



REAL ESTATE AGENTS LICENSING BOARD

ROLE DESCRIPTION

Corporate Information

Role:	Compliance and Monitoring Officer
Salary Range	\$32,940.90 - \$38,754.00
Location	Flagstaff Plaza, Level 1, Office 4, Suva
Reports to:	Registrar
Subordinates	Assistant Compliance and Monitoring Officer

Position Purpose

The Compliance and Monitoring Officer is responsible for developing, implementing and monitoring compliance policies, adherence to the Act and other related laws in this field. The incumbent is also responsible vetting real estate agents licenses, renewals and managing customers. The incumbent reports to the Registrar.

Key Responsibility Areas

The position will achieve its purpose through the following key responsibilities

1. Effective compliance measures instituted at REALB
 - Develops, implements, monitors policies and procedures on compliance relative with the Act and other related laws of Fiji in this area ensured.
 - Administration of the compliance program managed effectively and efficiently.
 - Develops, implements and manages a complaints procedure successfully.
 - Inspections on real estate agent's principal places of businesses and branches nationally including inspections for all license renewals ensured.
 - Inspections for new real estate agents applications managed effectively including spot checks conducted in a timely manner
 - Manage alleged violations of rules and regulations as per policy and

procedures successfully

- Vetting of new/renewal application for the salesperson as received by the Board and approved by the Registrar ensured
- Ensure all real estate agents license application are vetted and accurate advice provided when needed.
- Complaints managed effectively:
 - actions recommended
 - police action if necessary
 - timely updates provided to the Board
 - inspections done in a timely manner

2. Monitoring and Evaluation system developed and implemented

- Capacity assessment is conducted on existing monitoring and evaluation system
 - indicators and monitoring strategy for the project developed and implemented
 - Survey conducted including physical photos for National Properties and Sales Database and uploaded in real time
- Document results of the M & E system and produce periodic reports to the Registrar and relevant stakeholders when required
- Issues Log and Risk Log are prepared
- Budget for monitoring and compliance team developed and submitted for approval

3. Well-informed Executive/Board/Stakeholders

- Monthly and Quarterly reports on compliance activities provided to Registrar not limited to content for Annual report
- Induction training for sales person and agents conducted
- Participation in the development of compliance guidelines and policies ensured
 - inclusive of publications and public presentation
 - roadshows conducted as per timeline for agents, salesperson and branch managers
 - budget for roadshows developed, approved and implemented including the reconciliation of accountable advance
- Develop and present in various Public Forums and Workshops
- Board papers prepared and submitted in a timely manner for Board meetings
- Ad-hoc information request from Management, the Board or relevant stakeholders effectively addressed in a timely manner

- Policy papers developed for real estate sector to assist in decision making ensured
- Provision of advice to the real estate industry on national policies relating to real estate sector in consultation with relevant governmental departments and statutory authorities

4. Staff managed effectively

- Management through the organisation performance management system of staff ensured
- Internal procedures and guidelines maintained
- Training and capacity building ensured
- Ensure adherence to internal policies and procedures

5. REALB's organisational values and standards demonstrated at all times

Person Specification

The minimum Qualification Required will be a Degree in Land Management, Accounting and Finance, Economics, Law or other related field with a minimum of 3 years of experience in a similar role

Knowledge, Experience, Skills and Abilities

The applicant should possess:

- At least three years of experience in real estate, compliance or finance related roles
- Ability to develop, review and implement targeted policies
- Computer literate and proficient in Microsoft Office
- Well versed with REALB Act and regulatory Laws relevant to this area
- Experience working with other law enforcement agencies
- Ability to complete work with minimum supervision;
- Good communication and analytical skills;
- Self-starter with the initiative worker;
- Outstanding verbal and written communication skills;
- Impeccable attention to detail;

- Ability to communicate effectively both inside and outside the organization;
- Ability to write complex reports; and
- 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 a Fijian Citizens, under the Age of 55, in sound health, with clear police records and a Valid group 2 driving license. 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.**