



VACANCIES

The Real Estate Agents Licensing Board invites suitably qualified and eligible applicants for the following positions:

VACANCY NO	POSITION TITLE	LOCATION	SALARY RANGE	NUMBER OF POSITIONS	CONTRACT DURATION
REALB 01/2025	Assistant Compliance and Monitoring Officer	Suva	(\$20,588.70 - \$24,222.00)	1	3 years

The appointment process for this position will be in accordance with the Civil Service Open Merit Recruitment and Selection Guideline. The position description for each position is available from <https://www.realbfiji.com/vacancies>. All applicants are encouraged to obtain this information to assist with your written application.

ELIGIBILITY

All applicants for employment in the Real Estate Agents Licensing Board must be of good character. Applicants must also be Fijian Citizens, under the age 55, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

APPLICATION PROCESS

To apply and be eligible for consideration applicants must: -

1. Submit a covering letter of no more than three [3] pages clearly stating how they will address the Knowledge, Experience, Skills, Abilities (KESA) required for the position;
2. Submit a current Curriculum Vitae (CV) email address and phone contact with at least two (2) referee contact details with one being the current or most recent supervisor; and
3. Submit certified copies of Academic Certificates and Transcripts.

CLOSING DATE: APPLICATIONS MUST BE SUBMITTED BY 4.00PM ON FRIDAY 14TH MARCH, 2025. LATE APPLICATIONS WILL NOT BE CONSIDERED.

Applicants are encouraged to submit their applications on any of the three (3) addresses given below:

<u>Post</u>	<u>Hand Delivered</u>	<u>Email</u>
The Registrar Real Estate Agents Licensing Board P. O. Box 19239 Suva	The Registrar Real Estate Agents Licensing Board Level 1, Office 4, Flagstaff Plaza Suva	recruitment@realb.org.fj

For further information, please contact the Human Resource Officer on 3300355.

REAL ESTATE AGENTS LICENSING BOARD

ROLE DESCRIPTION

Corporate Information

Role:	Assistant Compliance and Monitoring Officer
Salary Range	\$20,588.70 - \$24,222.00
Location	Flagstaff Plaza, Level 1, Office 4, Suva
Reports to:	Compliance and Monitoring Officer
Subordinates	None

Position Purpose

The Assistant Compliance and Monitoring Officer (ACMO) is responsible for assisting in the development, implementation and monitoring of compliance policies, adherence to the Real Estate Agents Act 2006 (the Act) and other related legislation. The incumbent is also responsible for assisting in the vetting of real estate agents' and salespersons applications and customer services.

Key Responsibility Areas

The position will achieve its purpose through the following key responsibilities:

1. Assist in the effective administration of compliance work program.
2. Assist in the administration and resolution of complaints received
3. Assist CMO during annual inspections of real estate agent's principal place of business and branches nationally, undertake spot checks and inspections of new agents place of business.
4. Scheduling and coordinating joint inspections with other agencies on compliance related activities.
5. Vetting of new/renewal applications for agents and salesperson.
6. Monitor print and social media daily for illegal real estate activities and related compliance matters.
7. Assist CMO in report preparation on compliance activities to be provided to Registrar
8. Schedule and assist CMO in preparing and delivering awareness programs.

9. Assist CMO develop presentations and present in various Public Forums and Workshops.
10. Assist CMO in the preparation of Board meeting reports and papers.
11. Ensure that information request from the Board, Registrar or relevant stakeholders are effectively addressed in a timely manner.

Person Specification

Minimum qualification required is Degree Real Estate or Land Management or Law or Economics or Accounting with 2 years of relevant industry experience.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

1. Knowledge on how to carry out investigations.
2. Exceptional report writing skills.
3. Knowledge of Real Estate Agents Act 2006 will be an advantage.
4. Ability to complete work with minimum supervision.
5. Good communication and analytical skills;
6. Self-starter with a "can do" attitude.
7. Outstanding verbal and written communication skills;
8. Impeccable attention to detail;
9. Ability to communicate effectively both inside and outside the organization;
10. Collaborative, team player with strong analytical, organizational and interpersonal skills.

Personal Character and Eligibility

Applicants for employment in the Real Estate Agents Licensing Board must be of good character. Applicants must also be Fijian Citizens, under Age 55, in sound health, with clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Real Estate Agents Licensing Board is an Equal Employment Opportunity Employer. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.