



MALDIVES  
INLAND REVENUE  
AUTHORITY

# How to complete MIRA 118 form (Registration of Employees)

Version: 24.1

## Read the following instructions before you read the rest of the guide.

1. Complete this form to register your employees with MIRA under the Income Tax Act or to inform us of any changes to the information you have provided to us of your employees.
2. The form has two sheets, an “instruction sheet” and a “data entry sheet”. Please do not enter any data in the instruction sheet. Select the “data entry sheet” to enter all your data.
3. If you are pasting your data from a separate sheet, make sure to open a blank template, only copy the active cells in current excel and paste using “paste as values” to the new empty template.
4. To check whether your employees are required to be registered, please refer to chapter 2 of the Income Tax Regulation, which is available from our website.
5. You are required to submit this form via our online portal “MIRAconnect”.
6. You must attach passport copies of all your foreign employees in the portal.

## How to complete MIRA I 18 (Registration of Employees)

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There are 20 pieces of information, which you need to tell us about each employee. If you have more than one employee, you must fill in the details for each employee on a separate row in the table.

- **No:** In this box, write the sequence of data that you enter in the sheet. Ensure that this number is in numerical order.
- **Record Card Number:** In this box, enter the record card number or employee number assigned to each employee. If you do not have a record card number, you need to give a record card number for each of your employees.
- **Employee Name:**
  - **First Name and Other Names:** If the employee is a Maldivian, write the first name and other names as they appear on his/her National Identity Card. If the employee is a foreigner, write the first name and other names as they appear on his/her passport. Write the first name in the first name column and other names in the other names column.
- **Nationality:** Select the nationality of the employee from the drop-down menu.
- **Date of Birth:** Write date of birth of the employee as stated on the National Identity Card/passport. Date of birth should be entered in d/m/y format and it will automatically change into long date format.  
E.g. 01/02/1986 will be shown as 01 February 1986
- **Gender:** Select the gender of the employee from the drop-down menu.
- **Identity Card Type:** Select an identity card type from the drop-down menu. The identity card type depends on the nationality of the employee. For Maldivians, “National Identity Card” must be selected, and for foreigners, “Passport” must be selected. For foreigners, attach a copy of the passport.
- **Identity Card Number:** If the employee is a Maldivian, write the National Identity Card number, and if the employee is a foreigner, write the passport number.
- **Residency Status:** This is the tax residency status of the employee. Residency status does not depend on the nationality of the individual.

Select “Resident” if:

- the employee’s permanent place of living is in the Maldives; or
- the employee is present in the Maldives or intends to be present in the Maldives for an aggregate of 183 days in any 12 month period; or
- the employer is a State institution or office, and the employee is posted overseas.

Select “Temporary Resident” if:

- the employee is a foreigner who is permitted to stay in the Maldives under the Maldives Immigration Act, and not married to a Maldivian.

Select “Non-resident” if the employee is neither a resident nor temporary resident, based on the rules above.

- **Permanent Address:** This item is not applicable to Maldivians. For foreigners, write the employee’s home address (their home country permanent address )

All the fields under this item are compulsory. If the employee does not have an apartment number, leave that field blank. You may write “G” in Level if it is a single-storey building. Write down the Street, City and District of the employee. Country should be selected from the drop down menu.

| Permanent Address (Not applicable for Maldivians) |       |                     |                |          |                 |                         |          |
|---|-------|---------------------|----------------|----------|-----------------|-------------------------|----------|
| House name/<br>Building name                      | Level | Apartment<br>number | Street         | Country  | City            | District                | Postcode |
| The Holmes  | 7     | 7-B                 | Jalan<br>Bakti | Malaysia | Kuala<br>Lumpur | Bandar<br>Tun<br>Razak, | 56000    |

**Postal Address:** This is the address to which employee wants MIRA to post his/her correspondences.

If your employee’s postal address in the Maldives, all the fields are compulsory except the field for “City”. Leave the field for “City” blank as this field is only for foreign addresses. Leave the field for “Apartment Number” blank, too, if there is no apartment number and write “G” in the field for “Level” if it is a single-storey building. “Country, City/Atoll” and “District/Island” should be selected from the drop-down menu for all addresses in the Maldives.

If the postal address of your employee is not in the Maldives, leave the fields for “City/Atoll” and “District/Island” blank, but fill in the field for “city”.

*If your postal address is located in Maldives*

| Postal Address                     |       |                     |                   |          |  |  |          |  |
|------------------------------------|-------|---------------------|-------------------|----------|--|--|----------|--|
| House<br>name/<br>Building<br>name | Level | Apartment<br>number | Street            | Country  | City / Atoll<br><br>(Not<br>applicable<br>to foreign<br>addresses) | District / Island<br><br>(Not applicable<br>to foreign<br>addresses) | Postcode | City<br><br>(Foreign<br>addresses<br>only) |
| Maafahi                            | 4     | I                   | Majeedhee<br>Magu | Maldives | Male’<br>City  | Maafannu   | 2443 I   |  |

If your postal address is located outside Maldives

| Postal Address               |       |                  |             |          |   |  |          |                                      |
|------------------------------|-------|------------------|-------------|----------|---|--|----------|--------------------------------------|
| House name/<br>Building name | Level | Apartment number | Street      | Country  | City / Atoll<br><br>(Not applicable to foreign addresses) | District / Island<br><br>(Not applicable to foreign addresses) | Postcode | City<br><br>(Foreign addresses only) |
| The Holmes                   | 7     | 7-B              | Jalan Bakti | Malaysia |   |  | 56000    | Kuala Lumpur                         |

- **Contact Details:** Enter employee’s contact details here.
  - **Email:** Write the email address of employee. All correspondence sent by MIRA via email to the employee will be sent to the email address stated here, and all email correspondence from employee to MIRA must also be made from this email address. This must be the personal email address of the employee. **You must not leave this field blank.**
  - **Mobile number:** Write country code and mobile number of the employee. This must be the personal mobile number of the employee. **You must not leave this field blank.**
  - **Telephone Number:** Write the country code and telephone number of employee. This must be the personal telephone number. Leave this field blank if your employee does not have a telephone number.
- **Profession:** Select the category of profession from the drop-down menu, which best matches that of the respective employee.  
Please refer to profession list table in page 6 – 22, when selecting a profession from the drop-down menu.
- **Recipient category:** There are 3 types of recipients for the purposes of employee withholding tax, namely “Board Director”, “Partner” and “Employee”. Select the relevant recipient category from the drop-down menu.
- **Activity number of the employer applicable to the employee:** This is the number assigned to primary place of work of the employee. Write here the activity number assigned to the business activity during Income Tax registration. This number can be found on the Notification of Registration issued to you upon Income Tax registration. If you are an employer who do not conduct a business, or the employee cannot be assigned to a specific activity, write “1”.
- **Annual Remuneration subject to EWT (MVR):** Write the amount of expected annual remuneration that would be paid to the employee less employee's pension contribution to the Retirement Pension Scheme under the Maldives Pension Act (Law

number 8/2009), in Maldivian Rufiyaa. This amount must be inclusive of allowances and benefits (including non-cash) received by an employee.

- **Remuneration subject to EWT paid to date this year (MVR):** Write the amount of total remuneration that has been paid to date to the employee less employee's pension contribution to the Retirement Pension Scheme under the Maldives Pension Act (Law number 8/2009), in Maldivian Rufiyaa. This amount must be inclusive of allowances and benefits (including non-cash) received by an employee.
- **Employment commencement date:** Write the commencement date of the employment in this field.
- **Place of Exercise of Employment:** Select the place where the employment is exercised/carried out. If the employee exercise/carry out employment in Maldives, select “Maldives”. If the employment is exercised/carried out elsewhere, select “Outside of Maldives”.
- **Date on which the employee was liable to be registered:** Write the date that the employee was liable to be registered for Employee Withholding Tax. If the employee was newly appointed and was liable to be registered based on the remuneration given, this would be employment commencement date. If employee was liable to be registered due to increment in remuneration this would be effective date of change in the amount of remuneration.
- **Reason for registration of employee:** Select the reason for the registration of employee from the drop down menu.

## Profession Table

| Category                                   | Profession                                   | Task   | Examples of titles   |
|--|--|--|--|
| <b>Special Profession</b>                  | Board Directors                              |  |  |
|  | General Management Professionals             |  |  |
|  | Travel Attendants and Travel Stewards        |  |  |
|  | Legislators                                  |  |  |
|  | Personal Services Workers                    |  |  |
|  | Ships' Captains                              |  |  |
|  | Divers                                       |  |  |
|  | Chefs, Cooks and Food Preparation Assistants |  |  |
|  | Data Analyst                                 |  |  |
|  | Data Scientist                               |  |  |
|  | Personal Trainer                             |  |  |
| <b>Business and Administrative Service</b> | Accountants and Associates                   | Accountants plan, organize and administer accounting systems for individuals and establishments. They also examine and analyze the accounting and financial records of individuals and establishments to ensure accuracy and compliance with established accounting standards and procedures. Accounting associates maintain complete records of financial transactions of an undertaking and verify accuracy of documents and records relating to such transactions | Accountant, Auditor, Education Program Auditor, Institutional Auditor, Accounts Officer, Internal Auditor, Banking Executive |

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| Advertising and Marketing Professionals        | Advertising and marketing professionals develop and coordinate advertising strategies and campaigns, determine the market for new goods and services, and identify and develop market opportunities for new and existing goods and services. | Advertising Specialist, Marketing Specialist, Market Research Analyst   |
| Case Officials                                 | Case officials handle and investigate cases and complaints submitted regarding the services provided by the organization.  | Case Officer, Case Investigator, Court Officer, Tribunal Officer  |
| Compliance and Regulation Inspectors           | Compliance and regulation inspectors monitor work environments to ensure they meet government regulations.   | Agricultural Inspector, Fisheries Inspector, Prices Inspector, Weights and Measures Inspector, Labour Inspector, Inspection Officer, Investigation Officer, Labour Relations Officer, Patent Officer, Accident Investigator |
| Conference Planners                            | Conference planners organize and coordinate services for conferences, events, functions, banquets and seminars.  | Conference Planner  |
| Event Planners                                 | Event planners organize and coordinate services for conferences, events, functions, banquets and seminars.   | Event Planner, Event Manager  |
| Finance Managers<br>Financial Analysts         | Financial analysts conduct quantitative analyses of information affecting finances and investment programs of public or private institutions.  | Financial Analyst, Bond Analyst, Investment Analyst   |
| Financial, Business and Investment Strategists | Develop financial, business and investment plans for individuals and organizations, and invest, manage and strategize funds on their behalf.   | Financial Risk Analyst, Business Development Strategist, Financial Planner, Investment Adviser, Trade Policy Analyst, Banking Strategist  |

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|  | Government Licensing Officials                          | Government licensing officials examine applications for licenses to export or import goods, set up businesses, build houses or other structures, determine eligibility of applications for issuing licenses, and identify specific conditions or restrictions to be attached to licenses issued, referring exceptional or important cases to senior government officials or managers. | Licensing Officer, Registration Officer  |
|  | Government Social Benefits Officials                    | Government social benefits officials examine applications for government, financial or service programs to determine eligibility and amount of benefit or appropriate services.   | Social Benefit Officer, Social Security Claim Officer, Pension Officer   |
|  | Human Capital Professionals                             | Human capital professionals guide the organization through human resource procedures and are involved in setting and reviewing compensation and benefits, and employee relations issues.  | Human Capital Strategist, Recruitment Specialist, Human Resource Expert  |
|  | Human Resource Managers                                 | Human resource managers plan, direct and coordinate policies concerning the human resource management, industrial relations and occupational health and safety activities of the organization.  | Human Resource Management Manager, Labour Relations Manager, Recruitment Manager   |
|  | Human Resources, Administrative & Executive Secretaries | Human resources, administrative and executive secretaries provide human resources, organizational, communication and documentation support services, utilizing specialized knowledge of the business activity of the organization in which they are employed.   | Human Resource Officer, Senior Administrative Officer, Executive Secretary, Call Centre Officer, Research Officer, Parliamentary Officer |
|  | Management and Organization Analysts                    | Management and organization analysts assist   | Business Consultant, Management Consultant   |

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|  |   | organizations to achieve greater efficiency and solve organizational problems. They study organizational structures, methods, systems and procedures.   |  |
|  | Policy Administration Professionals                       | Policy administration professionals develop and analyze policies guiding the design, implementation and modification of government and commercial operations and programs.  | Policy Analyst, Political Adviser, Intelligence Officer, Emergency Management Analyst, Policy Strategist   |
|  | Policy and Planning Managers                              | Policy and planning managers' plan, organize, direct and coordinate policy advice and strategic planning activities within government or for services provided by the government for non-government organizations and private sector agencies.  | Corporate Planning Manager, Policy Manager, Strategic Planning Manager, Project Manager, Construction Manager                                      |
|  | Procurement Professionals and Tenderers                   | Procurement professionals plan, direct and coordinate procurement policies, processes and procedures either as the manager of a department or as the general manager of an organization that does not have a hierarchy of managers. Tenderers buy goods and services for use or resale on behalf of industrial, commercial, government or other establishments and organizations. | Procurement Manager, Tender Manager, Bid Coordinator, Procurement Officer, Tendering Officer, Procurement Officer                                  |
|  | Project & Program Management Professionals and Associates | Project management professionals are responsible for coordinating and completing projects on time within the allocated budget and within the scope of the project. They oversee all aspects of the project that include setting deadlines, assigning responsibilities and monitoring and summarizing the progress of the project.   | Project Coordinator, Project Management Specialist, Project Officer, Program Officer, Emergency Response Coordinator, Emergency Response Associate |

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|                       | Public Debt Professionals                    | Public debt professionals are responsible for setting and managing the policy on sovereign debt.  | Debt Manager, Public Debt Analyst   |
|                       | Public Funds Management Professionals        | Public funds management professionals are responsible for managing, mobilizing and disbursement of public funds and resources.  | Public Funds Manager, Public Funds Analyst, Resource Mobilization Analyst             |
|                       | Public Relations Professionals               | Public relations professionals plan, develop, implement and evaluate information and communication strategies that create an understanding and a favorable view of businesses and other organizations, their goods and services, and their role in the community. | Publicity Agent, Public Relations Officer, Press Liaison Officer                      |
|                       | Research and Development Managers            | Research and development managers plan, direct and coordinate the research and development activities of organizations.   | Research Manager  |
|                       | Tax and Revenue Collectors                   | Tax and revenue collectors examine tax returns, bills of sale and other documents to determine the type and amount of taxes, duties and other types of fees to be paid by individuals or businesses.  | Tax Manager, Tax Specialist, Excise Officer, Taxation Inspector, Tax Officer          |
|                       | Training and Staff Development Professionals | Training and staff development professionals plan, develop, implement and evaluate training and development programs to ensure management and staff acquire the skills and develop the competencies required by organizations to meet organizational objectives.  | Staff Development Coordinator, Director of Training, Workforce Development Specialist |
| <b>Health Service</b> | Audiologists and Speech Therapists           | Audiologists and speech therapists evaluate, manage and treat physical disorders affecting human hearing, speech, and communication and swallowing. They  | Audiologist, Language Therapist, Speech Pathologist, Speech Therapist                 |

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|  |  | prescribe corrective devices or rehabilitative therapies for hearing loss, speech disorders and related sensory and neural problems, and provide counselling on hearing safety and communication performance.   |  |
|  | Biomedical Engineers   | Biomedical engineer analyzes and designs solutions to problems in biology and medicine, with the goal of improving the quality and effectiveness of patient care.   | Biomedical Engineer  |
|  | Dentists and Dental Technician   | Dentists diagnose, treat and prevent diseases, injuries and abnormalities of the teeth, mouth, jaws and associated tissues by applying the principles and procedures of modern dentistry. Dental technicians design, fit, service and repair medical and dental devices and appliances following prescriptions or instructions established by a health professional.  | Dental Practitioner, Dentist, Dental Technician, Orthotic Technician, Orthotist, Prosthetic Technician, Prosthetist                                      |
|  | Dieticians and Nutritionists   | Dieticians and nutritionists assess, plan and implement programs to enhance the impact of food and nutrition on human health.   | Clinical Dietician, Food Service Dietician, Nutritionist, Public Health Nutritionist, Sports Nutritionist  |
|  | Environmental, Health and Occupational Health Professionals and Associates | Environmental, health and occupational health inspectors and associates investigate the implementation of rules and regulations relating to environmental and health factors that may affect human health, safety in the workplace, and safety of processes for the production of goods and services. They may implement and evaluate programs to restore or improve safety and sanitary conditions under the | Food Safety Specialists, Public Health Specialists, Food Safety Officer, Health Inspector, Port Health Officer, Occupational Health and Safety Inspector |

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|  |   | supervision of a health professional.  |  |
|  | Generalist and Specialist Medical Doctors | Generalist medical practitioners (including family and primary care doctors) diagnose, treat and prevent illness, disease, injury and other physical and mental impairments and maintain general health in humans through application of the principles and procedures of modern medicine. They do not limit their practice to certain disease categories or methods of treatment and may assume responsibility for the provision of continuing and comprehensive medical care to individuals, families and communities. | General Practitioner, Medical Doctor (general), Medical Officer (general), Physician (general)         |
|  |   | Specialist medical practitioners (medical doctors) diagnose, treat and prevent illness, disease, injury and other physical and mental impairments in humans, using specialized testing, diagnostic, medical, surgical, physical and psychiatric techniques through application of the principles and procedures of modern medicine. They specialize in certain disease categories, types of patient or methods of treatment and may conduct medical education and research in their chosen areas of specialization.      | Cardiologist, Emergency Medicine Specialist, Gynecologist, Obstetrician, Ophthalmologist, Pediatrician |
|  | Health Services Managers                  | Health services managers plan, direct, coordinate and evaluate the provision of clinical and community health care services in hospitals, clinics, public health agencies and similar organizations.   | Chief Public Health Officer, Clinical Director, Director of Nursing                                    |

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|  | Medical and Health Care Assistants                          | Medical assistants perform basic clinical and administrative tasks to support patient care under the direct supervision of a medical practitioner or other health professional. Health care assistants provide direct personal care and assistance with activities of daily living to patients and residents in a variety of health care settings such as hospitals, clinics and residential nursing care facilities | Clinical Assistant, Health Care Assistant  |
|  | Medical Imaging and Therapeutic Equipment Technicians       | Medical imaging and therapeutic equipment technicians test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments. They may administer radiation treatments to patients under the supervision of a radiologist or other health professional.   | Sonographer, Medical Radiation Therapist, EEG, EMG, ECG Technician   |
|  | Radiographers and Radiologic Technicians                    | Medical imaging and therapeutic equipment technicians test and operate radiographic, ultrasound and other medical imaging equipment to produce images of body structures for the diagnosis and treatment of injury, disease and other impairments.   | Radiographer, Radiologic Technician  |
|  | Medical, Pathology and Public Health Laboratory Technicians | Medical and pathology laboratory technicians perform clinical tests on specimens of bodily fluids and tissues in order to obtain information about the health of a patient or cause of death. Public health laboratory technicians focus on diagnostic testing and   | Health Laboratory Technologist (NHL), Blood-bank Technician, Medical Laboratory Technician, Pathology Technician |

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|  |   | disease surveillance for public health purposes.  |  |
|  | Medical Records and Health Information Technicians          | Medical records and health information technicians develop, maintain and implement health records processing, storage and retrieval systems in medical facilities and other health care settings to meet the legal, professional, ethical and administrative record-keeping requirements of health services delivery.   | Medical Records and Health Information Analyst, Medical Records and Health Information Technician              |
|  | Nursing and Midwifery Professionals and Associates          | Nursing professionals 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. Midwifery professionals plan, manage, provide and evaluate midwifery care services before, during and after pregnancy and childbirth. | Nurse Anesthetist , Pediatric Nurse, Psychiatric Nurse, Clinical Nurse, Registered Nurse, Professional Midwife |
|  | Optometrists and Ophthalmic Opticians                       | Optometrists and ophthalmic opticians provide diagnosis, management and treatment services for disorders of the eyes and visual system. They counsel on eye care and prescribe optical aids or other therapies for visual disturbance.  | Ophthalmic Optician, Optometrist, Orthoptist, Dispensing Optician  |
|  | Paramedical Practitioners and Emergency Medical Technicians | Paramedical practitioners provide advisory, diagnostic, curative and preventive medical services more limited in scope and complexity than those carried out by medical doctors. Emergency medical technicians provide emergency health care to patients who are injured, sick, infirm or otherwise physically or mentally  | Advanced Care Paramedic, Primary Care Paramedic, Ambulance Worker  |

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|  |   | impaired prior to and during transport to medical facilities.  |  |
|  | Pharmacists and Pharmaceutical Technicians                | Pharmacists' store, preserve, compound and dispense medicinal products and counsel on the proper use and adverse effects of drugs and medicines following prescriptions issued by medical doctors and other health professionals. Pharmaceutical technicians perform a variety of tasks associated with dispensing medicinal products under the guidance of a pharmacist or other health professional.   | Pharmacist, Pharmaceutical Assistant, Pharmaceutical Technician                            |
|  | Physiotherapists, Occupational Therapists and Technicians | Physiotherapists rehabilitate patients by helping them improve their physical movement. They treat people who are injured or disabled in order to recover full function and movement. It's both cure and prevention focused and requires in-depth anatomical and musculoskeletal knowledge. Occupational therapists treat injured, ill, or disabled patients through the therapeutic use of everyday activities. They help these patients develop, recover, improve, as well as maintain the skills needed for daily living and working. | Physiotherapist, Occupational Therapist, Physiotherapy Technician, Physiotherapy Assistant |
|  | Public Health Professionals and Associates                | Public health professionals undertake research on community health issues, educate and promote healthy lifestyles in communities, and establish health standards and programs both as a preventive mechanism as well as health crisis management.  | Public Health Specialist, Public Health Officer, Community Health Officer                  |

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|   | Traditional and Complementary Medicine Professionals | Traditional and complementary medicine professionals examine patients, prevent and treat illness, disease, injury and other physical and mental impairments and maintain general health in humans by applying knowledge, skills and practices acquired through extensive study of the theories, beliefs and experiences, originating in specific cultures. | Acupuncturist, Ayurvedic Practitioner, Homeopath, Naturopath   |
| <b>Veterinary Services</b>                    | Veterinarians and Veterinary Professionals           | Veterinary professionals provide veterinary services, including animal welfare, medication, surgeries, and monitoring. They examine and treat sick or wounded animals.   | Veterinarian, Veterinary Surgeon, Veterinary Laboratory Assistant, Veterinary Assistant, Army Veterinarian, Veterinary Technologists |
|   | Avian Veterinarian                                   | Avian veterinarians specialize in the care and treatment of birds.   | Avian Veterinarian   |
|   | Veterinary workers                                   | Veterinary workers provide veterinary services, including animal welfare, protection, medication, surgeries, monitoring and training and breeding. Examine and treat sick or wounded animals. Manage veterinary business practice.   | Animal Control Specialist, Animal Caretaker, Animal Trainer, Breeder   |
|   | Veterinary Practice Manager / Owner                  | Manage veterinary business practice.   | Veterinarian Practice Manager, Veterinarian Practice Owner   |
| <b>Information and Communications Service</b> | Database and Network Professionals                   | Database and network professionals design, develop, control, maintain and support the optimal performance and security of information technology systems and infrastructure, including databases, hardware and software, networks and operating systems.   | Database Designer, Database Administrator, Systems Administrator, Computer Network Adviser   |

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|   | Network Administrator   | The Network Administrator's role is to ensure the stable operation of the computer networks, network hardware; support, configure, and maintain corporate customer networks and in-house servers.  | Network Administrator   |
|   | Information and Communications Technology Operations and User Support Technicians | Information technology operations and user support technicians provide support for the day-to-day running of communications systems, computer systems and networks, and provide technical assistance to users.                               | ICT Operations Technician, ICT User Support Technician, Computer Network and Systems Technician, Web Technician |
|   | Information and Communications Technology Services Managers                       | Information and communications technology services managers plan, direct and coordinate the acquisition, development, maintenance and use of computer and telecommunication systems.   | Application Development Manager, Data Operations Manager, Hardware Manager, System Security Manager             |
|   | Software and Applications Developers and Analysts                                 | Software and applications developers and analysts conduct research; plan, design, write, test, provide advice on and improve information technology systems such as hardware, software and other applications to meet specific requirements. | Software Developer, Web and Multimedia Developer, Applications Programmer                                       |
|   | Systems Analysts  | System analysts examine and analyze existing IT systems and business models and identify areas to improve; analyze an organization's systems and design effective computer-based solutions   | Systems Analyst   |
| <b>Legal, Cultural and Social Service</b> | Archivists and Curators   | Archivists and curators collect, appraise and ensure the safekeeping and preservation of the contents of archives, artefacts and records of historical, cultural, administrative and artistic  | Archivist, Cultural Development Expert  |

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|  |  | interest, and of art and other objects.  |  |
|  | Authors  | Authors conceive and create literary works; interpret and communicate news and public affairs through the media; and translate or interpret from one language into another. They may also write fiction or nonfiction novels, scripts, biographies, and other formats.                                   | Author   |
|  | Journalists  | Journalists write, interpret and communicate news and public affairs through the media; and translate or interpret from one language into another.   | Translator, Journalist   |
|  | Linguists  | Linguists conceive and create literary works; interpret and communicate news and public affairs through the media; and translate or interpret from one language into another.  | Linguist   |
|  | Writer   | Write fiction or nonfiction scripts, biographies, and other formats.   | Writer   |
|  | Community Empowerment and Engagement Professionals | Community empowerment and engagement professionals engage in activities and processes which is intended to benefit organizations and individuals in a community thereby building an ongoing and permanent relationship for the purpose of applying a collective vision for the benefit of the community. | Community Engagement Officer, Communications Officer, Volunteer and Community Officer, Community Development Officer, Guidance Counsellor                                      |
|  | Counsellors, Social Workers, and Associates        | Counsellors and social workers provide advice and guidance to individuals, families, groups, communities and organizations in response to social and personal difficulties. Social work associates administer and implement social   | Marriage and Family Counsellor, Guidance and Career Counsellor, Rehabilitation Counsellor, Mental Health Counsellor, Educational Counsellor, Social Service Worker, Child Care |

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|  |  | assistance programs and community services and assist clients to deal with personal and social problems.   | Worker, Child Care Supervisor  |
|  | Creative and Performing Artists and Entertainers | Creative and performing artists communicate ideas, impressions and facts in a wide range of media to achieve particular effects; interpret a composition such as a musical score or a script to perform or direct the performance; and host the presentation of such performance and other media events. They can be skilled persons in artistic fields related to television, theater, film and music. Entertainment describes any production or artistic work that entertains an audience through creations like songs, theatrical shows or television broadcasts. | Media Announcer, Actor, Film Producer, Program Producer, Cinematographer, Director, Cameraman, Videographer, Multimedia Artist and Animator, Screenwriter, Production Designer, Costume Designer, Makeup Artist, Casting Director, Film and Video Editor, Dancer |
|  | Film Director                                    | Film Directors are creative professionals who guide and manage the artistic elements of a film production. They collaborate with actors, interpret scripts, and oversee the visual storytelling to bring the narrative to life.  | Film Director  |
|  | Visual Artist                                    | A visual artist is a professional who creates art in the form of photography, paintings, sculptures, drawings or graphic designs. They may paint, develop murals, draw images, create art mixed with media and design 2D and 3D images   | Visual Artist  |

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|  | Photographer                         | Take photographs, process images, and ensure they meet the required results; photographers also utilize editing techniques, maintain and operate photography equipment, and adhere to specifications for lighting, composition, and background.  | Photographer   |
|  | Actors and actresses                 | Actors are responsible for portraying role in production to interpret character or present characterization to audience.   | Actor, Actress   |
|  | Musician                             | Musicians perform, compose, conduct, arrange, and teach music.   | Musician, Singer   |
|  | Graphic Designers                    | Graphic designers create visual communications such as adverts, branding, publicity materials and magazine layouts; take concepts and ideas and create visual representations, in both print and electronic media.   | Graphic Designer, Illustrator, Graphic Artist, Logo Designer, Animation Designer, Motion Graphics Designer,  |
|  | Diplomats and Diplomatic Secretaries | Diplomats represent and protect the interests and nationals of the sending state; initiate and facilitate strategic agreements, treaties and conventions; promote trade, commerce, technology and friendly relations. Diplomatic secretaries, using specific knowledge of diplomatic and consular corps, assist diplomats, consular professionals and other workers by performing a variety of communication, documentation, administrative and internal coordination functions. | Ambassador, High Commissioner, Official Envoy, Attaché, Foreign Service Officer, Intergovernmental Affairs Officer, Protocol Officer, First Secretary, Second Secretary, Third Secretary, Desk Officer, Consular Officer |
|  | Economists and Associates            | Economist conduct research, monitor data, analyze information and prepare reports and plans to resolve economic and business   | Economist, Labour Economist, Economic Officer, Economic Development Officer  |

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|  |  | problems and develop models to analyze, explain and forecast economic behavior and patterns. Economic Associates are responsible for continuously developing and maintaining knowledge required to do the job by understanding, embracing and contributing to the community's economic development.   |   |
|  | Fitness and Recreation Instructors and Program Leaders | Fitness and recreation instructors and program leaders lead, guide and instruct groups and individuals in recreational, fitness or outdoor adventure activities.  | Fitness Instructor, Outdoor Adventure Guide |
|  | Legal Professionals and Associates                     | Legal professionals give clients legal advice on a wide variety of subjects, draw up legal documents, represent clients before administrative boards or tribunals and plead cases or conduct prosecutions in courts of justice, or instruct barristers to plead in higher courts of justice. Legal associates apply specialized knowledge of legal terminology and procedures in providing support to legal professionals with communication, documentation and internal managerial coordination activities, in law offices, legal departments of large firms and governments | Associate Legal Officer, Legal Officer      |
|  | Judges   | Judges preside over court proceedings and are responsible for ensuring justice is served. Judges conduct legal research, listen to arguments presented by both parties, write legal opinions, and determine the sentences of those convicted of crimes.   | Judge, Justice, Magistrate                  |

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|  | Lawyers  | Advise and represent clients in criminal or civil proceedings and in other legal matters; give clients legal advice on a wide variety of subjects, draw up legal documents, represent clients before administrative boards or tribunals and plead cases or conduct prosecutions in courts of justice, or instruct barristers to plead in higher courts of justice.  | Lawyer, Attorney, Legal Counsel, Solicitor, Barrister, Prosecutor         |
|  | Paralegal Officers                             | Paralegals assist Solicitors, Barristers, Legal Executives and other Lawyers with an array of legal work.   | Paralegal Officer   |
|  | Librarians and Associates                      | Librarians collect, select, develop, organize and maintain library collections and other information repositories; organize and control other library services and provide information for users.   | Librarian, Cataloguer, Library Technician                                 |
|  | Religious Service Professionals and Associates | Religious professionals function as perpetrators of sacred traditions, practices and beliefs of Islam. They conduct religious services, celebrate or administer the rites of a religious faith or denomination, provide spiritual and moral guidance and perform other functions associated with the practice of Islam. Religious associates provide support to the community, undertake religious works, preach and propagate the general teachings of Islam and endeavor to improve well-being through the power of faith and spiritual advice. | Waaiz, Imaam/Mudhim   |
|  | Social Welfare Managers                        | Social welfare managers plan, direct and coordinate the provision of social and community service programs such as income support,  | Community Centre Manager, Family Services Manager, Welfare Centre Manager |

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|  |   | family assistance, children's services and other community programs and services   |   |
|  | Sociologists and Psychologists            | Sociologists investigate and describe the structure, origin and evolution of societies and the interdependence between environmental conditions and human activities. Psychologists research into and study the mental processes and behavior of human beings as individuals or in groups, and apply this knowledge to promote personal, social, educational or occupational adjustment and development. | Sociologist, Psychologist, Psychiatrist, Psychoanalyst, Psychotherapist               |
|  | Sports Coaches, Instructors and Officials | Sports coaches, instructors and officials work with amateur and professional sportspersons to enhance performance and encourage greater participation in sport, and organize and officiate in sporting events according to established rules.  | Sports Development Officer, Sports Medical Officer, Sports Officer, Sports Supervisor |
|  | Athletic Trainer                          | Professionals who work with athletes, coaches, and medical experts to assess and improve their physical condition. They create personalized exercise and nutrition plans, provide injury treatment and rehabilitation, and offer guidance on maintaining overall health and fitness.   | Athletic Trainer  |
|  | Sports Analysts                           | Sports analysts analyze sports data, statistics, and trends to provide valuable insights and recommendations to enhance team performance, strategy, and decision-making.   | Sports Analyst  |

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|  | Life Coach  | A Life Coach is a professional who works with clients to help them achieve their goals by providing guidance and support in various areas, including goal setting for future plans.  | Life Coach  |
|  | Transport Management Professionals and Associates | Transport management professionals are responsible for developing transportation strategies that encompass the needs of all transport users including pedestrians, motorists and cyclists, thereby considering the environmental, efficiency and safety issues | Transport Planner, Transport Analyst, Transport Administrator, Transport Officer  |
| <b>Science and Built Environment Service</b> | Airworthiness Engineers / Aircraft Engineers      | Airworthiness engineers ensure that aircraft are fit to fly and comply with all the relevant aviation regulations. They deal with aircraft and associated software systems that test for airworthiness on a regular basis.                                     | Airworthiness Engineer, Airworthiness Inspector, Aircraft Engineering and Operations Technicians  |
|  | Aerospace Engineers and Operations Technicians    | Aerospace engineers design, repair, and enhance air and spacecraft components, materials, and manufacturing processes. They conduct research, analyze data, and test aircraft and spacecraft to ensure compliance with safety and quality standards.           | Aerospace Engineer, Aerospace Engineering and Operations Technician   |
|  | Agricultural Scientists                           | Agricultural technicians perform tests and experiments, and provide technical and scientific support to agricultural scientists, farmers and farm managers.  | Agricultural Scientist, Field Crop Technician, Horticultural Technician, Poultry Technician, Agricultural Officer, Plant Protection Officer |
|  | Forestry Technicians                              | Forestry technicians perform technical and supervisory functions in support of forestry research and forest management, harvesting, resource conservation and environmental protection.  | Forestry Technician   |

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|  | Fisheries Technician                      | Fisheries technicians perform tests and experiments, perform technical and supervisory functions in support of fisheries research and fisheries management, and provide technical and scientific support to fisheries managers and advisers.   | Fisheries Technician, Fish Farmer                                    |
|  | Aqua culturists & Aquaculture Technicians | Aqua culturists specialize in operating, monitoring, and maintaining aquatic farms, including rearing fish classes in natural or controlled environment such as tanks, ponds, or net cages. Aquaculture technicians breed and raise fish and cultivate mussels, oysters and other forms of aquatic life, for sale or delivery on a regular basis to wholesale buyers, marketing organizations or at markets. | Aquaculturist, Aquaculture Officer, Assistant Aquaculture Officer    |
|  | Architectural and Building Engineers      | Architectural and building engineers focus on building engineering features during the design of commercial, industrial, institutional, residential and recreational buildings. They are expected to have a functional knowledge of designing, mechanical and structural systems combined with the managing of its lightening and electrical systems.  | Architectural Engineer, Building Engineer, Building Service Engineer |
|  | Biologists                                | Biologists and pharmacologists study living organisms and their interactions with each other and with the environment and apply this knowledge to solving human health and environmental problems. They work in diverse fields such as botany, zoology, ecology, marine biology, genetics, immunology, pharmacology, toxicology,   | Biologist, Marine Biologist, Pharmacologist                          |

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|  |                             | physiology, bacteriology and virology.  |   |
|  | Botanists                   | Botanists study physiological processes, the evolutionary history of plants, relationships among plants, or interactions between plants and the environment. Botanists also research various issues related to climate change such as ecosystem conservation, weed control, and changes in vegetation.  | Botanist                                  |
|  | Zoologists                  | Zoologists study animals and their behavior, habitats in various locations throughout the world, analyze animal behavior, how they interact with other species around them and how they react to their environment. They also develop and conduct experimental studies with animals in controlled or natural surroundings, collecting biological data and specimens for analysis. They observe animals in the wild and captivity. | Zoologist                                 |
|  | Building Architects         | Building architects design commercial, industrial, institutional, residential and recreational buildings and plan and monitor their construction, maintenance and rehabilitation.   | Building Architect,<br>Interior Architect |
|  | Cartographers and Surveyors | Cartographers and surveyors determine the exact position of, or prepare and revise digital, graphic and pictorial maps, charts or other visual representation of, natural and constructed features and boundaries of land, seas, underground areas and celestial bodies, applying scientific and mathematical principles.   | Land Surveyor,<br>Geospatial Specialist   |

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|  | Urban Planners                                     | Urban planners work to create and implement plans for the development of cities, towns, and other urban areas. Urban planners create land-use programs and initiatives designed to develop and rejuvenate communities, from small towns to large metropolitan areas.   | Urban Planner, City Planner  |
|  | Civil Engineers and Technicians                    | Civil engineers conduct research, advise on, design, and direct construction; manage the operation and maintenance of civil engineering structures; or study and advise on technological aspects of particular materials. Civil engineering technicians perform technical tasks in civil engineering research and in the design, construction, operation, maintenance and repair of buildings and other structures such as water supply and wastewater treatment systems, bridges, roads, dams and airports. | Civil Engineer, Construction Engineer, Structural Engineer , Building Inspector, Building Surveyor, Site Supervisor, Construction Officer, Aerodrome Inspector |
|  | Carpenters   | Carpenters are artisans who saw, shape, fit and erect wooden frameworks, roof timbers and boarding for the construction of and fitting out of buildings; construct and repair wooden building frameworks and structures, including furniture.  | Carpenter  |
|  | Construction Managers and Construction Supervisors | A Construction Manager, or Construction Supervisor, oversees the construction process for buildings, bridges, roads and other structures; plan, organize, direct, control and evaluate the activities of a construction project from start to finish.  | Construction Manager, Construction Supervisor  |

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|  | Draughtspersons                                       | Draughtspersons prepare technical drawings, maps and illustrations from sketches, measurements and other data, and copy final drawings and paintings onto printing plates.  | Draughtsperson, Technical Illustrator, Architectural Technician  |
|  | Electrical Engineers and Technicians                  | Electrical engineers conduct research and advice on, design and direct the construction and operation of electrical systems, components, motors and equipment, and advice on and direct their functioning, maintenance and repair, or study and advice on technological aspects of electrical engineering materials, products and processes. Electrical engineering technicians perform technical tasks to aid in electrical engineering research and in the design, manufacture, assembly, construction, operation, maintenance and repair of electrical equipment, facilities and distribution systems. | Electrical Engineer, Electrical Engineering Technician   |
|  | Environmental Engineers and Technicians               | Environmental engineers conduct research, advice on, design and direct implementation of solutions to prevent, control or remedy negative impacts of human activity on the environment utilizing a variety of engineering disciplines. They also assist scientists and engineers engaged in developing procedures or conducting research on environmental engineering.  | Environmental Engineer, Sanitation Engineer, Coastal Engineer, Environmental Analyst, Environmental Engineering Technician |
|  | Environmental Protection Professionals and Associates | Environmental protection professionals study and assess the effects on the environment of human activity such as air, water and   | Conservation Officer, Environmental Researcher   |

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|  |   | noise pollution, soil contamination, climate change, toxic waste and depletion and degradation of natural resources. They develop plans and solutions to protect, conserve, restore, minimize and prevent further damage to the environment.   |  |
|  | Farming, Forestry and Fisheries Professionals | Farming, forestry and fisheries professionals study and provide assistance and advice on farm, forestry and fisheries management, including cultivation, fertilization, harvesting, soil erosion and composition, disease prevention, nutrition, crop rotation and marketing. They develop techniques for increasing productivity, and study and develop plans and policies for land and fisheries management. | Agronomist, Fisheries Specialist, Fisheries technician, logger, Forest Ranger, Forestry Consultant, Silviculturist |
|  | Forester                                      | Foresters conduct technical forestry work, collect forest data, and ensure the health and management of forested lands. They assess timber, estimate volumes, interpret aerial photographs, and coordinate felled-tree studies.  | Forester   |
|  | Graphic and Multimedia Designers              | Graphic and multimedia designers design visual and audiovisual content for the communication of information using print, film, electronic, digital and other forms of visual and audio media.  | Graphic Designer, Multimedia Designer  |
|  | Interior Designers and Decorators             | Interior designers and decorators plan and design commercial, industrial, public, retail and residential building interiors to produce an environment tailored to a purpose, taking into consideration factors that  | Interior Designer, Interior Decorator, Set Designer, Display Decorator   |

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|  |                                    | enhance living and working environments and sales promotion.   |   |
|  | Landscape Architects               | Landscape architects plan and design landscapes and open spaces for projects such as parks, schools, institutions, roads, external areas for commercial, industrial and residential sites, and plan and monitor their construction, maintenance and rehabilitation.  | Landscape Architect, Land Planner   |
|  | Mechanical Technicians             | Mechanical technicians inspect, maintain, troubleshoot, repair and overhaul mechanical systems, machines, aircraft, ships, machinery and industrial plant, equipment and systems;  | Mechanical Technician, Mechanical Engineering Technician, Marine Engineering Technician |
|  | Mechanical Engineers               | Mechanical engineers conduct research; advise on, design, and direct production of machines, aircraft, ships, machinery and industrial plant, equipment and systems; advise on and direct their functioning, maintenance and repair; or study and advise on mechanical aspects of particular materials, products or processes. | Mechanical Engineer, Electromechanical Engineer   |
|  | Meteorologists                     | Meteorologists prepare short-term or long-term weather forecasts used in aviation, shipping, agriculture and other areas and for the information of the general public. They conduct research related to the composition, structure and dynamics of the atmosphere.  | Climatologist, Hydrometeorologist, Meteorologist, Weather Forecaster                    |
|  | Quantity Surveyors and Technicians | Quantity surveyor is a construction industry professional with expert knowledge on construction  | Quantity Surveyor, Quantity Surveying Technician  |

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|                         |   | costs and contracts. They manages the costs related to building and civil engineering projects, from initial projections to the final figures.  |  |
|                         | Statisticians and Statistical Associates          | Statisticians conduct research and improve or develop statistical concepts, theories and operational methods and techniques and advise on or engage in their practical application in such fields as engineering, business and social and other sciences. | Statistician, Operations Research Analyst, Statistical Officer   |
|                         | Physicists  | Physicists explore the fundamental properties and laws that govern space, time, energy, and matter.   | Astrophysicist, Mathematical Physicist. Nuclear Physicist, Theoretical Physicist, Atomic Physicist   |
| <b>Teaching Service</b> | Educational Managers                              | Education managers plan, direct, coordinate and evaluate the educational and administrative aspects of education services, primary and secondary schools, colleges and faculties and departments in universities and other educational institutions.      | Principal, Deputy Principal, Dean, Deputy Dean, Superintendent   |
|                         | Educational Planning Professionals and Associates | Educational planners develop and analyze issues, trends or policies that are affecting education. They may include cost, equality of access, new technologies, curriculum or learning and teaching methods.   | Higher Education Policy Planner, Educational Planner, Curriculum Developer, Education Officer, Education Development Officer, Examination Officer, Accreditation Officer |
|                         | School Teachers                                   | School teachers comprise of pre-school, primary, secondary and higher secondary teachers of all subjects.   | Primary Teacher, Chemistry Teacher, Preschool Teacher  |
|                         | University and Higher Education Teachers          | University and higher education teachers prepare and deliver lectures and conduct tutorials in one or more subjects within a  | Senior Lecturer, Lecturer  |

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|  |                       | prescribed course of study at a university or other higher educational institution. They conduct research, and prepare scholarly papers and books.   |  |
|  | Professors            | University and higher education professors 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 and books.   | Professor, Associate Professor                         |
|  | Vocational Teachers   | Vocational education teachers teach or instruct vocational or occupational subjects in adult and further education institutions and to senior students in secondary schools and colleges.  | Vocational Education Teacher                           |
|  | School Counselors     | Advise and counsel students regarding academic, educational, and short-term social and emotional problems; Identify issues affecting school performance; Address social or behavioral problems; help students develop skills needed for academic success; counsel individuals and small groups; assess students' abilities and interests; help students achieve academic or career goals | School Counselor, Guidance Counselor, Academic Advisor |
|  | Education Consultants | Education consultants analyze curricula, resources, student results, and teacher performances, and ensure that they align with set goals; develop new and more effective curricula, learning outcomes, and teaching methods; provide workshops and instructional materials to  | Education Consultant                                   |

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|  |                             | improve lesson delivery and administrative processes.  |  |
|  | Corporate Trainers          | Corporate trainers are specialists responsible for increasing a company's productivity by teaching new skills and knowledge to employees. They liaise with managers to determine training needs, design and schedule effective training sessions.  | Corporate Trainers   |
| <b>SECRETARIAL, SKILLED AND ELEMENTARY OCCUPATIONS</b> |                             |  |  |
| <b>Secretarial, Skilled and Elementary Service</b>     | Secretarial Support Workers | Secretarial support workers record, organize, store, compute and retrieve information, and perform a number of clerical and secretarial duties in connection with money-handling operations, travel arrangements, requests for information, appointments, and daily administrative functions.  | Administrative Officer, Receptionist                             |
|  | Elementary Workers          | Elementary workers perform operations that involve the execution of simple duties, which require the experience of little or no independent judgement or previous experience, although familiarity with the occupational environment is necessary. Their work may involve the use of hand-held tools and require considerable physical effort. | Office Assistant, Masakkathu, Forman, Cemetery Worker, Messenger |
|  | Plumbers                    | Plumbers assemble, install, repair, inspect and maintain pipes and plumbing fixtures; identify and diagnose plumbing problems.   | Plumber  |
|  | Travel Agents               | Travel agents advise clients regarding destinations, cultures, customs, weather and activities; collects payments, books   | Travel Agent   |

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|   |                          | travel arrangements and pays applicable fees.   |   |
| <b>ARMED FORCES OCCUPATIONS, POLICE SERVICE AND PROTECTIVE SERVICES</b> |                          |   |   |
| <b>Armed Force and Police Service</b>                                   | Armed Forces Occupations | Armed forces occupations include all jobs held by members of the armed forces. Members of the armed forces are those personnel who are currently serving in the armed forces, including auxiliary services, whether on a voluntary or compulsory basis, and who are not free to accept civilian employment and are subject to military discipline. Included are regular members of the army, navy, air force and other military services, as well as conscripts enrolled for military training or other service for a specified period. | Non-commissioned Armed Forces Officers, commissioned Armed Forces Officers, Armed Forces Occupations, Other Ranks |
|   | Police Service           | Police service workers protect individuals and property against crime, maintain law and order, and enforce laws and regulations.  | Commissioned Police Officers, Police Officers, Inspectors and Detectives (except commissioned)                    |
| <b>Protective Service</b>   | Firefighters             | Firefighters prevent, fight and extinguish fires and assist in other emergencies, protect life and property and conduct rescue efforts.   | Firefighter   |
|   | Prison Guards            | Prison guards watch over and maintain order among inmates of prisons, reformatories or penitentiaries.  | Prison Guard  |
|   | Security Guards          | Security guards patrol or monitor premises to guard property against theft and vandalism. They control access to establishments and maintain order and enforce regulations at public events and within establishments.  | Bodyguard, Doorkeeper, Security Guard   |

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|  | <p>Customs and Boarder Inspectors</p> | <p>Customs and border inspectors check persons and vehicles crossing national borders to administer and enforce relevant government rules and regulations.</p> | <p>Border Inspector, Customs Inspector, Immigration Officer, Aviation Security Inspector</p> |
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