides	Teachers' aides perform non-teaching duties to assist teaching staff, and provide care and supervision for children in schools and pre-schools.	Tasks include: (a) demonstrating, supervising and participating in activities that enhance the physical, social, emotional and intellectual development of children in schools and preschools; (b) preparing indoor and outdoor areas for learning and recreational activities.	Payroll clerks (Not hospital or university) work in any government ministry including ministries of health and education.	5312: Teacher's aides