Relations industrielles
Industrial Relations

Job Vacancy Survey as a Tool of Labour Market Information in Developing Countries
L'inventaire des emplois disponibles comme outil d'information sur le marché du travail dans les pays en voie de développement

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Citer cet article

Mehmet, O. (1971). Job Vacancy Survey as a Tool of Labour Market Information in Developing Countries. *Relations industrielles / Industrial Relations*, *26*(3), 692–707. https://doi.org/10.7202/028248ar

Résumé de l'article

Cet article présente une méthode pour inventorier les emplois disponibles dans un contexte de roulement de main-d'oeuvre. Cette méthode est originaire de la Malaisie où elle sert maintenant pour des relevés trimestriaux. Cependant cette approche a la qualité d'être assez générale pour pouvoir servir dans d'autres pays.

Dans un premier temps sont examinés les usages opérationnels des données sur les emplois disponibles. Une information régulière et uniforme sur la demande actuelle de main-d'oeuvre aiderait les services d'emploi ou les centres de main-d'oeuvre à accroître son taux de placement, à améliorer ses programmes de mobilité de main-d'oeuvre et ses programmes de formation. En plus, un certain nombre d'inventaires des emplois disponibles faciliterait les prévisions de main-d'oeuvre en longue période.

Quant au cadre technique de l'inventaire, le nombre des emplois disponibles non remplis à un moment donné n'est pas un guide fiable et suffisant pour la formation, la mobilité et les autres politiques de main-d'oeuvre. La méthode proposée a pour but de mesurer le changement *total* dans la demande de main-d'oeuvre pendant une période de temps plutôt que de faire référence aux emplois disponibles non remplis à une date spécifique. Le volume total de la demande de main-d'oeuvre à la date initiale, D_0, est égal au volume d'emploi E_0, plus les emplois disponibles non remplis, U_0:

$$D_0 = E_0 + U_0 \quad (1)$$

De la même façon, à une date subséquente, (notée par le souscrit 1), nous obtenons :

$$D_1 = D_0 + F - S - U_0 + U_1 \quad (2)$$

où F représente les placements (ou les vacances remplies) et S les pertes d'emploi. Alors le changement dans la demande de main-d'oeuvre, AD, du temps 0 au temps 1 est:

$$\Delta D = D_1 - D_0 = F - S - U_0 - U_1 \quad (3)$$

Vu que dans les pays en voie de développement les emplois disponibles difficiles à remplir sont rares à n'importe lequel moment dans le temps, la nécessité d'introduire l'aspect temps semble ici moins importante que dans les pays industrialisés. Alors même si U_0 peut avoir un signe positif, il semble être utile de grouper toutes les vacances non remplies et d'y référer comme si c'était à la date terminale de l'inventaire. Dans ce cas, nous obtenerions :

$$\Delta D = F - S + U_1 \quad (4)$$

Il est plus facile de travailler avec l'équation (4) que l'équation (3). C'est cette équation (4) qui à la base du travail fait en Malaisie sur ce sujet. Cependant il peut être souhaitable d'introduire la différentiation de temps dans le traitement de ce problème dans d'autres pays.

Job Vacancy Survey as a Tool of Labour Market Information in Developing Countries

Ozay Mehmet

The purpose of this article is to present an operational method for collecting systematic data about current man-power demand. This method was originally developed in Malaysia, where it is now being implemented as a regular programme in the Ministry of Labour.

In recent years an increasing number of developing countries have adopted a wide range of manpower policies for improved utilisation of their human resources. Typically, these policies consist of a selection of short-term programmes such as placement, mobility, training, guidance and counselling services and long-term planning focused on future manpower requirements.

Although economists and planners involved in manpower policies in developing countries have not failed to point out the inadequacies of statistical information in these countries, generally speaking, little emphasis has been placed on methods of systematic labour market information gathering. Yet such information is often an essential pre-requisite for improving the effectiveness of short-term manpower policies as well as for long-term planning.

Neglect of current labour market information is especially true for manpower demand because usually some data regarding supply of labour is usually available from a number of sources such as labour exchanges, labour force surveys, school enrol-ments and so on. No comparable information about short-term chan-

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ges in employment, hirings, and vacancies is usually available although employment data may be provided in population censuses which, as a rule, possess significant time lags. If, therefore, a time series on current manpower demand were developed (monthly, quarterly or even semi-annually), a serious gap in labour market information in most developing countries would be removed with significant benefits to a number of short-term manpower policies and long-term planning.

The purpose of this article is to present an operational method for collecting systematic data about current manpower demand. This method was originally developed in Malaysia, where it is now implemented as a regular programme in the Ministry of Labour. The method has sufficient generality to be useful in other countries as well, particularly those with limited resources for manpower planning and information gathering.

The article is organized in four parts. The first part gives a short discussion of the uses of the vacancy survey information. The second part explains the technical framework of the survey. Some of the conceptual and operational problems are examined in part three. Finally, an outline of the Malaysian job vacancy survey experience is presented.

Uses of the Job Vacancy Data

The need for a vacancy survey in developing countries must be justified ultimately in terms of the usefulness of the information it generates for such manpower policies as placement, mobility, training, guidance and related services. While the general merits of more labour market information may be readily recognized, it is worthwhile to state explicitly the principal hypotheses underlying a job vacancy as a tool of employment market policies.

There are two main such hypotheses : one relating to short-term manpower policies, and the other relating to long-term manpower planning. The short-term hypothesis is that employment, training and related services will do a more effective job of handling such traditional programmes as placement, training, counselling and so on if they had accurate and up-to-date information about trends in manpower demand. Thus, information about current vacancies, classified by occupation and area, is likely to aid the employment service to increase its placement rate, while knowledge about expanding occupations would enable the training

service to design more efficient short-term training programmes. Similarly, when job vacancies exist primarily in one area while suitable job-seekers remain unemployed in another, vacancy data would offer a speedy and economic solution through mobility of workers from surplus to shortage areas. Finally, the usefulness of guidance and conselling services would be considerably enhanced if they were able to disseminate up-to-date information about where the job vacancies are, which occupations are in demand and which are not and related questions.

The second main hypothesis is that a systematic and continuous job vacancy survey will lead to improved long-term manpower planning such as more reliable and detailed forecasts of future skill and educational requirements. In the past, the usual forecasting approach has been to utilise employment data provided by population censuses in conjunction with any other readily available sources such as school enrolment statistics and ad hoc manpower surveys. Typically, short-term manpower demand series are lacking in developing countries with the result that conventional forecasting approaches have generally been unable to project future demand trends with a sufficient degree of reliability. Therefore, if a systematic vacancy survey were conducted at regular intervals, the information thus accumulated would supplement the census and other sources of data, in particular by reducing the degree of uncertainty with regard to developments during the intercensal period, and thereby providing a more reliable base-period information for the forecaster. Consequently, it may be expected that a regularly conducted job vacancy survey would contribute significantly to forecasting results superior to those of the traditional approach [1].

The Technical Framework

Usually the job vacancy surveys are designed to measure unfilled vacancies at a certain date, called the reference day [2]. The behaviour of

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[1] In developed countries, job vacancy surveys can also have analytical uses, for example, in building quantitative models of labour markets to analyse changes in the employment market in relation to other economic indicators — unemployment, prices and inflationary pressures. See *Job Vacancy Statistics,* Hearings Before the Sub-Committee on Economic Statistics of the Joint Economic Committee, Congress of the United States, 89th Congress, 2nd Session, May 17 and 18, 1966, U.S. Government Printing Office, Washington, 1966.

[2] See « Part III : Job Vacancy Surveys in the United States » in *The Measurement And Interpretation of Job Vacancies,* National Bureau of Economic Research, New York, 1966, pp. 331-403.

demand for manpower in the period preceding the reference day is not taken into account. It is to be argued here that the number of unfilled vacancies at a certain date is neither a sufficient nor a reliable guideline for training, mobility and other manpower programmes. (This will be demonstrated presently). Accordingly, the job vacancy survey presented here is designed within a labour turnover framework. It aims at measuring the *total* change in demand for manpower during a reference period instead of simply unfilled vacancies at a reference day, which reflects only *part* of *total* change in manpower demand.

Total change in demand for manpower can be measured, quite simply, in terms of three main variables : (1) filled vacancies or actual hirings during the reference period; (2) actual separations during the reference period; and (3) unfilled vacancies at the terminal date. This can be illustrated by means of notations. Denote filled vacancies as F, actual separations as S, and unfilled vacancies as U. Manpower demand at the initial date, denoted by D_0, is equal to the volume of employment, denoted by E_0, plus unfilled vacancies :

$$D_0 = E_0 + U_0$$

Similarly, at a subsequent date, denoted by subscript 1, we have :

$$D_1 = D_0 + F - S - U_0 + U_1$$

Therefore, the change in manpower demand, $\triangle D$, from time 0 to 1 is :

$$\triangle D = D_1 - D_0 = F - S - U_0 + U_1$$

In developing countries, hard-to-fill vacancies will be relatively few ; in fact unfilled vacancies at any particular date are likely to be scarce. Therefore, the need to differentiate vacancies with respect to time may not be as important in developing countries as it is in developed ones. Accordingly, although U_0 may be positive, it may be convenient to lump all unfilled vacancies at the terminal date together regardless of how long they may have existed. If this were done, we shall have :

$$\triangle D = F - S + U_1 \qquad\qquad \text{(I)}$$

which is more manageable than the preceding equation.

Equation I shows the minimum amount of information necessary for an enlightened and effective manpower policy. Additional information,

for example, about wage-rates and other terms relating to unfilled vacancies can be collected also, but naturally the cost and time requirements of the survey would be accordingly enlarged. In most of the developing countries, where resources and budgets for labour market policies are highly limited, it may be desirable to aim at moderate targets.

Although equation I is simple, it nontheless permits some highly valuable analysis for manpower programmes such as training, placement, mobility and guidance and counselling services. A pivotal condition is whether or not any unfilled vacancies at the terminal date are reported. Let us consider the two possibilities.

WHEN VACANCIES ARE REPORTED :

When unfilled vacancies for occupations are reported in a given area or industry, three possibilities may exist :

(a) The number of hirings may be identical to the number of separations. In this case, the change in demand for occupations will be exactly equal to the number of unfilled vacancies. In terms of our notations, possibility (a) is :

$$F = S \text{ with } \triangle D = U_1$$

(b) The number of hirings may exceed the number of separations. Here, the change in demand for occupations will be equal to the number of unfilled vacancies plus the excess of hirings over separations. In notational form, this possibility is :

$$F > S \text{ with } \triangle D = U_1 + (F - S)$$

(c) The number of separations may exceed the number of hirings. Here, the change in demand for occupations will be the difference between the number of unfilled vacancies and the excess of separations over hirings. If the latter is the larger of the two, there will be a decline in manpower demand despite the existence of unfilled vacancies. If the number of unfilled vacancies is the greater value, the increase in demand will be smaller than the number of unfilled vacancies. Finally, there may be no change in demand if the two values are equal. In notations, if $S > F$, then

$\triangle D \gtreqless 0$ depending on whether $U_1 \gtreqless (S - F)$.

While in case (a) the number of unfilled vacancies will exactly reflect the magnitude and direction of the change in the level of demand, in cases (b) and (c) it will refer only to a part of the change and, for this reason it cannot without ambiguity indicate the magnitude or even the direction of change. Thus in case (b) the change in demand is larger than the number of unfilled vacancies. In case (c), there may be an increase, decline or even no change in manpower demand at all even though some unfilled vacancies are reported. This situation clearly demonstrates that a count of unfilled vacancies alone can be misleading as a guide of manpower policy [3].

When no Vacancies are Reported [4]

Suppose that for some occupation in a given area or industry, no unfilled vacancies are reported. That is to say, U_1 in equation I is zero. Then three possibilities may exist :

(i) The number of hirings may be exactly equal to the number of separations in which case demand will be unchanged. In our familiar notations, if $F = S$, then $\triangle D = O$. However, significant shifts in the composition of demand may have taken place with important consequences

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[3] Because of its analytical importance, this case may be illustrated graphically as follows :
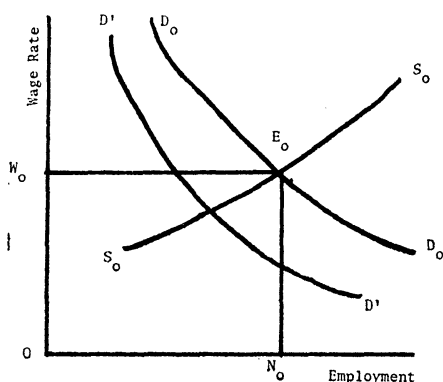
At the initial period supply and demand are in equilibrium at E_0 with ON_0 employment and OW_0 wage-rate. The excess of separations over hirings during the transition from time o to 1 will tend to push the demand leftwards from D_0D_0 to $D'D'$. The final point of equilibrium will be somewhere on the supply curve, S_0S_0, either to left and below E_0, or at E_0, or to the right and above E_0, depending on the number of unfilled vacancies relative to the excess of separations over hirings in the period considered.

[4] While this is an unlikely event in developed countries, it may not be so in less developed countries, at least for specific occupations, or industries. This is supported by the Malaysian Job Vacancy Survey.

for manpower policy. For example, all separations may be concentrated in the agricultural sector or may affect unskilled labourers, while hirings may be concentrated in the manufacturing sector or may involve skilled workers.

(ii) Hirings may exceed separations indicating that demand has increased. That is to say, if $F > S$, then $\triangle D = (F - S) > O$.

(iii) Hirings may be less than separations reflecting a decline in demand. That is, if $F < S$, then $\triangle D = (F - S) < O$.

The focal point of interest in cases (i) to (iii) is that useful guidelines for manpower policies can be derived even when no unfilled vacancies are reported. Thus, in case (ii) manpower trends indicate rising demand possibly requiring action by the placement service or the training agency.

That such useful policy guidelines can be inferred from the proposed vacancy survey data is because we are measuring the *total* change in demand during the reference period rather than only unfilled vacancies. This is highly important for developing countries where situations with no or few unfilled vacancies on specified dates are by no means uncommon.

Conceptual and Practical Problems

While the proposed method of collecting data about manpower demand is simple and practical, it is by no means free of problems. In general, two types of difficulties are likely to arise in a typical situation : (1) conceptual or definitional, and (2) practical or organisational.
Definitions [5]

The basic problem with a survey such as the one described here is that the concept of job vacancy is not in general usage in most of the developing countries. Therefore the firms answering questionnaires and the government officials administering such surveys may have unclear and inconsistent meaning of the concept. The result is likely to be that the development of meaningful series of manpower demand data will be a gradual process [6].

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[5] A glossary of the technical terms used in the Malaysian job vacancy survey is given in the appendix at the end of this paper.

[6] One way of reducing this difficulty is to conduct an intensive training seminar for the aid of officials to conduct the vacancy survey.

For operational reasons, it is advantageous to define unfilled vacancies as jobs immediatedy available for occupancy by job-seekers outside the reporting establishment and for which the management is actively seeking workers [7]. The advantages of this definition is that the employer, of whom the information is sought, is in a position to specify the number of workers that he would hire immediately provided, of course, that they had the skills and qualifications required ; for the same reason, specifications of the job openings (with regard to occupational skills and wage rates) would be known having already been defined by the employer.

The stipulation that the employer must be actively seeking workers, as indicated for instance, by newspaper advertising, is a check to ensure that demand for manpower is effective as opposed to potential. Only effective demand is of economic importance.

If a job vacancy is to be useful for manpower policy, it must refer to the exterior labour market ; that is to say, it must exclude employees already in the establishment. Operationally, filling of positions through internal promotions and transfers would not be regarded as vacancies, whereas filling of entry jobs would be so considered.

« Vacancy » is not the only term likely to cause conceptual problems in the job vacancy survey proposed. Other important terms are « employees », « hirings » and « separations ». However, these terms are generally used in the operations of business enterprises and are less problematical than the concept of vacancy. In fact, such data has long been collected in several countries in connection with measures of labour turnover. Therefore, operationally useful and conceptually consistent definitions of these terms should not prove impossible. An appendix at the end of this paper gives the definitions employed in the Malaysian survey.

PRACTICAL PROBLEMS

Of the several practical problems likely to be encountered in a job vacancy survey, the three principal ones are : (1) the industrial coverage of the survey, (2) the establishment sample, and (3) the manner of conducting the survey.

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[7] This is very similar to the definition used in the U.S.A. job vacancy surveys. See the sources cited in footnote (2) above.

The Industrial coverage

For developing countries, three are definite advantages for aiming at a modest industrial coverage, at least, at the initial stage of the vacancy survey. In the first place, the cost of a substantial survey may be prohibitive whereas lack of adequate administrative capability may prove a serious handicap. These difficulties are likely to be overcome in subsequent stages after the vacancy survey becomes a successful undertaking.

Equally important is the fact that in developing countries the frame or universe from which the sample of firms for the survey can be selected is more likely to exist readily for a few industries only than for all industries. Even in such cases, such frames usually contain significant omissions and other deficiencies requiring time-taking adjustments and up-dating. Consequently, it may be desirable to plan for a limited industrial coverage, at least to begin with, and to extend the coverage in due course of time.

For these reasons, the job vacancy survey in Malaysia was confined to the manufacturing sector in West Malaysia with the proviso that it would be extended to the public service and the commercial sectors as soon as resources would permit.

The Establishment Sample

Cost and resource availabilities are almost certain to weigh in favour or a sample survey. In addition, exclusion of firms with fewer than a minimum number of employees may well be preferable in view of the fact that smaller firms do not usually keep satisfactory records. Besides, they normally employ workers performing a range of duties, rather than specific functions. Therefore, it would be difficult, if not impossible, to collect meaningful information from small establisments. For this reason, such firms are normally excluded from vacancy surveys [8].

Conversely, it is desirable to give added weight to larger establishments. This is best done by stratifying the sample with respect to the size of employment. In the Malaysian vacancy survey, all firms with less than

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[8] See the U.S.A. experience in « Experimental Job Vacancy Survey Program of the United States Department of Labor », by Irwin F. O. Wingeard, in *The Measurement and Interruption of Job Vacancies, op. cit.*

20 employees were excluded from the sample ; 1/10 of those employing between 20 – 49 employees was randomly selected : 1/3 of those employing between 50 – 99 was similarly selected ; and all firms employing more than 100 employees were included. These sampling ratios will vary from one place to another depending on the total size of the universe, the area concentration of industries and administrative costs.

The Survey Method

Of the two methods of conducting a vacancy survey, namely mail survey and enumeration, the latter should be preferred in countries already possessing an employment service or a network of labour exchanges. By utilising the staff of the employment service for the collection of vacancy survey information, the penetration and placement rates of this service may well be increased significantly [9] since the information collected is of strategic importance to the employment service. Other advantages of direct enumeration are that data would be collected speedily and quite frequently, no follow-up action would be required and faulty interpretation of survey terms and procedures would be minimized. However, it is important to bear in mind that these results can only be attained after careful training and preparation of the enumerators.

In countries lacking an established employment service, enumeration may prove to be a costly procedure since a team of enumerators might have to be organized and trained. Therefore, a mail survey may be considered as an alternative to direct enumeration. In that event, employers selected for the survey will have to be issued with clear instructions regarding the terms and procedures used in the questionnaire. Moreover, in view of the possibility of a low response rate, which is a typical characteristic of mail surveys, second or even third rounds of mailing should be expected. Such follow-up action would naturally be time-taking. Accordingly, if mailing is the only feasible way of conducting a regular vacancy survey, the frequency of such a survey might have to be reduced.

However, whether direct enumeration or mail survey is employed, a pilot test of the questionnaire is an essential first step. Such a test helps to discover and amend most of the definitional and procedural problems prior to the full inplementation of the survey.

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[9] This is borne out by the Malaysian experience.

The Malaysian Vacancy Survey

The job vacancy survey described above was implemented by the Manpower Department, Ministry of Labour, Malaysia as from January 1969 [10].

Prior to the implementation of the job vacancy survey, some information about vacancies, placements and job-seekers in Malaysia was published in the Monthly Bulletin of the Ministry of Labour. This information, based on the activities of the labour exchanges, suffered from a major deficiency in that it referred almost exclusively to the supply side of the employment market, the demand side, particularly the private sector, being virtually ignored partly due to the reluctance of the staff of the exchanges to undertake active promotion and job-scouting functions and partly because of the preference of private employers for private recruitment. As a result, statistical information about labour exchange activities, provided, at best, a lopsided picture of current conditions in the employment market in that the number of registered job-seekers typically exceeded the number of placements effected by almost twenty times over. In fact, excepting one or two areas, the little placement handled by the labour exchanges was almost exclusively within the public service being the result of a policy directive that all public vacancies in the clerical and labouring categories should be filled through these exchanges.

The vacancy survey was designed in order to remove this serious gap in existing labour market information in Malaysia. One major consideration in the design stage was the limited amount of staff and financial resources that would be allocated to administer the survey. Although the Ministry of Labour was planning to expand the staff of the Employment Service (the agency responsible for the labour exchanges) this additional staff was earmarked for new and improved functions, such as job-scouting activities and strengthening offices already experiencing staff shortages. On the other hand, the Labour Market Information Service, (the agency responsible for information programmes) was a brand new operation yet to be staffed.

In view of these limited resources, it was decided to confine the survey coverage, at least initially, to the manufacturing sector in West Malaysia. However, the survey was designed in such a way that it could

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[10] The author served as an Adviser to the Ministry of Labour, Kuala Lumpur during 1968-69.

be extended to other sectors as well as to East Malaysia as soon as resources would permit. At the same time, survey sampling was selected over largescale mailing partly to economise in terms of resource inputs but primarily in order to employ direct enumeration of sample establishments by utilising the staff of the Employment Service so as to stimulate systematic promotion and job-scouting activities of the latter. Another strong point in favour of survey sampling was that the Employment Service itself would be a leading user of the vacancy survey data ; thus by co-ordinating data-gathering function with this Service its effectiveness was expected to be considerably strengthened. This expectation was subsequently confirmed by the results following implementation.

The frequency of the vacancy survey determined on the basis of two criteria besides the obvious constraint of limited resources : In the first place, it was felt that a too-frequently scheduled survey (such as monthly) might not reveal significant variations in the pattern of hirings, separations and vacancies. Evidence in support of this view was forthcoming in the fact that the volume of labour turnover as well as the number of unfilled vacancies in Malaysia were typically low. The second criterion bearing on the frequency of the survey was the requirement for speedy publication of the results which, in view of the lack of sophisticated data retrieval systems in the country, strongly favoured a conveniently interspaced survey scheduling. Accordingly, it was decided to conduct the job vacancy survey quarterly. Experience during the first year of its implementation suggests this to be a satisfactory arrangement.

The sample of firms included in the survey was selected from the list of manufacturing establishments available at the Department of Statistics. This is a comprehensive list which is used for the annual manufacturing census. The sample was stratified with respect to the size of the work-force of the firms as other survey experience [11] showed that employment size was the most important criterion, the industry and area dimensions being relatively insignificant. The sample was drawn from the universe on the basis of the following guidelines :
Economics, No. 97, 1967.

1) include all firms having « pioneer » status, i.e. firms granted special tax concessions under the Malaysian Government's industrial development programme ;

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[11] « The Rochester, U.S.A. vacancy survey » in *Measuring Job Vacancies* by John C. Myers and Daniel Greamer, The Conference Board, Studies in Business Economics, No. 97, 1967.

2) include all non-pioneer firms with over 100 employees ;

3) include one-tenth of all non-pioneer firms with 20 to 49 employees ;

4) include one-third of all non-pioneer firms with 50-99 employees, and

5) exclude all non-pioneer firms with less than 20 employees.

The reason for including all of the pioneer firms was that these were generally considered to be large and growing firms ; therefore they could be expected to play an important role in the Malaysian labour market and economy. Conversely, the exclusion of non-pioneer firms with less than 20 employees was due to the fact that small firms normally had poor records and did not have distinct job titles as their employees performed a multitude of tasks rather than specialised jobs.

Following completion of the survey design and the questionnaire, a pilot test was carried out in the predominantly industrial town of Petaling Jaya. This test was primarily to find out if any of the terms and procedures used in the questionnaire were likely to cause misunderstandings or difficulties for the respondents and the enumerators. Since an instructions sheet and a glossary of terms used were attached to the questionnaire which was only one page long containing only two questions, (one regarding the firm's size and the other regarding hirings, separations and vacancies) little difficulty was encountered. One interesting check performed during the pilot test was the amount of time required to complete an interview ; this information was useful in estimating the likely workload of the Employment Service resulting from survey enumeration.

After the successful completion of the pilot test, a two-day training siminar was arranged for briefing the staff of the Employment Offices on the technical aspects of the survey : how to proceed in obtaining the information from the respondents, who to interview in the selected firms, correct understanding and use of the terms and procedures in the questionnaire, and so on. At the conclusion of the seminar, printed questionnaires were distributed to the enumerators. To further facilitate their task in establishing contacts with the firms selected, letters were previously sent to these firms advising them regarding the objective and timing of the survey and requesting their cooperation with the local Employment Office enumerators.

The Malaysian vacancy survey is being jointly administered between the Labour Market Information and Employment Services of the Manpower Department. Through its network of regional offices the Employment Service conducts the enumeration of the firms included in the survey and the completed questionnaires are returned to the Labour Market Information Service for processing and publication.

By October, 1969, three surveys had been completed covering the period since January 1, 1969. The enumeration exercise itself appeared to have increased the penetration and placement rates of the labour exchanges. It is rather early to be definite about its long-term usefulness, although it can be safely stated that after successive surveys a reliable series of changes in manpower demand in the Malaysian labour market can be expected to accumulate to serve as a useful guideline for training programmes as well as for long-term manpower planning.

Appendix on the Definition of Terms Used in the Malaysian Job Vacancy Survey

One of the most crucial terms used in the JVS is « vacancy ». It is defined in the following manner : « jobs which are *immediately* available for occupancy by workers outside the establishment and for which the management is actively seeking workers. The following constitute vacancies : Full-time, part-time, permanent, temporary, seasonal, or short-term job vacancies »

« *Actively seeking* » is defined by the following examples : (1) Seeking assistance in finding suitable outside workers from employees, friends of employees, trade unions, business or professional organisations, schools or universities, business associates, employment offices or mail, etc. : (2) interviewing applicants who « walk in » or write to management or are located from applicant files.

The following are not vacancies : (1) jobs to be filled within the establishment by promotion, transfer or demotion of present staff ; (2) jobs held open for workers on paid or unpaid leave ; (3) jobs for which new workers have been hired but are scheduled to start work at a later date ; and (4) jobs unoccupied because of an industrial dispute.

The other crucial terms in the JVS are « employees », « hirings », and « separations ».

« Employees » are all persons on the payroll of the establishment at the terminal date of the quarter surveyed. It includes workers obtained through labour contractors, office staff, part-time, seasonal, permanent or temporary workers as well as those employees who are absent on leave with pay.

« Hirings » refer to employees who have been placed on the payroll of the establishment during the period covered by the survey. The following cases do not

constitute hirings : (1) employees returning to work after the settlement of an industrial dispute, (2) employees returning to work after paid or unpaid leave, (3) employees promoted or transferred or demoted within the establishment even when such cases involve movement from one branch of the establishment to another. However, the following cases constitute hirings : (1) new workers joining the establishment for the first time, (2) workers joining the work-force after voluntary quit, dismissal, or lay-off.

« Separations » refer to employees who have left the establishment during the period covered by the survey. Examples are : (1) workers quitting voluntarily for whatever reason, (2) workers dismissed or fired by management for whatever reason, (3) workers retiring even though they may continue to receive a pension from the firm, (4) workers who died, and (5) workers put on lay-off regardless of length of time. The following do not constitute separations : (1) employees stopping work in an industrial dispute, (2) employees who have been promoted, transferred or demoted within the establishment even when such cases involve movement from one branch of the establishment to another, (3) employees going on paid or unpaid leave.

L'INVENTAIRE DES EMPLOIS DISPONIBLES COMME OUTIL D'INFORMATION SUR LE MARCHÉ DU TRAVAIL DANS LES PAYS EN VOIE DE DÉVELOPPEMENT

Cet article présente une méthode pour inventorier les emplois disponibles dans un contexte de roulement de main-d'oeuvre. Cette méthode est originaire de la Malaisie où elle sert maintenant pour des relevés trimestriaux. Cependant cette approche a la qualité d'être assez générale pour pouvoir servir dans d'autres pays.

Dans un premier temps sont examinés les usages opérationnels des données sur les emplois disponibles. Une information régulière et uniforme sur la demande actuelle de main-d'oeuvre aiderait les services d'emploi ou les centres de main-d'oeuvre à accroître son taux de placement, à améliorer ses programmes de mobilité de main-d'oeuvre et ses programmes de formation. En plus, un certain nombre d'inventaires des emplois disponibles faciliterait les prévisions de main-d'oeuvre en longue période.

Quant au cadre technique de l'inventaire, le nombre des emplois disponibles non remplis à un moment donné n'est pas un guide fiable et suffisant pour la formation, la mobilité et les autres politiques de main-d'oeuvre. La méthode proposée a pour but de mesurer le changement *total* dans la demande de main-d'oeuvre pendant une période de temps plutôt que de faire référence aux emplois disponibles non remplis à une date spécifique. Le volume total de la demande de main-d'oeuvre à la date initiale, D_0, est égal au volume d'emploi E_0, plus les emplois disponibles non remplis, U_0 :

$$D_0 = E_0 + U_0 \qquad (1)$$

De la même façon, à une date subséquente, (notée par le souscrit 1), nous obtenons :

$$D_1 = D_0 + F - S - U_0 + U_1 \qquad (2)$$

où F représente les placements (ou les vacances remplies) et S les pertes d'emploi. Alors le changement dans la demande de main-d'oeuvre, $\triangle D$, du temps 0 au temps 1 est :

$$\triangle D = D_1 - D_0 = F - S - U_0 - U_1 \qquad (3)$$

Vu que dans les pays en voie de développement les emplois disponibles difficiles à remplir sont rares à n'importe lequel moment dans le temps, la nécessité d'introduire l'aspect temps semble ici moins importante que dans les pays industrialisés. Alors même si U_0 peut avoir un signe positif, il semble être utile de grouper toutes les vacances non remplies et d'y référer comme si c'était à la date terminale de l'inventaire. Dans ce cas, nous obtenerions :

$$\triangle D = F - S + U_1 \qquad (4)$$

Il est plus facile de travailler avec l'équation (4) que l'équation (3). C'est cette équation (4) qui à la base du travail fait en Malaisie sur ce sujet. Cependant il peut être souhaitable d'introduire la différentiation de temps dans le traitement de ce problème dans d'autres pays.