



VACANCIES

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

VACANCY NO	POSITION TITLE	LOCATION	SALARY BAND & SALARY RANGE (STEP 1-4)	NUMBER OF POSITIONS	CONTRACT DURATION
REALB 01/2024	Research and Technical Officer	Suva	F - (\$22,528.74 - \$28,883.00)	1	3 years

The appointment process for this position will be in accordance with the Fijian Civil Service Open Merit Recruitment and Selection Guideline. A full application package including the Job Description for the position is available on the Real Estate Agents Licensing Board website <https://www.realbfiji.com/vacancies>. 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 cover letter of no more than two [2] 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.

Submission

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

Applications must be submitted by 4.00 pm, Friday, 26 April 2024. Late and incomplete applications will not be considered. For further information contact ashween.kumar@realb.org.fj

REAL ESTATE AGENTS LICENSING BOARD

ROLE DESCRIPTION

Corporate Information

VACANCY NO	POSITION TITLE	LOCATION	SALARY BAND & SALARY RANGE (STEP 1-4)	NUMBER OF POSITIONS	CONTRACT DURATION
REALB 01/2024	Research and Technical Officer	Suva	F - (\$22,528.74 - \$28,883.00)	1	3 years

Position Purpose

The Research and Technical Officer will be required to undertake research and submit technical papers on real estate, land use, property development, socio-economic analysis of the housing market and related areas. The incumbent must conduct relevant quantitative and qualitative research work, undertake policy analysis and provide appropriate advice to guide the Board in the achievement of its deliverables. The officer will be required to collect the national property sales information from all relevant sources and continuously update the National Property Sales Database (NatPro).

Key Responsibilities

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

1. Undertake research work, locate and collect relevant materials relating to but not limited to the housing sector and the real estate industry;
2. Writing high-quality research reports, articles, briefs and other technical materials relating to housing sector and the real estate industry.
3. Assist in developing and strengthening data analysis to support research work and the compilation of policy paper;
4. Identify research direction, develop research proposals and execute research studies on the real estate sector; land use planning, property development, economic analysis of the housing market and related technical areas.
5. Writing technical reports and dissemination of research papers and policy briefs to the Registrar and the Board;
6. Oversee the periodic monitoring and evaluation of the organizations KPI's and undertake performance analysis of the Operational Plan and Strategic Plan.
7. Collect national property sales data information using forms and any authorized electronic equipment in their assigned Enumeration Areas [EA];
8. The applicant shall understand and thoroughly familiarize themselves with the contents of the data collection forms from various sources;
9. Ensure field data collection activities fulfills reporting requirements and proper information verification whilst out in the field;
10. Complete data collection activities within the allocated Enumeration Areas [EA] boundaries;
11. Specific data to be collected but may not be limited to:
 - a. Type of Property

- b. Floor area of building
 - c. Property picture
 - d. Other (specified by the Board)
12. The officer will be expected to continuously update data in the National Property Sales Database (NatPro) portal so that the information remains relevant for users.

Person Specification

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

Knowledge, Experience, Skills and Abilities

The applicant should possess:

1. A minimum of 2 years comprehensive work experience in the areas of research, policy analysis and field data collection
2. Exceptional report writing and analytical skills;
3. Having good understanding of the housing sector, real estate industry and involvement in the publication of research materials will be an advantage;
4. Diverse experience in identifying research areas, development of research tools and using analytical software;
5. Actively contributes to the team and able to work independently.

Eligibility

All applicants for employment with REALB must be fully vaccinated and of a good character, with a background that demonstrate their commitment to the values and principles of state services contained in the Fijian Constitution. Applicants must be Fijian Citizens, under the age of 55, in sound health and with a clean police record. The successful applicants will be required to provide a medical certificate and police clearance prior to taking up duty.