



VACANCIES

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

VACANCY NO	POSITION TITLE	LOCATION	SALARY RANGE	NUMBER OF POSITIONS	CONTRACT DURATION
REALB 01/2024	Research and Technical Officer	Suva	(\$31,920.90 - \$37,554.00)	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, 20 September 2024. Late and incomplete applications will not be considered. For further information contact ashween.kumar@realb.org.fj