

## Guidance for Shortage Occupation List

Effective 1 April 2020

Immigrant Employment Certificates are issued to employers to allow them to hire an immigrant to fill a specific vacancy. Work Permits are issued to immigrants who wish to work on St Helena as a business owner, independent contractor or as the representative of a company operating outside of St Helena. This requirement applies to immigrants whose employment is based on St Helena as well as those working for clients off-shore.

The 2011 Immigration Ordinance indicates that the 'condition of the local labour market' may be considered in decisions regarding issuance of Immigrant Employment Certificates or Work Permits. This Shortage Occupation List and associated guidance are intended to assist employers or self-employed individuals in demonstrating that they have assessed local labour market conditions at the time an application is made. Occupational categories included on the list are broad and should be assumed to include specific occupations that would reasonably be included in the wider grouping (e.g., 'Engineers' would include mechanical engineers, civil engineers, environmental engineers, etc. and 'Scientists' would include individuals with qualifications in all recognised branches of science).

St Helena Government (SHG) developed this list based on the results of the annual business survey conducted in October 2019 and the current list of positions requiring recruitment through the Technical Cooperation (TC) programme. The list has been divided into two categories described below: Specialised Skill Occupations and General Occupations. The remainder of this document provides guidance for each of these categories as well as for occupations that do not currently appear on the list. Questions about the Shortage Occupation List and this guidance can be addressed to Amanda Curry Brown ([Amanda.Brown@sainthelena.gov.sh](mailto:Amanda.Brown@sainthelena.gov.sh)).

### If an Occupation Appears in the Specialised Skill Category

Occupations in the Specialised Skill category are roles requiring specific skills, qualifications or experience that were either 1) identified in the business survey by at least one employer as being moderately or severely difficult to recruit causing a moderate or severe impact on the business or 2) identified by SHG as positions requiring recruitment through the TC programme.

It is important to note that an occupation appearing on this list does not automatically mean the required skills do not exist on St Helena. Instead, there may simply not be a sufficient number of people to fill the demand from employers, workers with the required skills are already employed elsewhere or available workers are not interested in a position at the terms offered. The movement of a limited number of employees between positions in different organisations can have an impact on employers who must continually compete for the same pool of skilled workers. For this reason, it is recommended that employers make an effort to test the local labour market but are not expected to undertake a full local recruitment.

It is recommended that an Immigrant Employment Certificate be issued if there is not a satisfactory local applicant found at the conclusion of the recruitment process. The employer is responsible for ensuring that the individual hired has the necessary qualifications for the position they will fill.

It is recommended that a Work Permit be issued if the applicant can demonstrate he/she possesses the relevant skills, qualifications or experience for the occupation for which they are applying. In cases of doubt, Immigration Officers will consult with relevant experts from SHG for guidance.

TC positions are funded from a separate budget to locally recruited posts. For this reason SHG will continue to consider what skills are available locally when developing the list of positions requiring recruitment through the TC programme.

### If an Occupation Appears in the General Category

Positions in the General category are roles that do not require specific skills or experience but were identified in the business survey by at least one employer as being moderately or severely difficult to recruit causing a moderate or severe impact on the business. Because the TC programme is intended to recruit specialist personnel, SHG would not recruit through the TC programme for positions in this category.

It is recommended that employers test the local labour market by advertising these positions locally before they are advertised internationally. It is recommended that an Immigrant Employment Certificate be issued if a business is unable to satisfactorily fill a vacancy that has been advertised at least twice in local print media and twice on local radio in a two week period.

It is not recommended that Work Permits be issued for occupations in this category.

### If an Occupation Does Not Appear in Either Category

Because the business survey is conducted on an annual basis, it reflects economic conditions at a single moment in time. For this reason, a position might not appear on the Shortage Occupation List at the time of recruitment even though a genuine need exists. For example, the departure of a long-time employee might create an unanticipated vacancy or a new business could require specialised skills not previously needed.

If a position requires a specialised skill or qualification (e.g., degree, certification, technical skill or specialised experience) and is not already listed on the Shortage Occupation list, it is recommended that an Immigrant Employment Certificate be issued if a business is unable to satisfactorily fill a vacancy that has been advertised at least twice in local print media and twice on local radio in a two week period.

If a position does not require a specialised skill or qualification, it is recommended that an Immigrant Employment Certificate be issued if a business is unable to satisfactorily fill a vacancy that has been advertised at least four times in local print media and four times on local radio in a four week period.

It is recommended that a Work Permit be issued if the applicant can provide evidence of one or more of the following:

- They will provide a good or service not currently available on St Helena, only available in limited quantity or which has characteristics that sufficiently differentiate it from similar offerings;
- Their work directly supports an import substitution or export sector which advances the goals of the Sustainable Economic Development Plan;
- Their work will lead to employment of St Helenian workers;
- They work in a role primarily serving clients off-shore and, as a result, do not directly compete with businesses on St Helena;
- Their investment has been endorsed by the Investment Enabling Group or has achieved Approved Investor Status from the Approved Investment Committee as defined by SHG's Investment Strategy or
- Any other factors that demonstrates that issuance of a Work Permit fulfils a need on St Helena.
  - In cases of doubt, SHG senior leadership and economic advisors will provide advice on the merit of applications and the link to wider strategic goals.

## Shortage Occupation List

Occupation	Specialised Skill	General
Accountants & Finance Professionals	x	
Advertising Marketing & Public Relations Professionals	x	
Air Conditioning & Refrigeration Mechanics	x	
Archivists & Curators	x	
Auditors	x	
Authors & Writers	x	
Bakers, Pastry-cooks & Confectionery Makers	x	
Bartenders		x
Bricklayers & Related Workers	x	
Broadcasting & Audiovisual Technicians	x	
Building & Related Electricians	x	
Building Site Labourers		x
Butchers, Fishmongers & Related Food Preparers	x	
Car, Taxi & Van Drivers		x
Carpenters & Joiners, Cabinet Makers & Related Workers	x	
Chefs	x	
Child Care Workers	x	
Cleaners in Offices, Hotels & Other Establishments		x
Clerks		x
Company Executives including Managing Directors, Chief Executives and Company Secretaries	x	
Cooks and Food Service Workers		x
Customs & Immigration Specialists	x	
Dentists, Hygienists & other Dental Professionals	x	
Doctors, Nurses & other Health Professionals	x	
Draughtspersons & Architects	x	
Earthmoving & Related Plant Operators	x	
Economists, Statisticians & Policy Analysts	x	
Employees of Charity, Voluntary Organisation or Statutory Bodies		x
Engineers	x	
Experienced Carers, Social Workers, Speech and Language Specialists, Counsellors Psychiatrists & Related Professions	x	
Experienced Public & Private Sector Managers	x	
External Funding Specialists	x	
Farm Labourers		x
Graphic & Multimedia Designers	x	
Human Resources Professionals	x	
Information and Communications Technology Services Managers, Computer Network & Systems Technicians, Data Protection Specialists, User Support Technicians & Related Professionals	x	
Journalists	x	
Land-use, Heritage & Town Planners	x	

Occupation	Specialised Skill	General
Livestock & Dairy Producers	x	
Medical Technicians	x	
Motor Vehicle Mechanics & Repairers	x	
Opticians, Optometrists, Ophthalmic Surgeons, Audiologists & Related Professions	x	
Pharmacists	x	
Physiotherapists, Osteopaths, Chiropractors	x	
Plumbers & Pipe Fitters	x	
Police Officers, Detectives & Other Law Enforcement Professionals	x	
Procurement, Contracts, Tax, Pensions, Asset Valuation, Other Financial Services Specialists and Advisors	x	
Scientists	x	
Shop Sales Assistants		x
Shottirers & Blasters	x	
Social Work & Counselling Professionals	x	
Solicitors & other Legal Professionals	x	
Teachers, Trainers, Teacher Training Specialists & Special Education Teachers	x	
Travel Guides	x	
Specialist Farming Advisors, Growers & Related Professions	x	
Undertakers & Embalmers	x	
Veterinarians	x	
Web & Multimedia Developers & Related Professions	x	
Welders & Flamecutters & Related Professions	x	