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 the compliance work program.
2. Assist in the administration and resolution of complaints received
3. Assist CMO during annual inspections of real estate agents' 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 the Registrar
8. Schedule and assist the CMO in preparing and delivering awareness programs.

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

Person Specification

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

Knowledge, Experience, Skills and Abilities

The applicant should possess:

1. Knowledge on real estate matters
2. Knowledge on how to carry out investigations.
3. Exceptional report writing skills.
4. Knowledge of the Real Estate Agents Act 2006 will be an advantage.
5. Ability to complete work with minimum supervision.
6. Good communication and analytical skills;
7. Self-starter with a “can do” attitude.
8. Outstanding verbal and written communication skills;
9. Impeccable attention to detail;
10. Ability to communicate effectively both inside and outside the organization;
11. 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 the age of 55, in sound health, with a 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.

The application must be submitted by midnight Friday, 4th July, 2025. Late applications will not be considered.