



OFO Handbook

2021



FINAL REPORT

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Abbreviations

ATR	Annual Training Report
COREs	Codes of Remuneration
DHET	Department of Higher Education and Training
DIRCO	Department of International Relations and Cooperation
DPSA	Department of Public Service and Administration
ETQA	Education and Training Quality Assurers
HR	Human Resources
IT	Information Technology
NQF	National Qualifications Framework
NSDP	National Skills Development Plan
OCS	Occupational Classification System
OFO	Organising Framework for Occupations
OIHD	Occupations in high demand
PERSAL	Personnel and Salary System
PSETA	Public Service Sector Education and Training Authority
PSET	Post School Education and Training
SAQA	South African Qualifications Authority
SDF	Skills Development Facilitator
SETA	Sector Education and Training Authority
SIC	Standard Industrial Classification
SSP	Sector Skills Plan
WSP	Workplace Skills Plans

Glossary of Terms

Job

A 'job' represents the set of tasks performed by a person for an employer (including self-employment) in return for payment or profit (DHET, 2013).

Major group

The broadest level of classification, which is denoted by a one-digit code. In the OFO (2013), eight major groups are used during the classification process. Major groups are distinguished from each other based on the skill level and a broad concept of skill specialisation (DHET, 2013). The major groups used in the OFO are provided in Table 1.

Table 1: Major Groups in the OFO

Major group	Overview
1	Managers
2	Professionals
3	Technicians and associate professionals
4	Clerical support workers
5	Service and sales workers
6	Skilled agricultural, forestry, fishery, craft and related trades workers
7	Plant and machine operators and assemblers
8	Elementary occupations

(DHET, 2013)

Minor group

The third level of classification is considered to be sub-divisions of the sub-major groups, which are denoted by a three-digit code. Minor groups are distinguished from other minor groups in the same sub-major group based on skill specialisation (DHET, 2013).

Organising Framework of Occupations

Organising Framework of Occupations (OFO) is a skills-based coded classifications system that captures all occupations and provides a framework for the identification, articulation, reporting and monitoring of skills demand and supply in the labour market.

OFO Code

OFO Code is the unique code allocated to each individual occupation within the OFO.

Occupations

An 'occupation', in terms of the Organising Framework for Occupations (OFO), represents a set of jobs that require the performance of similar tasks. In practical terms, an 'occupation' is a set of jobs whose main tasks are characterised by a high degree of similarity across a range of different employment situations.

Public Service SETA

The scope of coverage of the Public Service SETA (PSETA) as determined in terms of the Skills Development Act of 1998, as amended, and also covered in the Public Service's Standard Industrial Classification Code (SIC) gazetted in Schedule 2 of Gazette Number 545 of 11 November 2010, as follows:

SIC Code	Scope of Coverage
91101	Government Department
91102	Provincial Administration
9110F	Parastatals n.e.c. (Public Entities)
91106	Department of Foreign Affairs
91107	Department of Trade and Industry

The PSETA mandate is to provide quality public service education and training for government departments like the Department of International Relations and Cooperation (DIRCO), Home Affairs, parliament, the provincial legislature, and transversal skills across other government departments, public entities and parastatals (PSETA, 2020). The focus and emphasis of PSETA are not on the entire Public Service sector skills but rather on transversal skills within the Public Service sector. The transversal skills can be thought of as the ‘business of government’ (PSETA, 2018).

Sector Education and Training Authority

Sector Education and Training Authorities (SETAs) were established to align with the Skills Development Act. A total of 21 SETAs were established to facilitate training for youth in Post School Education and Training (PSET) and other individuals who require additional skills and further training. The functions and responsibilities of SETAs include the following:

- Development of a sector skills plan (SSP)
- Implementation of the SSP
- Develop and administer learnerships
- Support the implementation of the National Qualifications Framework (NQF)
- Accredite education and training providers
- Monitor provision to ensure that programmes are being followed
- Register Assessors
- Collaborate with other Education and Training Quality Assurers (ETQA)
- Report to the South African Qualifications Authority (SAQA) on how they fulfil the ETQA role
- Disburse levies collected from employers in their sector (SA Study, 2020).

The 21 SETAs are indicated in Figure 1.



Figure 1: The 21 SETAs in South Africa

Skill

Skill is defined as the ability to carry out the tasks and duties of a given job. Two dimensions of skill are used to arrange occupations into groups. These are a) skill level and b) skill specialisation (DHET, 2013).

a) Skill level

Skill level is defined as a function of the complexity and range of tasks and duties to be performed in an occupation. Skill level is measured operationally by considering one or more of the following:

- The nature of the work performed
- The level of formal education
- The amount of informal on-the-job training and/or previous experience

The concept of skill level is typically applied at the top (major group level) of the classification, which gives the nature of the work performed more emphasis than the formal and informal education and training requirements (DHET, 2013).

b) Skill specialisation

Skill specialisation is considered in terms of four conceptual concepts:

- The field of knowledge required
- The tools and machinery used
- The materials worked on or with
- The kinds of goods and services produced (DHET, 2013)

Sub-major group

The subdivision of a major group is denoted by a two-digit code. Sub-major groups are distinguished from other sub-major groups in the same major group based on skill specialisation (DHET, 2013).

Transversal skills

Transversal skills are typically considered as skills that are not specifically related to a particular job, task, academic discipline, or area of knowledge. These skills can be applied in a wide variety of situations and work settings and are high in demand as it allows individuals to successfully adapt to changes (UNESCO, 2014). In the context of the Public Service sector, transversal skills include administration, management, planning, legislation, and policy development, which drive the development of skills and competencies in an area that makes the delivery of the business of government more effective and efficient. These are functions and responsibilities that people in the Public Service sector must perform to enable the delivery of the business of government (PSETA, 2018).

Unit group

The fourth level of classification, which is denoted by a four-digit code, is considered to be sub-divisions of the minor groups. Unit groups are distinguished from other unit groups in the same minor group at a finer degree of skill specialisation (DHET, 2013).

1 Introduction

1.1 Purpose







The OFO handbook was developed as a guiding document to support the OFO Excel-based mapping tool that has been developed for PSETA. The handbook is designed to be practical, easy to use and allow users to navigate through the Excel-workbook and handbook with ease.

1.2 Using the Handbook

The OFO handbook was developed to assist various users who make use of the OFO for reporting, research and skills planning and development purposes. The target users include:



The OFO handbook has been developed to assist the user with the following:

-  Using the OFO Excel-based mapping tool that has been developed
-  Reporting on government occupations using the OCS and the OFO
-  Ensuring the correct identification and selection of government occupations
-  Improving the knowledge and understanding of the OFO and OCS
-  Improving the quality of the WSP/ATRs received from SDFs (particularly with the correct selection of occupations)
-  From PSETA perspective, improved reporting will allow for improved skills planning and development

1.3 Defining Transversal Skills and Jobs

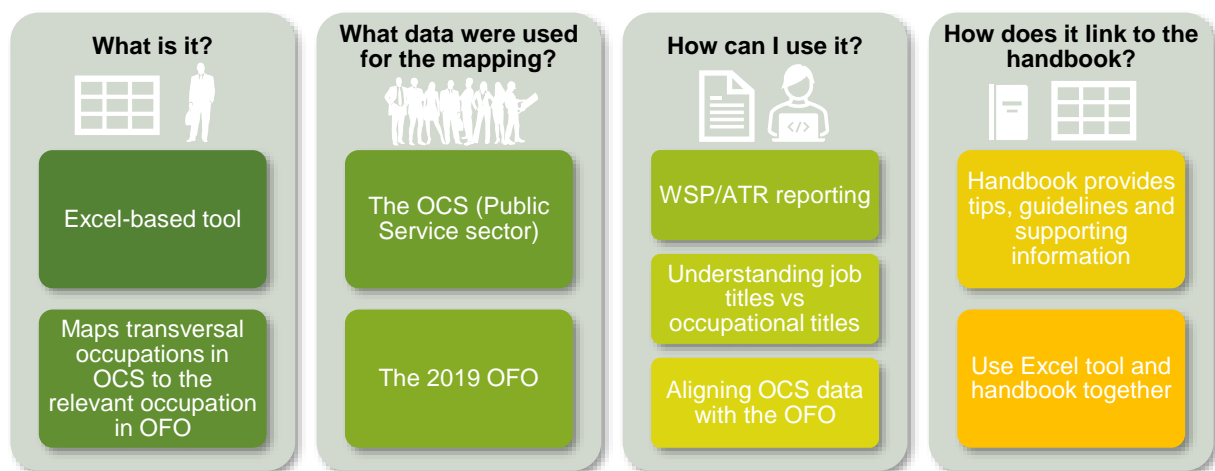
It should be noted that the focus and emphasis of PSETA are not on the entire Public Service sector skills but rather primarily on the transversal skills within the Public Service sector. These

are the skills that are dubbed the ‘business of government’. Transversal skills and functions include administration, management, planning, legislation and policy development, which form the focus to drive the development of skills and competencies in areas that will make the delivery of the business of government more effective and efficient.

Transversal skills are typically considered as *skills that are not specifically related to a particular job, task, academic discipline, or area of knowledge*. These skills can be applied in a wide variety of situations and work settings and are high in demand as they allow individuals to successfully adapt to changes (UNESCO, 2014).

1.4 Overview of the OFO Mapping Tool

The OFO Excel-based mapping tool was developed and designed to assist SDFs and other key stakeholders to navigate the differences between the OCS and the OFO when reporting for the WSP/ATRs.



The differences between the OCS and OFO structures and occupational classification have resulted in several challenges for SDFs who are sometimes unsure of the correct OFO title to select. The Excel tool will assist the SDFs with identifying and selecting the correct occupations and is thus considered to be a decision-making tool for reporting purposes.

1.5 Using the OFO Mapping Tool

The Excel-based mapping tool is designed to be easy to use and enables the user to search for occupational titles (from either the OCS or OFO), specialisations, alternate titles or OFO codes. Figure 2 outlines the five key steps to finding and selecting an occupational code from the OFO mapping board.



Figure 2: Using the OFO Mapping Tool

The five steps presented in Figure 2 are discussed below in more detail and accompanied by visuals from the Excel-based mapping tool.

- **Step 1:** Open the Excel-based OFO mapping tool which will be available from PSETA. When opening the tool, the following home screen will be displayed:

PSETA
Public Service Employment Training and Assessment

WELCOME TO THE PSETA OFO MAPPING TOOL

This mapping tool is designed to assist you with the following:

1. Mapping occupations in the OCS to the OFO
2. Navigating through different transversal job/occupation titles with ease
3. Completing the WSP/ATR with ease
4. Ensuring the reporting is as accurate as possible

Please note the following:

1. The mapping tool only includes **TRANSVERSAL JOBS** within the Public Service sector.
2. The mapping is based on the 2019 OFO
3. To search an occupation/job titles - please use CTRL + F function to bring up the Excel search box

Select the functional area tab you wish to navigate to:

- SENIOR MANAGEMENT
- MIDDLE MANAGEMENT
- HUMAN RESOURCES
- ADMINISTRATION
- INFORMATION TECHNOLOGY
- FINANCE
- ELEMENTARY SERVICE
- DRIVERS AND OPERATORS
- DESCRIPTORS
- TASKS

U2
URBAN-ECON
PROFESSIONAL ECONOMICS

Figure 3: The OFO Excel Mapping Tool Dashboard

- **Step 2:** Before diving into the tool, it is advised that you have a specific job/occupation title in mind that you can search for. Ensure you have one of the following which will enable you to navigate through the Excel-sheet:
 - OFO or OCS code

- Major group
 - Sub-major group
 - Minor group
 - Unit group
 - Occupation
 - Specialisation
 - Alternative title
 - What functional area does this occupation/job fall under?
- **Step 3:** Navigate to the relevant ‘functional area’ where you anticipate the transversal job/occupation in question could be found.

Several functional areas were identified to guide the mapping and ensure that the tool is easy to use. All of the identified transversal jobs presented in the Excel-based tool have been allocated to one of the following functional areas presented below:

- a) Senior Management
- b) Middle Management
- c) Human Resources
- d) Administration
- e) Finance
- f) Information Technology
- g) Elementary
- h) Service
- i) Drivers and Operators

For example, a personal assistant will fall under the administration functional area.

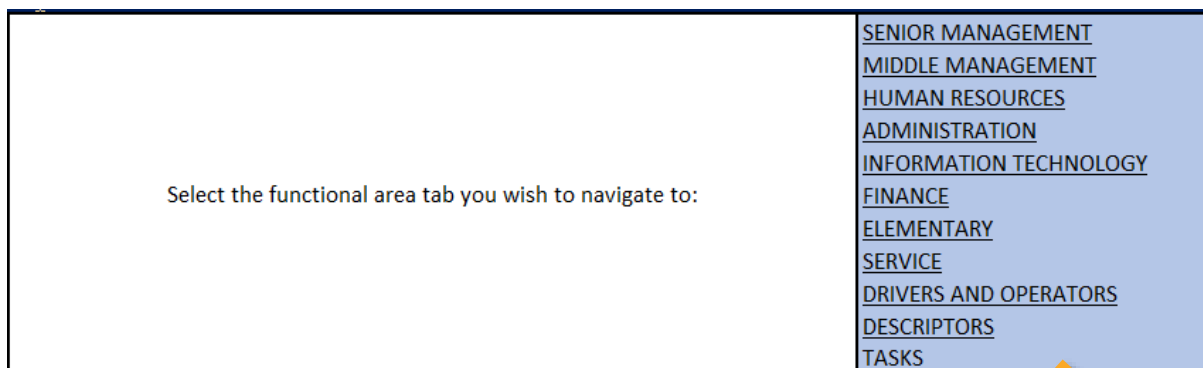


Figure 4: Navigating the OFO Excel-based tool – functional areas

TIP: The functional areas are linked to the respective tab in the Excel sheet! Simply click on the **functional area** and it will take you to straight to the tab.

- **Step 4:** Search for your selected transversal job/occupation either by manually navigating through the Excel-based tool and using the functional areas to locate the correct reporting information or by using the Excel search function.

a) Manually finding an occupation/job title

Use the green and blue colour-coded headings at the top of the sheets to see whether you are using the OCS information (green) or OFO information (blue) as indicated below.

OCS			
OCS CODE	OCS TITLE	MAJOR GROUP	SUB-MAJOR GROUP

OFO							
MAJOR GROUP	SUB MAJOR GROUP	MINOR GROUP	UNIT GROUP	OCCUPATIONS	OFO CODE	SPECIALISATION	ALTERNATIVE TITLES

b) Using the Excel search function

To use the built-in Excel search function, select the CTRL and “F” keys together to open the search function box. The search function box is illustrated in Figure 5 below.

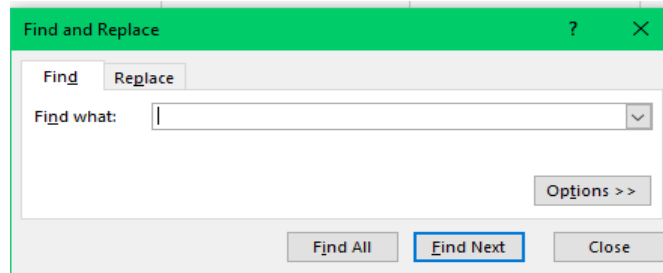


Figure 5: Excel Search Function Box

Once the search box is open, select the “options>>” button, which will open an additional search box window as illustrated in Figure 6. Ensure your search box matches the options selected below (e.g. within “workbook”, look in “values”).

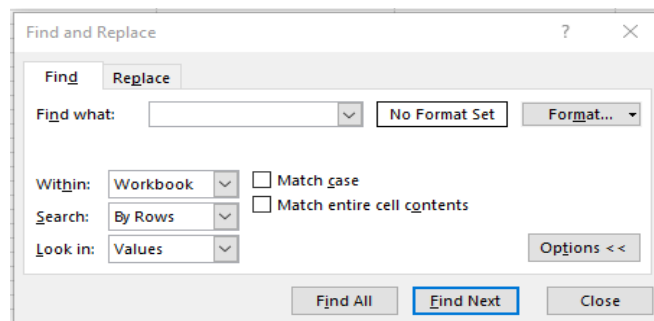


Figure 6: Advanced Excel Search Box

When you are ready to search for your occupation/job, type the applicable name into the “find what” box, and then click on “find all” as indicated in the green blocks in Figure 7 below.

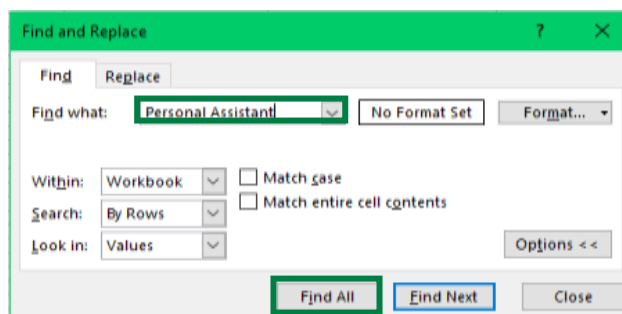


Figure 7: Searching for the Transversal Job/Occupation

From the search, Excel will return information relevant to the occupational/job title as indicated in Figure 8 below.

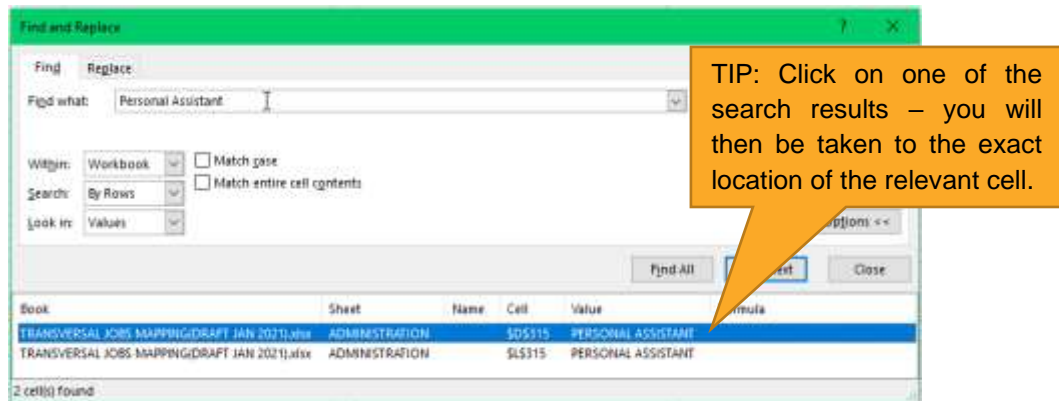


Figure 8: Excel Search Results Example

- Step 5:** By following the four previous steps and instructions, it should be relatively simple to locate and report on transversal occupations within the Public Service sector. The Excel-based mapping tool and this handbook are not designed to replace the current reporting system; thus, all normal reporting processes must be followed to ensure the WSP/ATRs are completed as accurately as possible.

The following section provides comprehensive tables of all the transversal occupations presented in the OFO mapping tool. It should be noted that the tables only indicate key information such as the OCS code and title and the applicable OFO occupation, OFO code, specialisations, and alternative titles. The full OFO and OCS data can be found in the OFO mapping tool.

1.6 The Handbook Outline

The handbook has three key sections that readers should be aware of which are outlined below.

Section 2: Transversal Occupations in the Public Service Sector

This section provides the user with summarised tables from the Excel-based mapping tool. All the transversal occupations under the relevant function areas are provided and include the OCS title and code as well as the applicable OFO occupation, OFO code, specialisation and alternative title where applicable.

Section 3: FAQs and Troubleshooting

This section aims to assist you, the reader, if you are unsure of how to use the Excel-based mapping tool or handbook. The questions are based on the provincial and national SDF workshop feedback.

Section 4: Transversal Occupations Index

To simplify use, an index has provided to guide the user to the correct page in the handbook when looking for a specific transversal occupation.

2 Transversal Occupations in the Public Service Sector

This sub-section presents the outcomes of the OCS and OFO mapping exercise that was conducted. It should be noted that the Excel-based mapping tool is comprehensive and maps each transversal occupation using the complete OFO structure; however, for the handbook and the purposes of presenting the matched OFO codes, the following tables indicate the OCS code and title along with the relevant OFO occupation, OFO code, specialisation, and alternative titles. The major group, sub-major group, minor group and unit group information is presented in the Excel-based mapping tool.

2.1.1 Senior Management

Table 2 presents the OCS and relevant OFO codes for the transversal occupations identified at a senior management level. In government departments the head of departments and senior manager/s play various roles, and as a result may have alternative titles in the OCS; however, the main tasks carried out remain similar regardless of the department the senior manager oversees.

Table 2: Senior Management Transversal Occupations

OCS		OFO				
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES	
C6010100	HEAD OF DEPARTMENT/ CHIEF EXECUTIVE OFFICER	LOCAL/PROVINCIAL GOVERNMENT LEGISLATOR	2019-111101	SPEAKER (LOCAL/PROVINCIAL GOVERNMENT)	PARLIAMENT OFFICIAL/ PARLIAMENT SECRETARY	
				MEMBER OF THE COUNCIL OF PROVINCES		
				MEMBER OF EXECUTIVE COUNCIL (MEC)		
				PREMIER		
		PARLIAMENTARIAN	2019-111102	SPEAKER PARLIAMENT		
				PRESIDENT		
				CABINET MINISTER		
				STATE SECRETARY		
				DEPUTY PRESIDENT		
				GOVERNMENT MINISTER		
		GENERAL MANAGER PUBLIC SERVICE	2019-111202	MEMBER OF CABINET		
				CHIEF WHIP		
		GENERAL MANAGER PUBLIC SERVICE	2019-111202	LABOUR INSPECTORATE MANAGER		CHIEF DIRECTOR/ DIRECTOR
				DIPLOMATIC MISSION ADMINISTRATOR		
		SENIOR GOVERNMENT OFFICIAL	2019-111204	REGISTRAR (INCL LEGAL/COURT BUT EXCL TERTIARY INSTITUTIONS)		
				CHIEF OF STAFF		
CHIEF OPERATING OFFICER (GOVERNMENT DEPARTMENT)						
PLENIPOTENTIARY						
		ADMINISTRATIVE ATTACHÉ				

OCS		OFO					
				SPOKESPERSON			
				SECRETARY (GOVERNMENT DEPARTMENT)			
				COMMISSIONER			
		SENIOR GOVERNMENT MANAGER	2019-111207	HEAD OF DEPARTMENT	DIRECTOR GENERAL (DG) OR DEPUTY DIRECTOR GENERAL (DDG)		
				HIGH COMMISSIONER			
				CONSUL GENERAL			
				HEAD OF MISSION			
				SUPERINTENDENT GENERAL			
				AMBASSADOR			
C6010200	SENIOR MANAGER/S	GENERAL MANAGER PUBLIC SERVICE	2019-111202	LABOUR INSPECTORATE MANAGER	CHIEF DIRECTOR/ DIRECTOR		
				DIPLOMATIC MISSION ADMINISTRATOR			
		SENIOR GOVERNMENT OFFICIAL	2019-111204			REGISTRAR (INCL LEGAL/COURT BUT EXCL TERTIARY INSTITUTIONS)	
						CHIEF OF STAFF	
						CHIEF OPERATING OFFICER (GOVERNMENT DEPARTMENT)	
						PLENIPOTENTIARY	
						ADMINISTRATIVE ATTACHÉ	
						SPOKESPERSON	
						SECRETARY (GOVERNMENT DEPARTMENT)	
						COMMISSIONER	
		SENIOR GOVERNMENT MANAGER	2019-111207			HEAD OF DEPARTMENT	DIRECTOR GENERAL (DG) OR DEPUTY DIRECTOR GENERAL (DDG)
						HIGH COMMISSIONER	
						CONSUL GENERAL	
						HEAD OF MISSION	
						SUPERINTENDENT GENERAL	
				AMBASSADOR			

2.1.2 Middle Management

Table 3 presents the OCS and relevant OFO codes for the transversal occupations identified at a middle management level.

Table 3: Middle Management Transversal Jobs

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6010302	MIDDLE MANAGERS	FINANCE MANAGER	2019-121101	BUDGETING MANAGER	
				ACCOUNT SYSTEMS MANAGER	
				INTERNAL REVENUE CONTROLLER	
				CHIEF ACCOUNTANT	

OCS		OFO			
				CHIEF FINANCIAL OFFICER (CFO)	
				REVENUE ASSESSMENT MANAGER	
				FINANCE DIRECTOR	
				FINANCIAL CONTROLLER	
				FINANCIAL ADMINISTRATION MANAGER	
				FINANCIAL ADMINISTRATOR	
		PAYROLL MANAGER	2019-121102	REMUNERATION MANAGER	
		CREDIT MANAGER	2019-121103	BILLING AND SETTLEMENT PLAN (BSP) MANAGER	
		INTERNAL AUDIT MANAGER	2019-121104	INTERNAL AUDIT QUALITY ASSURER	
		HUMAN RESOURCE MANAGER	2019-121201	TRANSITION MANAGER	
				EMPLOYEE RELATIONS MANAGER	
		BUSINESS TRAINING MANAGER	2019-121202	ASSESSMENT MANAGER	LEARNING PROGRAMME MANAGER
				TRAINING MANAGER	
				EDUCATION TRAINING AND SKILLS DEVELOPMENT MANAGER	
				QUALITY TRAINING MANAGER	
				TRAINING & DEVELOPMENT MANAGER	
				LEARNING AND DEVELOPMENT MANAGER	
				TECHNICAL TRAINING MANAGER	
				HUMAN RESOURCES DEVELOPMENT MANAGER	
		COMPENSATION AND BENEFITS MANAGER	2019-121203	REMUNERATION AND BENEFITS MANAGER	
				EMPLOYEE BENEFITS MANAGER	
				BENEFITS MANAGER	
		RECRUITMENT MANAGER	2019-121204	N/A	
		EMPLOYEE WELLNESS MANAGER	2019-121205	EMPLOYEE WELLNESS CONSULTANT	
		HEALTH AND SAFETY MANAGER	2019-121206	SAFETY, HEALTH AND ENVIRONMENTAL (SHE) MANAGER	
		PERSONNEL MANAGER	2019-121207	N/A	
		POLICY AND PLANNING MANAGER	2019-121301	PUBLIC POLICY MANAGER	
				PLANNING & DEVELOPMENT MANAGER	
				POLICY DEVELOPMENT MANAGER	
				STRATEGIC PLANNING MANAGER	
		CORPORATE GENERAL MANAGER	2019-121901	BUSINESS OPERATIONS MANAGER	
		CORPORATE SERVICES MANAGER	2019-121902	BUSINESS SERVICES MANAGER	
				ADMINISTRATIVE SERVICES MANAGER	
		PHYSICAL ASSET MANAGER	2019-121903	RESOURCES MANAGER	
		CONTRACT MANAGER	2019-121904	N/A	

OCS		OFO			
	PROGRAMME/PROJECT MANAGER	2019-121905	PROJECT DIRECTOR		
	QUALITY SYSTEMS MANAGER	2019-121908	N/A		
	SUSTAINABILITY MANAGER	2019-121909	N/A		
	RESEARCH AND DEVELOPMENT MANAGERS	2019-122301	PRODUCT DEVELOPMENT MANAGER		
			RESEARCH MANAGER		
			RESEARCH DIRECTOR		
	SUPPLY AND DISTRIBUTION MANAGER	2019-132401	N/A		
	LOGISTICS MANAGER	2019-132402	N/A		
	CHIEF INFORMATION OFFICER	2019-133101	CHIEF TECHNOLOGY OFFICER		
			ICT/IT MANAGER		
			ICT/IT DIRECTOR		
	ICT PROJECT MANAGER	2019-133102	ICT/IT/COMPUTER SERVICES MANAGER		
			ICT/IT/COMPUTER MARKETING EXECUTIVE		
			ICT/IT/COMPUTER SUPPORT MANAGER		
			HARDWARE DEVELOPMENT MANAGER		
			ICT PROJECT DIRECTOR		
			ICT/IT/COMPUTER OPERATIONS MANAGER		
	DATA MANAGEMENT MANAGER	2019-133103	DATA PROCESSING MANAGER		
			DATA OPERATIONS MANAGER		
	APPLICATION DEVELOPMENT MANAGER	2019-133104	ICT DEVELOPMENT MANAGER		
			TECHNICAL SOLUTIONS MANAGER		
			TECHNICAL POLICY MANAGER		
	INFORMATION TECHNOLOGY MANAGERS	2019-133105			
	INFORMATION SYSTEMS DESIGN	2019-133106			

2.1.3 Functional Area 1: Human Resources

Table 4 presents the human resources (HR) related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to HR.

Table 4: Human Resources Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6020200		CAREER DEVELOPMENT PRACTITIONER	2019-242301	CAREER CONSULTANT	CAREER INFORMATION OFFICER

OCS		OFO			
HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT AND RELATED PROFESSIONALS				CAREERS ADVISOR	CAREER CONSULTANT
					CAREER GUIDANCE PRACTITIONERS
					CAREER PERSONNEL
					EMPLOYMENT SERVICES PRACTITIONER
					VOCATIONAL GUIDE
					CAREER ADVISOR
					CAREER COACH AND MENTOR
					CAREER DEVELOPMENT OFFICERS
	SKILLS DEVELOPMENT PRACTITIONER	2019-242302		WORKFORCE PLANNING ANALYST	
				TRAINING ANALYST	
				SKILLS DEVELOPMENT STRATEGIST	
				ENTERPRISE RESOURCE PLANNER	
	HUMAN RESOURCE ADVISOR	2019-242303		HUMAN RESOURCES PLANNER	
				HR COORDINATOR	
				HR ADMINISTRATOR	
				BUSINESS UNIT ADVISOR	
				REMUNERATION AND BENEFITS SPECIALIST	
				HR ANALYST	
HUMAN RESOURCES CONSULTANT					
PERSONNEL CONSULTANT					
HUMAN RESOURCES DEVELOPMENT COORDINATOR					
PERSONNEL OFFICER					
INDUSTRIAL RELATIONS ADVISOR	2019-242304		HR OFFICER		
			PROFESSIONAL DEVELOPMENT ADVISOR		
			EMPLOYMENT RELATIONS OFFICER		
			INDUSTRIAL RELATIONS OFFICER		
			CONFLICT RESOLUTION PRACTITIONER		
INDUSTRIAL RELATIONS CONSULTANT					
			EMPLOYMENT RELATIONS COORDINATOR		

OCS		OFO			
		OCCUPATIONS ANALYST	2019-242305		
		LABOUR MARKET ANALYST	2019-242306		
B1010400	HUMAN RESOURCE CLERKS (SUPERVISOR)	HUMAN RESOURCES CLERK	2019-441601	EMPLOYMENT OFFICE CLERK	
				OVERPAYMENTS OFFICER	
				RECRUITING / RECRUITMENT CLERK	
				HUMAN RESOURCES RECORDS CLERK	
				HUMAN RESOURCES SYSTEMS ADMINISTRATOR	
				HUMAN RESOURCES PLANNING CLERK	
				PERSONNEL RECORDS CLERK	
				ROSTER CLERK	
				INLAND REVENUE PAY AND PERSONNEL OFFICER	
B1010400	HUMAN RESOURCE CLERKS	HUMAN RESOURCES CLERK	2019-441601	EMPLOYMENT OFFICE CLERK	
				OVERPAYMENTS OFFICER	
				RECRUITING / RECRUITMENT CLERK	
				HUMAN RESOURCES RECORDS CLERK	
				HUMAN RESOURCES SYSTEMS ADMINISTRATOR	
				HUMAN RESOURCES PLANNING CLERK	
				PERSONNEL RECORDS CLERK	
				ROSTER CLERK	
				INLAND REVENUE PAY AND PERSONNEL OFFICER	

2.1.4 Functional Area 2: Administration

Table 5 presents the administration related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to HR concerned with administration.

Table 5: Administration Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCS CODE	OCS TITLE	OCS CODE	OCS TITLE
C5040200		INTERPRETER	2019-264301	SIGN LANGUAGE INTERPRETER	

OCS		OFO			
	LANGUAGE PRACTITIONERS' INTERPRETERS & OTHER COMMUN			COURT INTERPRETER	
				PHILOLOGIST	
		TRANSLATOR	2019-264302	SUBTITLER	
		LINGUIST	2019-264303	TRANSLATOR - REVISOR	
B2040000	OTHER ADMINISTRATIVE POLICY AND RELATED OFFICERS	MANAGEMENT CONSULTANT	2019-242101	MANAGEMENT CONSULTING SPECIALIST	
				TECHNOLOGY DEVELOPMENT COORDINATOR	
				OPERATIONS ANALYST	
				FINANCIAL SYSTEMS ADVISOR	
				RESOURCE DEVELOPMENT ANALYST	
				STRATEGIC DEVELOPER/FACILITATOR	
		ORGANISATION AND METHODS ANALYST	2019-242102	MANAGEMENT SYSTEMS CONSULTANT	TRANSFORMATION MANAGER
				ORGANISATIONAL PERFORMANCE IMPROVEMENT MANAGER	
				ORGANISATION AND METHODS OFFICIAL	
				CHANGE MANAGEMENT FACILITATOR	
		BUSINESS DEVELOPMENT OFFICER	2019-242103	ORGANISATIONAL PERFORMANCE MANAGER/PRACTITIONER	
				LOCAL FISHERIES DEVELOPMENT OFFICER	
		INTELLIGENCE OFFICER	2019-242201	VETTING SPECIALIST	
				INTELLIGENCE COORDINATOR MANAGER	
				INFORMATION STRATEGIST	
		POLICY ANALYST	2019-242202	PROGRAMME EVALUATOR	
				POLICY CONSULTANT/OFFICER/PLANNER	
				POLICY ADVISOR	
INTELLIGENCE ANALYST					
TRADE POLICY ADVISOR					
		SPECIAL PROJECTS ANALYST			

OCS		OFO			
				STRATEGY ANALYST	
				SYSTEMS ADVISORY OFFICER EVALUATIONS	
				RISK/PLANNING/REVIEW ANALYST	
				STRATEGIC ADVISOR	
				RESEARCH CONSULTANT	
				RESEARCH AND EVALUATION ANALYST	
				POSITION ANALYST	
		COMPANY SECRETARY	2019-242203	BOARD SECRETARY	
		COMPLIANCE OFFICER	2019-242207	FINANCIAL MARKETS COMPLIANCE OFFICER	
				COMPLIANCE OFFICER (FINANCIAL SECTOR)	
		ORGANISATIONAL RISK MANAGER	2019-242208	RISK COMPLIANCE MANAGER	
				ORGANISATIONAL DEVELOPMENT MANAGER/PRACTITIONER	
				ORGANISATIONAL RISK ADVISER	
				ORGANISATIONAL RISK COORDINATOR	
				ORGANISATIONAL ENTERPRISE WIDE RISK MANAGER	
				ORGANISATIONAL RISK OFFICER	
		ACCOUNTING OFFICER	2019-242209		
		BUSINESS ADMINISTRATOR	2019-242210		
		DIPLOMAT	2019-242212	FOREIGN RELATIONS PRACTITIONER	
		REGULATORY AFFAIRS OFFICER	2019-242213		REGULATORY PHARMACIST
		INTELLECTUAL PROPERTY SPECIAL ADVISOR	2019-242214		INTELLECTUAL PROPERTY TECHNICAL ADVISOR
		CAREER DEVELOPMENT PRACTITIONER	2019-242301	VOCATIONAL GUIDE	
		SKILLS DEVELOPMENT PRACTITIONER	2019-242302		
		HUMAN RESOURCE ADVISOR	2019-242303		
		INDUSTRIAL RELATIONS ADVISOR	2019-242304		
		OCCUPATIONAL ANALYST	2019-242305		
		LABOUR MARKET ANALYST	2019-242306		

OCS		OFO		
		RECREATION OFFICER	2019-242307	
		TRAINING AND DEVELOPMENT PROFESSIONAL	2019-242401	TRAINING AND DEVELOPMENT PRACTITIONER
				TRAINING ADVISOR
				TRAINING OFFICER
				LEARNERSHIP MANAGER
				TRAINING CONSULTANT
				TRAINING COORDINATOR
		COMMUNICATION COORDINATOR	2019-243201	TRAINING MATERIAL DEVELOPER
				WATER LIAISON PRACTITIONER
				INTERNAL/EMPLOYEE COMMUNICATION COORDINATOR
				PUBLICITY ADVISOR/OFFICER/COORDINATOR
				PUBLIC RELATIONS (PR) COORDINATOR/PRACTITIONER
				PARLIAMENTARY WRITER
				CUSTOMER RELATIONS OFFICER
				CORPORATE AFFAIRS OFFICER/COORDINATOR
				COORDINATOR EXTERNAL/INTERNAL COMMUNICATION
				PROMOTIONS OFFICER/COORDINATOR
				PRESS OFFICER/SECRETARY
				COMPANY PROMOTER
				PUBLIC AFFAIRS ADVISOR/OFFICER
				MEDIA LIAISON OFFICER
		SPEECHWRITER AND ADVISOR		
		PROMOTIONS OFFICER/COORDINATOR		
		EVENT PRODUCER	2019-243204	CONCERT PROMOTER/ORGANISER
				MEETING PLANNER
				EVENT COORDINATOR
				GOVERNMENT, PROTOCOL OR CIVIC EVENT ORGANISER
				EVENT DIRECTOR
				PROCEDURAL OFFICER
				PROCEDURAL ADVISOR

OCS		OFO				
				EVENT MANAGER SPECIALIST		
				FESTIVAL COORDINATOR		
				CONFERENCE AND EVENT ORGANISER/COORDINATOR		
				SOCIAL/LIFE CYCLE ORGANISER		
				WEDDING COORDINATOR		
				PROFESSIONAL CONFERENCE ORGANISER		
				SPORTS EVENT ORGANISER		
		ADMINISTRATIVE LAWYER	2019-261102		ENFORCEMENT ADVISOR	
					LEGAL RESEARCHER	
					ENFORCEMENT ANALYST	
					LAW RESEARCHER	
		LIBRARIAN	2019-262201		CORPORATE LIBRARIAN	
					LIBRARY MANAGER/ADVISOR	
					AUDIO-VISUAL LIBRARIAN	
					COLLECTION DEVELOPMENT MANAGER	
					LEGAL LIBRARIAN	
					ORAL HISTORY MANAGER	
					REFERENCE LIBRARIAN/ADVISOR	
					INFORMATION SCIENTIST/OFFICER	
					BIBLIOGRAPHIC SERVICES MANAGER	
					CHILDRENS LIBRARIAN	
					MULTICULTURAL SERVICES LIBRARIAN	
					SPECIAL LIBRARIAN	
					ACQUISITIONS LIBRARIAN/ADVISOR	
					PARLIAMENTARY LIBRARIAN	
					CATALOGUER	
					BIBLIOGRAPHER	
COORDINATOR HERITAGE GENERAL COLLECTIONS MANAGEMENT						
SPECIAL NEEDS LIBRARIAN						
POLITICAL SCIENTIST	2019-263304		POLITICAL SCIENCE RESEARCHER			
			POLITICAL ANALYST			
OFFICE SUPERVISOR	2019-334101		DATA ENTRY SUPERVISOR			
			PERSONNEL CLERKS SUPERVISOR			

OCS		OFO			
		OFFICE ADMINISTRATOR	2019-334102	CLERICAL SUPERVISOR	
				FILING CLERKS SUPERVISOR	
				OFFICE COORDINATOR	
				PARLIAMENTARY SUPPORT SERVICES ADMINISTRATOR	
				SUPPLY CHAIN ADMINISTRATOR	
SUPPLY CHAIN PRACTITIONER	2019-333905				
BUSINESS SUPPORT COORDINATOR	2019-333910				
B1010100	SECRETARIES & OTHER KEYBOARD OPERATING CLERKS	GENERAL CLERK	2019-411101	OFFICE/FIELD ASSISTANT	LOGISTICS CLERK
				ADVISORY OFFICER CLERICAL	
				SURVEY INFORMATION OFFICER	
				BUYING CLERK	
				VISA/FINGERPRINT OFFICER	
				ADMINISTRATION OFFICER/CLERK	
				COUNTER/LICENSING/VETERINARY/WARRANTS CLERK	
				CLIENT SERVICES ADMINISTRATOR	
				ADMINISTRATIVE ASSISTANT	
				CLERICAL ASSISTANT/OFFICER	
				GIRL FRIDAY	
				SOCIAL SECURITY ADMINISTRATOR	
				LAB ADMINISTRATOR	
		ACCIDENT/COMMITTEE/FINGERPRINT CLERK			
		COMMUNITY SERVICES CLERK			
		BACK OFFICE PROCESS CONSULTANT	2019-411102		
		SECRETARY (GENERAL)	2019-412101	APPOINTMENTS OFFICER	
				ADVISORY OFFICER CABINET OFFICE	
				AIDE DE CAMP	
		WORD PROCESSING OPERATOR	2019-413101	VERBATIM REPORTER	
				COMPUTER ASSISTED TRANSCRIPT OPERATOR	
				TYPIST	
WORD PROCESSING CLERK					
MACHINE SHORTHAND REPORTER	2019-413102	HANSARD REPORTER			
		STENOCAPTIONER			
		BRILLE TRANSCRIBER			

OCS		OFO		
	DATA ENTRY OPERATOR	2019-413201	COURT REPORTER/TAKER	
			PUNCHED CARD MACHINE OPERATOR	
			ELECTRONIC DATA PROCESSOR (EDP)	
			VISUAL DISPLAY UNIT OPERATOR	
			DATA COMPILER/ENTERER/OFFICER/OPERATOR	
			FLEXOWRITER PRINTER	
			COMPUTER CLERK	
			DATA PROCESSING OPERATOR	
			DATA CONTROL/INPUT CLERK	
			DATA CAPTURER	
			INTERNAL AFFAIRS COMPUTING OFFICER	
			DATA SPECIFIER/PROGRAMMER/CATI SPECIALIST	
			DEBT COLLECTOR	2019-421401
	COLLECTION OFFICER			
	LEGAL REVOCRIES OFFICER			
	REPOSSESSION AGENT			
	PAYMENT COLLECTOR			
	RATE RENT COLLECTOR			
	REPOSSESSOR			
	DISTRICT COLLECTIONS MANAGER			
	COLLECTION AGENT			
	DEBT MANAGEMENT OFFICER			
	INBOUND CONTACT CENTRE CONSULTANT	2019-422201	INBOUND CALL CENTRE CUSTOMER SERVICE REPRESENTATIVE	
			INBOUND CONTACT CENTRE TEAM LEADER	
	OUTBOUND CONTACT CENTRE CONSULTANT	2019-422202	CALL OR CONTACT CENTRE SALES AGENT/CONSULTANT	
			OUTBOUND CONTACT CENTRE TEAM LEADER	

OCS		OFO			
				COLLECTIONS CONSULTANT (CONTACT CENTRE)	
				CALL CENTRE CUSTOMER SERVICE REPRESENTATIVE (OUTBOUND)	
		CONTACT CENTRE REAL-TIME ADVISOR	2019-422203	BRIDGE CONTROLLER	
				RESOURCE CONTROLLER	
				REAL-TIME MONITOR	
				REAL-TIME ADMINISTRATOR	
				REAL-TIME ANALYST	
				REAL-TIME TRACKER	
		CONTACT CENTRE RESOURCE PLANNER	2019-422204	CONTACT CENTRE WORKFORCE SCHEDULER	
				CONTACT CENTRE WORKFORCE PLANNER	
				CONTACT CENTRE SHIFT SCHEDULER	
				CONTACT CENTRE WORKFORCE MANAGEMENT PLANNER	
		CONTACT CENTRE FORECAST ANALYST	2019-422205	CONTACT CENTRE FORECASTER	
		CALL OR CONTACT CENTRE AGENT	2019-422206		
		SWITCHBOARD OPERATOR	2019-422301	PABX OPERATOR	
				SHIFT TELEPHONIST	
				PHONE CENTRE OPERATOR	
				TELEPHONE OPERATOR/ATTENDANT	
				TELECOM OPERATOR	
		ENQUIRY CLERK	2019-422501	DEALER SUPPORT CONSULTANT	
CUSTOMER CENTRE SUPPORT OFFICER					
PUBLIC COUNTER ASSISTANT/CLERK/RECEPTIONIST					
CLIENT SUPPORT OFFICER					
ENQUIRY OFFICER					
INFORMATION EXPRESS OFFICER					
INFO CENTRE ADMINISTRATOR					
PUBLIC FOYER ATTENDANT					
INFORMATION CLERK/OFFICER/ADVISOR/ASSISTANT					

OCS		OFO					
				HELPLINE ADVISOR			
				CLIENT LIAISON OFFICER			
				CORPORATE/FRONT OFFICE RECEPTIONIST			
				COMPLAINTS CLERK			
				CONSUMER SAFETY ADVISOR			
				COMMUNICATIONS ASSISTANT			
				CUSTOMER SERVICES CLERK/OFFICER/RECEPTION OFFICER			
		RECEPTIONIST (GENERAL)	2019-422601			TENANCY OFFICER	
						FRONT DESK SUPPORT OFFICER	
						FRONT DESK COORDINATOR	
		SURVEY INTERVIEWER	2019-422701			ENUMERATOR	
						RESEARCH/POLL/SURVEY INTERVIEWER	
						MARKET RESEARCH INTERVIEWER	
						FIELD ASSISTANT/COORDINATOR	
						INTERVIEWER	
						MARKET RESEARCH REPORTER	
						CLERICAL FIELD OFFICER	
						FIELD WORKER	
						TELEPHONE RESEARCHER/SURVEYOR	
		ADMISSIONS CLERK	2019-422901			HOSPITAL WARD CLERK	
						HOSPITAL ADMITTING CLERK	
		ACCOUNTS CLERK	2019-431101			ACCOUNTS PAYABLE OR RECEIVABLE CLERK	CREDITORS CONTROLLER
						LEDGER CLERK	CONTROLLERS DEBTORS
						DEBTORS CLERK	
						ACCOUNT COORDINATOR/CONTROLLER	
						CREDITORS CLERK	
						ASSETS CLERK/COORDINATOR	
						SETTLEMENT CLERK/OFFICER	
						ACCOUNTING CLERK	
						AUDIT CLERK	
						BILLING ADMINISTRATOR/REPRESENTATIVE/OFFICER	

OCS		OFO			
		COST CLERK	2019-431102	COSTING ESTIMATOR	
				COSTING CLERK	
				PRICING CLERK/ANALYST/ESTIMATOR	
		TAXATION CLERK	2019-431103		
		SECURITIES SERVICES ADMINISTRATIVE OFFICER	2019-431202		
		STATISTICAL CLERK	2019-431203	STATISTICAL COORDIANTOR/OFFICER	
				CENSUS PROCESSING MANAGER	
				DATA MATCH OFFICER	
				CENSUS CLERK	
				ACTUARIAL CLERK	
				SURVEY STATISTICIAN	
				STATISTICAL FIELD WORKER	
				CENSUS MAPPING MONITOR	
				CLERK FIELD COLLECTIONS	
		PAYROLL CLERK	2019-431301	SALARIES ADMINISTRATOR	
				PAYROLL COORDINATOR	
				PAYROLL ASSISTANT	
				PAY CLERK	
				SALARIES CLERK	
				SALARIES OFFICER	
				WAGE CLERK	
				PAYROLL CONSULTANT	
		FILING OR REGISTRY CLERK	2019-441501	DOCUMENTATION CLERK/OFFICER	
				DIRECTORY COMPILER	
				RECORDS CLERK/COORDINATOR	
				INFORMATION CENTRE SUPPORT OFFICER	
				LISTING CLERK	
FILE MANAGEMENT OFFICER					
INFORMATION SERVICES ASSISTANT					
DOCUMENT CONTROL OFFICER					
REGISTRY OFFICE KEEPER					
INFORMATION AND RECORDS MANAGER/COORDINATOR					

OCS		OFO			
		PROGRAMME OR PROJECT ADMINISTRATOR	2019-441903	INDEX CLERK	
				CLERICAL RETRIEVAL ASSISTANT	
				RECORDS CENTRE ADVISOR	
				COURSE COORDINATOR	
				ADMINISTRATION OFFICER	
				PROJECT PROGRAMME SPECIALIST	
				PROGRAMME/PROJECT COORDINATOR	
				ASSISTANT SECRETARY OF THE CABINET	
				SUPPORT OFFICER	
				STRATEGIC SUPPORT OFFICER	
				ADMINISTRATOR	
				PROJECT PLANNER	
				PROJECT ADVISOR/LEADER	
				SENIOR OFFICER	
				PROJECT COORDINATOR	
CONSENTS OFFICER/CLERK					
PROJECT CONTROLLER					
PROJECT CORRECTIONS OPERATIONS ADVISOR/COORDINATOR					
ACCOUNTS CLERK (PUBLIC RELATIONS/COMMUNICATION)	2019-441905	COMMUNICATION CLERK/ASSISTANT			
B1010100	PERSONAL ASSISTANT	PERSONAL ASSISTANT	2019-334302	ADMINISTRATIVE SECRETARY	
				EXECUTIVE ASSISTANT	
				PRIVATE SECRETARY	
				CORRESPONDENCE ASSISTANT	
B1010500	MATERIAL-RECORDING AND TRANSPORT CLERKS	STOCK CLERK/OFFICER	2019-432101	STORES CLERK/OFFICER	
				STORES COORDINATOR	
				STORES MAINTENANCE CLERK	
				PACKAGING MATERIAL STORES CLERK-PERISHABLE PRODUCE	
				SUPPLYCLERK/ASSISTANT/OFFICER/SCHEDULER	
				STORES WORKS PROPERTY OFFICER	
				LOST AND FOUND PROPERTY CLERK	
EXHIBITS CLERK/OFFICER					

OCS		OFO			
				INVENTORY CLERK/CONTROLLER/ADMINISTRATOR	
				STORES CONTROLLER	
				PURCHASING AND INVENTORY OFFICER	
				STOCK CONTROL CLERK	
				STOREKEEPING OFFICER	
		DISPATCHING AND RECEIVING CLERK/OFFICER	2019-432102	GOODS RECEIVING CLERK	
				RECEIVING CLERK	
				CARTON AND LABEL CONTROLLER	
				INWARDS GOODS CLERK	
				DISTRIBUTION OFFICER	
				DISPATCH CLERK/OFFICER/OPERATOR/ASSISTANT/WORKER	
				WORKSHOP CLERK	
		ORDER CLERK/OFFICER	2019-432103	MAIL ORDER CLERK	
				CUSTOMER ORDERS CLERK	
		WAREHOUSE ADMINISTRATOR/CLERK	2019-432104		
		LAMPMAN	2019-432105	LAMPROOM GASPERSON	LAMP ATTENDANT
				LAMPROOM SUPERVISOR	
		PRODUCTION COORDINATOR	2019-432201	PRODUCTION RECORDER/SCHEDULER	
				PRODUCTION LEADER	
				PRODUCTION PLANNER/OFFICER	
SCHEDULE CLERK					
PRINTING COORDINATOR					
FRESH PRODUCE DISPATCH CONTROLLER					
MANUFACTURING DISTRIBUTOR					
MATERIAL AND PRODUCTION PLANNING CLERK					
PLANNING AND LIASION OFFICER					
PRODUCTION CLERK					
SEED HARVESTING LEADER					

OCS		OFO			
				LOGISTICS CLERK/ASSISTANT/CONTROLLER/COORDINATOR/PLANNER/OFFICER	
				SHIFT CONTROLLER	
				DISTRIBUTION CONTROLLER	
				PRODUCTION FOREMAN	
				QUATA CONTROLLER	
				PARTS WAREHOUSE CLERK	
				DELIVERY CLERK	
				PRODUCTION PLANNING OFFICER	
				FRESH PRODUCE RECEIVING COORDINATOR	
				TRANSPORT COORDINATOR/DISPATCHER	
TRANSPORT CLERK			2019-432301	FLEET MAINTAINER/SUPPLY OFFICER	
				FLEET CONTRACTS MANAGER/CONTROLLER/COORDINATOR	
				CLERICAL DISPATCHER (TRANSPORT SERVICE)	
				CLERICAL CONTROLLER (TRANSPORT SERVICE)	
				OFFICE/FIELD ASSISTANT	LOGISTICS CLERK
ADVISORY OFFICER CLERICAL					
SURVEY INFORMATION OFFICER					
BUYING CLERK					
VISA/FINGERPRINT OFFICER					
ADMINISTRATION OFFICER/CLERK					
COUNTER/LICENSING/VETERINARY/WARRANTS CLERK					
CLIENT SERVICES ADMINISTRATOR					
ADMINISTRATIVE ASSISTANT					
CLERICAL ASSISTANT/OFFICER					
GIRL FRIDAY					
SOCIAL SECURITY ADMINISTRATOR					
LAB ADMINISTRATOR					
ACCIDENT/COMMITTEE/					
B1010600	OTHER ADMINISTRATIVE & RELATED CLERKS AND ORGANISERS	GENERAL CLERK	2019-411101		

OCS		OFO			
				FINGERPRINT CLERK	
				COMMUNITY SERVICES CLERK	
		BACK OFFICE PROCESS CONSULTANT	2019-411102		
		CODING CLERK	2019-441301	CODING DATA CLERK	
				MEDICAL RECORD CLERK	
		PROOFREADER	2019-441302	COPYRIGHT EDITOR	
				PERMISSIONS CLERK	
		OFFICE MACHINE OPERATOR	2019-441502	OFFICE MACHINIST	
				COPYING SERVICES OFFICER	
				ADDRESSING MACHINE OPERATOR	
				PHOTOCOPIER OPERATOR/PHOTOCOPYIST/RECORD OFFICER	
				PHOTOGRAPHIC MACHINE OPERATOR	
				TELEX OPERATOR	
				XEROX OPERATOR	
SHREDDER OPERATOR/DOCUMENT SHREDDER					
OFFICE ASSISTANT PHOTOCOPYING					
DUPLICATING MACHINIST					
B1020200	CLIENT INFORMATION CLERKS (SWITCHBOARD, RECEPTIONIST, INFORMATION CLERKS)	SWITCHBOARD OPERATOR	2019-422301	PABX OPERATOR	
				SHIFT TELEPHONIST	
				PHONE CENTRE OPERATOR	
				TELEPHONE OPERATOR/ATTENDANT	
				TELECOM OPERATOR	
		ENQUIRY CLERK	2019-422501	DEALER SUPPORT CONSULTANT	
				CUSTOMER CENTRE SUPPORT OFFICER	
				PUBLIC COUNTER ASSISTANT/CLERK/RECEPTIONIST	
				CLIENT SUPPORT OFFICER	
				ENQUIRY OFFICER	
				INFORMATION EXPRESS OFFICER	
				INFO CENTRE ADMINISTRATOR	
				PUBLIC FOYER ATTENDANT	

OCS		OFO				
				INFORMATION CLERK/OFFICER/ADVISOR/ ASSISTANT		
				HELPLINE ADVISOR		
				CLIENT LIAISON OFFICER		
				CORPORATE/FRONT OFFICE RECEPTIONIST		
				COMPLAINTS CLERK		
				CONSUMER SAFETY ADVISOR		
				COMMUNICATIONS ASSISTANT		
				CUSTOMER SERVICES CLERK/OFFICER/RECEPTION OFFICER		
				TENANCY OFFICER		
		RECEPTIONIST (GENERAL)	2019-422601		FRONT DESK SUPPORT OFFICER	
					FRONT DESK COORDINATOR	
		SURVEY INTERVIEWER	2019-422701		ENUMERATOR	
					RESEARCH/POLL/SURVEY INTERVIEWER	
					MARKET RESEARCH INTERVIEWER	
					FIELD ASSISTANT/COORDINATOR	
					INTERVIEWER	
					MARKET RESEARCH REPORTER	
					CLERICAL FIELD OFFICER	
					FIELD WORKER	
		TELEPHONE RESEARCHER/SURVEYOR				
		INBOUND CONTACT CENTRE CONSULTANT	2019-422201		INBOUND CALL CENTRE CUSTOMER SERVICE REPRESENTATIVE	
					INBOUND CONTACT CENTRE TEAM LEADER	
OUTBOUND CONTACT CENTRE CONSULTANT	2019-422202		CALL OR CONTACT CENTRE SALES AGENT/CONSULTANT			
			OUTBOUND CONTACT CENTRE TEAM LEADER			
			COLLECTIONS CONSULTANT (CONTACT CENTRE)			
			CALL CENTRE CUSTOMER SERVICE REPRESENTATIVE (OUTBOUND)			
			2019-422203	BRIDGE CONTROLLER		

OCS		OFO			
		CONTACT CENTRE REAL-TIME ADVISOR		RESOURCE CONTROLLER	
				REAL-TIME MONITOR	
				REAL-TIME ADMINISTRATOR	
				REAL-TIME ANALYST	
				REAL-TIME TRACKER	
		CONTACT CENTRE RESOURCE PLANNER	2019-422204	CONTACT CENTRE WORKFORCE SCHEDULER	
				CONTACT CENTRE WORKFORCE PLANNER	
				CONTACT CENTRE SHIFT SCHEDULER	
				CONTACT CENTRE WORKFORCE MANAGEMENT PLANNER	
		CONTACT CENTRE FORECAST ANALYST	2019-422205	CONTACT CENTRE FORECASTER	
		CALL OR CONTACT CENTRE AGENT	2019-422206		
B1010300	LIBRARY MAIL AND RELATED CLERKS	LIBRARY ASSISTANT	2019-441101	MANUSCRIPTS ASSISTANT	
				RECORDS COORDINATOR/OFFICER	
				REPOSITORY ASSISTANT	
				LIBRARY ATTENDANT	
				INDEXING ASSISTANT	
				INTERLOANS ASSISTANT	
				LIBRARY CLERK/OFFICER	
				EXECUTIVE OFFICER LIBRARY	
				DOCUMENT SERVICES COORINDATOR	
				DOCUMENTATION OFFICER	
				INDEXER	
				CATALOGUING CLERK/OFFICER	
				HERITAGE COLLECTION ASSISTANT	
				CIRCULATION ASSISTANT	
				REFERENCE ASSISTANT/OFFICER	
				ARCHIVE ASSISTANT	
		KNOWLEDGE ONLINE COORDINATOR			
LIBRARY SHELVING/RETRIEVAL ASSISTANT					
COURIER			2019-441201	MOTORBIKE COURIER	
				RURAL MAIL CONTRACTOR	
				PARCEL CONTRACTOR	

OCS		OFO		
	POSTAL DELIVERY OFFICER	2019-441202	BICYCLE COURIER	
			POST CARRIER	
			MAIL DELIVERY CONTRACTOR	
			MAIL DELIVERER	
			POSTMAN/POSTWOMAN	
	MAIL CLERK	2019-441203	MAIL CENTRE COORDINATOR	
			MAILROOM ASSISTANT/CLERK	
			POSTAL SORTING OFFICER	
			POST OFFICE MAIL SORTER	
			MAIL PROCESSING OFFICER	
			PARCEL POST OFFICER	
			MAIL SORTING CLERK	
			MAIL ASSISTANT	
			MAIL CONTROLLER	
			MAIL DISPATCH CLERK	
MAIL OFFICER				
MAIL HANDLER				

2.1.5 Functional Area 3: Information Technology

Table 6 presents the information technology (IT) related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to HR concerned with IT.

Table 6: Information Technology Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
J2010000	COMPUTER PROGRAMMERS	APPLICATIONS PROGRAMMER	2019-251401	SOFTWARE AND APPLICATIONS DEVELOPER	
				APPLICATIONS INTEGRATOR	
				COMPUTER ANALYST	
				ICT SYSTEMS CONTRACTOR	
				ICT SYSTEMS COORDINATOR	
				CAPACITY PLANNER COMPUTING	
				LAN/WAN CONSULTANT/SPECIALIST	
				ICT SYSTEMS ARCHITECT	
				SYSTEMS PROGRAMMER	
				INTERNET CONSULTANT/SPECIALIST	

OCS		OFO			
				ICT SYSTEMS CONSULTANT	
				ICT BUSINESS SYSTEMS ANALYST	
				ICT SYSTEMS SPECIALIST	
				ICT SYSTEMS ADVISOR	
				ICT SYSTEMS DESIGNER	
				ICT SYSTEMS STRATEGIST	
		DATA SCIENTIST	2019-251102		
		SOFTWARE DEVELOPER	2019-251201		SOFTWARE ARCHITECT
					INFORMATION ARCHITECT SOFTWARE
					SOFTWARE DESIGNER
					SOFTWARE ENGINEER
		PROGRAMMER ANALYSTS	2019-251202		ICT RISK SPECIALIST
					SOFTWARE CONFIGURATION/LICENSING SPECIALIST
					DESIGNER (HARDWARE-DIGITAL/SOFTWARE)
ARCHITECT (APPLICATIONS/CALL CENTRE/COMPUTING/DESKTOP/E-COMMERCE)					
EDUCATION SYSTEMS COORDINATOR					
COMPUTING (DEVELOPMENT/FIELD) ENGINEER					
CROSS ENTERPRISE INTEGRATOR ENGINEER (APPLICATIONS/CONTENT/IT/SOFTWARE/SYSTEMS/WAN)					
ARCHITECT (ENTERPRISE/INTERNET/IT/NETWORK/SOFTWARE/UNIX/WEB)					
DATABASE DESIGNER					
DEVELOPER PROGRAMMER	2019-251203		ICT DEVELOPER		
			ICT PROGRAMMER		
			APPLICATIONS DEVELOPER		
MULTIMEDIA SPECIALIST	2019-251301		DIGITAL MEDIA SPECIALIST		
			MULTIMEDIA DEVELOPER		
			GRAPHICAL PROGRAMMER		
			COMPUTER GAMES PROGRAMMER		
			MULTIMEDIA PROGRAMMER		
			ANIMATION PROGRAMMER		

OCS		OFO			
		WEB DEVELOPER	2019-251302	HTML CODER/DEVELOPER	
				WEBSITE DEVELOPER	
				WEB PROGRAMMER	
				WEB EDITOR/DESIGNER	
				WEBSITE ARCHITECT	
				INTERNET DEVELOPER	
				WEB PUBLISHING ADVISOR	
J3010000	OTHER INFORMATION TECHNOLOGY PERSONNEL	COMPUTERS QUALITY ASSURANCE ANALYST	2019-251901	SOFTWARE TESTER	

While the majority of the IT-related transversal occupations are technical positions and require specialised qualifications, the functions and tasks of government employees employed in IT roles include administration related tasks, thus they would require training from PSETA on administration and other key transversal skills.

2.1.6 Functional Area 4: Finance

Table 7 presents the finance-related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to HR related to finance.

Table 7: Finance Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6020100	FINANCIAL AND RELATED PROFESSIONALS	GENERAL ACCOUNTANT	2019-241101	DEBTORS MANAGER	PERFORMANCE AUDIT MANAGER
				BANK ACCOUNTANT	
		MANAGEMENT ACCOUNTANT	2019-241102	COST ACCOUNTANT	
				PROJECT ACCOUNTANT	
				BUDGET ACCOUNTANT	
		TAX PROFESSIONAL	2019-241103	TAX AUDITOR	
				TAX ANALYST	
				TAX CONSULTANT	
		EXTERNAL AUDITOR	2019-241104	AUDITOR	
				PUBLIC ACCOUNTANT	
		PROJECT AUDITOR			
				AUDIT AND ASSURANCE MANAGER	
				FORENSIC AUDITOR/INVESTIGATOR	
		ACCOUNTANT IN PRACTICE	2019-241106		

OCS		OFO			
		FINANCIAL ACCOUNTANT	2019-241107	COMPANY ACCOUNTANT CORPORATE ACCOUNTANT BUSINESS GROUP ACCOUNTANT	
		FORENSIC ACCOUNTANT	2019-241108	INVESTIGATING ACCOUNTANT	
		INVESTMENT MANAGER	2019-241202	FUND MANAGER	
				PORTFOLIO MANAGER	
				HEDGE FUND MANAGER DISCRETIONARY MANAGER	
		INVESTMENT ADVISOR	2019-241203	FINANCIAL MARKETS INVESTMENT ADVISOR	
				FUND ADVISOR	
				SECURITIES SALES TRADER PORTFOLIO ADVISOR	
		PROFESSIONAL PRINCIPAL EXECUTIVE OFFICER	2019-241205		
		FINANCIAL INVESTMENT ADVISOR	2019-241301	INSURANCE MANAGER	
FINANCIAL PLANNER					
FINANCIAL CONSULTANT					
FINANCIAL AGENT					
FINANCIAL BUSINESS ANALYST					
FINANCIAL ADVISOR					
FINANCIAL ANALYST					
ACCOUNT MANAGEMENT ADVISOR FINANCIAL PLANNING ADVISOR/MANAGER					
B1010200 FINANCIAL CLERKS AND CREDIT CONTROLLERS	CREDIT OR LOANS OFFICER	2019-331201	CREDIT ANALYST/CONTROL OFFICER		
			LENDING CONSULTANT		
			FINANCE CLERK/OFFICER		
			FINANCE SYSTEMS ASSISTANT		
			FINANCE AND INSURANCE CONSULTANT		
			CREDIT CLERK		
			TREASURY OFFICER		
			LOANS CONSULTANT		
			BROKERAGE CLERK		
			MORTGAGE CLERK/OFFICER		
			BUDGETING AND REPORTING OFFICER		
			CREDIT CONTROLLER		
			LOANS OFFICER		
			INSOLVENCY OFFICER/ADMINISTRATOR		
B1020100 CASHIERS TELLERS AND RELATED CLERKS	CHECKOUT OPERATOR	2019-523101	SERVICE STATION CONSOLE OPERATOR		
			CASH REGISTER OPERATOR		

OCS		OFO		
				GROCERY CHECKOUT OPERATOR
				DRIVEWAY CASHIER
				CASH RECEIPTING CLERK
	OFFICE CASHIER	2019-523102		CASHIER
				TOLL ROAD CASHIER
				SERVICE STATION CASHIER
				CASH ACCOUNTING CLERK
	TICKET SELLER	2019-523103		BOOKING CLERK
				AIRLINE CLERK
				RESERVATIONS CLERK

2.1.7 Functional Area 5: Elementary

Table 8 presents the elementary related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to elementary occupations. Elementary occupations are typically responsible for simple, routine tasks that may require the use of handheld tools and in some instances require physical effort, as well as the delivery of goods and/or messages.

Table 8: Elementary Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6030200	RISK MANAGEMENT AND SECURITY SERVICES	SECURITY SERVICES MANAGER	2019-143904	SURVEILLANCE INVESTIGATIONS MANAGER	
				SURVEILLANCE MANAGER	
				ENTRANCE MANAGER	
				SECURITY RISK ASSESSMENT MANAGER	
A1010000	HOUSEHOLD AND LAUNDRY WORKERS	LAUNDRY WORKER (GENERAL)	2019-812101	STARCHER	
				LINEN SORTER/MAID	
		IRONER OR PRESSER	2019-812103	GARMENT CLEANER	
				LAUNDRY MAID	
A1020000	CLEANERS IN OFFICES, WORKSHOPS, HOSPITALS, ETC.	DOMESTIC CLEANER	2019-811101	STEAM CLEANER	
				CARPET CLEANER	
		COMMERCIAL CLEANER	2019-811201	HOME/HOUSE CLEANER	
				CHAR (DOMESTIC)	
		SCHOOL CLEANER			
				WORKSHOP CLEANER	
				FACTORY CLEANER/SWEEPER	

OCS		OFO		
				WATER BLASTER
				HIGH-PRESSURE WATER JETTING OPERATORS
				OFFICE CLEANER
				MOTEL/HOTEL CLEANER
				BUILDING EXTERIOR/INTERIOR CLEANER
				CLEANER (NON-DOMESTIC)
	HEALTHCARE CLEANER	2019-811202		LOW-RISK AREA CLEANER
				WARD CLEANER
				HIGH-RISK AREA CLEANER
				MEDIUM RISK AREA CLEANER
	TEA ATTENDANT	2019-811203		TEA LADY
				TEA PERSON
				TEA SERVICES
	CARETAKER/CLEANER	2019-811204		
	LAUNDRY WORKER (GENERAL)	2019-812101		STARCHER
				LINEN SORTER/MAID
				GARMENT CLEANER
				LAUNDRY MAID
	IRONER OR PRESSER	2019-812103		
	CARPET CLEANER	2019-812104		STEAM CLEANER
				CARPET CLEANING CONTRACTOR
	VEHICLE DETAILER (VALET SERVICER)	2019-812201		AIRCRAFT CABIN/INTERIOR CLEANER
				BUS/COACH CLEANER
				CAR WASHER
				CAR DETAILER
				UTILITY VEHICLE APPEARANCE RECONDITIONER
				AIRCRAFT CLEANER
				CAR VALET
				CAR WASH ATTENDANT
				CAR POLISHER
				LOCOMOTIVE AND TRAIN CLEANER
				WASH BAY ATTENDANT
				CAR CLEANER
	WINDOW CLEANER	2019-812301		WINDOW WASHER
				WINDOW CLEANING CONTRACTOR
	SEPTIC TANK CLEANER	2019-812901		SANITATION WORKER
	SWIMMING POOL CLEANER	2019-812902		

OCS		OFO			
		WASHROOM ATTENDANT	2019-812903	RESTROOM ATTENDANT	
		STERILISATION TECHNICIAN	2019-812904		
A1030000	BUILDING AND OTHER PROPERTY CARETAKERS	CARETAKER	2019-515301	LANDLORD/LANGLADY DORMITORY WARDEN PROPERTY OFFICER SEXTON JANITOR BUILDING SUPERINTENDENT HUT WARDEN CONSERVATION VERGER MAINTENANCE OFFICER CUSTODIAN CAMP WARDEN CONCIERGE (BUILDING)	
A1040000	FOOD SERVICES AIDS AND WAITERS	WAITER	2019-513101	DINING ROOM ATTENDANT WINE STEWARD DRINK WAITER WINE ATTENDANT RESTAURANT HOSTESS NIGHT CLUB HOSTESS FORMAL SERVICE WAITER MAITRE D SILVER SERVICE WAITER SOMMELIER FOOD AND BEVERAGE ATTENDANT LOUNGE ASSISTANT	
		CAFÉ WORKER	2019-513102	CAFÉ ATTENDANT FOOD COUNTER ASSISTANT CAFETERIA ASSISTANT/WORKER CANTEEN ATTENDANT/WORKER FAST FOOD SERVER CAFÉ COUNTER STAFF FAST FOOD ATTENDANT SNACK BAR ATTENDANT CATERING ASSISTANT COFFEE BAR/LOUNGE/SHOP ASSISTANT CAFÉ ASSISTANT	

OCS		OFO					
		BAR ATTENDANT	2019-513201	CATERING COUNTER ASSISTANT			
				LUNCH BAR ASSISTANT			
				BARTENDER			
				BARPERSON WAITER			
				BAR OPERATOR			
				BAR STEWARD			
				CLUB STEWARD			
				BAR HOSTESS/AID			
				BARISTA		2019-513202	COFFEE MAKER
				A1050000		SECURITY GUARDS	
ALARM, SECURITY OR SURVEILLANCE MONITOR	2019-541402						
RETAIL LOSS PREVENTION OFFICER	2019-541403						
CLOSE PROTECTOR	2019-541404						
A2010000	MESSENGERS, PORTERS AND DELIVERERS						

When assessing the 2019 OFO, it is evident that the Messengers, Package Deliverers and Luggage Porters (2019-8621) are only reported on a unit group level. It is recommended that occupations and specialisations (where necessary) are provided to ensure accurate reporting on Messengers, Package Deliverers and Luggage Porters.

2.1.8 Functional Area 6: Service

Table 9 presents the service-related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to service occupations. Service occupations are similar to elementary occupations in some instances. However, service occupations are required to perform routine, structured tasks and may require the use/operation of machinery and equipment.

Table 9: Service Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6030200	RISK MANAGEMENT AND SECURITY SERVICES	SECURITY SERVICES MANAGER	2019-143904	SURVEILLANCE INVESTIGATIONS MANAGER	
				SURVEILLANCE MANAGER	
				ENTRANCE MANAGER	
				SECURITY RISK ASSESSMENT MANAGER	
E1010000		DOMESTIC HOUSEKEEPER	2019-515201	DOMESTIC SERVANT	

OCS		OFO			
	HOUSEKEEPERS LAUNDRY AND RELATED WORKERS			HOUSEKEEPER (PRIVATE/RESIDENTIAL SERVICE)	
				HOUSE STEWARD PRIVATE	
		BUTLER	2019-515202		
E1020000	FOOD SERVICES WORKERS	WAITER	2019-513101	DINING ROOM ATTENDANT	
				WINE STEWARD	
				DRINK WAITER	
				WINE ATTENDANT	
				RESTAURANT HOSTESS	
				NIGHT CLUB HOSTESS	
				FORMAL SERVICE WAITER	
				MAITRE D	
				SILVER SERVICE WAITER	
				SOMMELIER	
				FOOD AND BEVERAGE ATTENDANT	
				LOUNGE ASSISTANT	
	CAFÉ WORKER	2019-513102	CAFÉ ATTENDANT		
			FOOD COUNTER ASSISTANT		
			CAFETERIA ASSISTANT/WORKER		
			CANTEEN ATTENDANT/WORKER		
			FAST FOOD SERVER		
			CAFÉ COUNTER STAFF		
			FAST FOOD ATTENDANT		
			SNACK BAR ATTENDANT		
			CATERING ASSISTANT		
COFFEE BAR/LOUNGE/SHOP ASSISTANT					
CAFÉ ASSISTANT					
CATERING COUNTER ASSISTANT					
LUNCH BAR ASSISTANT					
BAR ATTENDANT	2019-513201	BARTENDER			
		BARPERSON WAITER			
		BAR OPERATOR			
		BAR STEWARD			
		CLUB STEWARD			
BAR HOSTESS/AID					
BARISTA	2019-513202	COFFEE MAKER			
E4010000	SECURITY OFFICERS	SECURITY OFFICER	2019-541401		
		ALARM, SECURITY OR SURVEILLANCE MONITOR	2019-541402		
		RETAIL LOSS PREVENTION OFFICER	2019-541403		

OCS		OFO		
		CLOSE PROTECTOR	2019-541404	

2.1.9 Functional Area 7: Drivers and Operators

Table 10 presents the drivers and operators related transversal occupations. The senior and middle management positions presented in Table 2 and Table 3 can be applied when reporting on senior and middle management positions related to drivers and operators.

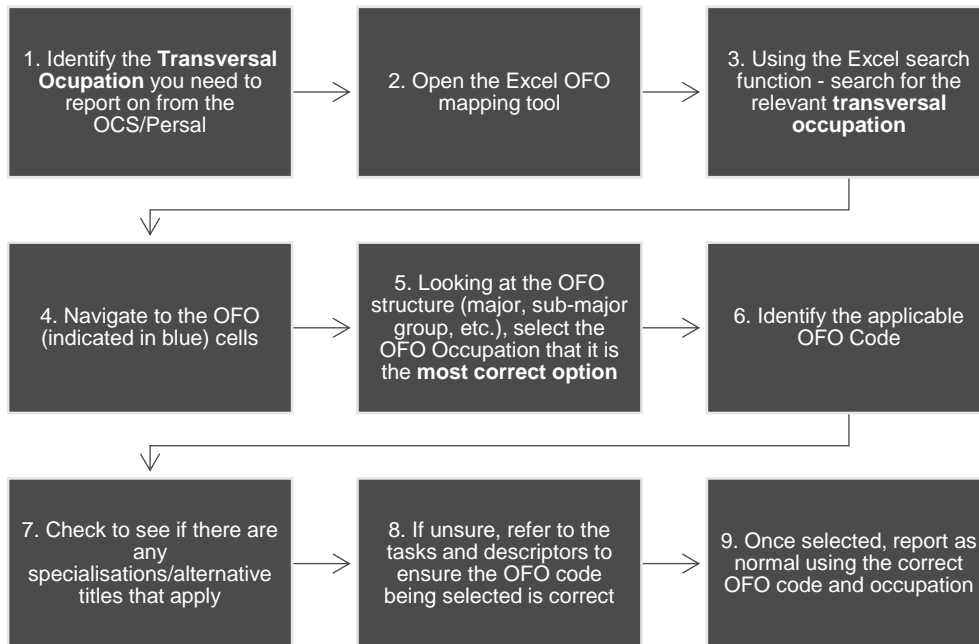
Table 10: Drivers and Operators Related Transversal Occupations Mapping

OCS		OFO			
OCS CODE	OCS TITLE	OCCUPATIONS	OFO CODE	SPECIALISATIONS	ALTERNATIVE TITLES
C6030100	LOGISTICAL SUPPORT PERSONNEL	SUPPLY AND DISTRIBUTION MANAGER	2019-132401	SUPPLY CHAIN MANAGER	
				SUPPLY CHAIN EXECUTIVE	
				STORAGE AND DISTRIBUTION MANAGER	
				PROCUREMENT MANAGER	
				FREIGHT FORWARDING CUSTOMS CLEARING MANAGER	
				ACQUISITIONS MANAGER	
				DEPOT MANAGER	
				SUPPLY LEAD MANAGER	
				PARTS MANAGER	
				PURCHASE MANAGER	
C6030100	LOGISTICAL SUPPORT PERSONNEL	LOGISTICS MANAGER	2019-132402	DISPATCH LOGISTICS MANAGER	
				ROAD TRANSPORT MANAGER	
C6030100	LOGISTICAL SUPPORT PERSONNEL	WAREHOUSE MANAGER	2019-1232404	COOLSTORE/PACKHOUSE/STOCKROOM/STOREROOM MANAGER	
				STORAGE AND WAREHOUSING MANAGER	
C6030100	LOGISTICAL SUPPORT PERSONNEL	FUEL MANAGER	2019-132409		FUEL MANAGER
H3010100	LIGHT VEHICLE DRIVERS	DELIVERY DRIVER	2019-732101	LIGHT UTILITY VEHICLE (LUV) DRIVER	
				VAN DRIVER	
				GROCERY DELIVERER	
				FAST FOOD DELIVERY DRIVER	
				DRIVER-MESSENGER	
				TAXI TRUCK DRIVER	
				MEALS ON WHEELS DRIVER	
ARMoured CAR DRIVER					

OCS		OFO					
		CHAUFFER	2019-732201	HIRE CAR DRIVER			
				LIMOUSINE DRIVER			
				SHUTTLE DRIVER			
		TAXI DRIVER	2019-732202	TAXI DRIVER	CAB DRIVER		
EMERGENCY VEHICLE DRIVERS	2019-732203	OVERSIZED LOAD PILOT/ESCORT	2019-732204	FIRE VAN DRIVER			
				SECURITY DRIVER			
				FIRE TRUCK DRIVER			
				AMBULANCE DRIVER			
H3010200	BUS AND HEAVY VEHICLE DRIVERS	BUS DRIVER	2019-733101	SCHOOL BUS DRIVER			
		CHARTER AND TOUR BUS DRIVER	2019-733102	MINIBUS DRIVER			
		PASSENGER COACH DRIVER	2019-733103	TOUR COACH OPERATOR			
		TRUCK DRIVER(GENERAL)	2019-733201			TILT TRAY DRIVER	
						CEMENT MIXER DRIVER	
						LORRY DRIVER	
						FREIGHT OPERATOR	
						LIVESTOCK HAULER	
						DUMPER TRUCK DRIVER	
						COMPACTOR DRIVER (RUBBISH COLLECTION)	
LOGGING TRUCK DRIVER							
				ROAD TRAIN DRIVER			

3 FAQs and Troubleshooting

3.1 How do I choose the correct OFO code when reporting on the OCS?



3.2 What should I do if I cannot find an OFO code or occupation?



3.3 How do I add a new OFO code?

Should an employer wish to submit a request to change or add occupations, alternative titles or specialisations, the changes must be communicated to the applicable SETA (in this case the PSETA), who are then required to submit an online request to amend the OFO register. It is important to take note of the following when requesting a new OFO code:

1. The employer/SDF must be certain that there is no matching OFO occupation, specialisation or alternative title that can be used before requesting a new OFO code.
2. Once a change request has been submitted, the OFO task team from DHET are responsible for monitoring the proposed changes. The approved changes will then be implemented on the OFO registered during the bi-annual updating process (DHET, 2017).
3. The OFOs must be updated to reflect any changes or additions identified by the SETAs and included in the SSP. The responsibility of updating the OFO has been assigned to the DHET (DHET, 2010).

3.4 Will this tool replace the current reporting system?

No, the OFO mapping handbook and Excel-based tool do not replace the current reporting system. The handbook and mapping tool has been developed to assist you with the following:

- Making it simpler to report on the correct OFO codes for transversal occupations
- Improving the accuracy of the WSP/ATRs submitted
- Ensuring the transversal occupations in the Public Service sector are captured correctly

3.5 Why are not all occupations in the OFO mapped in the Excel-based tool?

The PSETA mandate is to focus on transversal skills in the Public Service sector, thus the study and mapping tool only focused on the transversal occupations. All other occupations not presented in the Excel-based mapping tool will be found in the OFO as per normal.

3.6 Do I still have to report on occupations not in the transversal mapping tool?

Yes, the Excel-based mapping tool and handbook are guiding tools to assist you with reporting on the **transversal occupations** in the Public Service sector; however, as an SDF you are required to still report on all occupations to ensure skills planning and development can take place.

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