



VACANCIES

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

VACANCY NO	POSITION TITLE	LOCATION	HOURLY RATE	NUMBER OF POSITIONS	CONTRACT DURATION
REALB 04/2025	Project Officer – Clerical Officer (Accounts)	Suva	(\$7.60 - \$9.61)	1	3 months

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 of 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.

Applicants are encouraged to submit their applications to 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 more details, please contact HR on 3300355, or email to recruitment@realb.org.fj

The application must be submitted by midnight Tuesday, 30th September 2025.

LATE APPLICATIONS WILL NOT BE CONSIDERED

REAL ESTATE AGENTS LICENSING BOARD

ROLE DESCRIPTION

Corporate Information

Role:	Project Officer – Clerical officer (Accounts)
Salary Range	(\$7.60 - \$9.61)
Location	Flagstaff Plaza, Level 1, Office 4, Suva
Reports to:	Human Resource and Finance Officer
Subordinates	None

Position Purpose

The Project Officer – Clerical Officer (Accounts) is responsible for providing effective support in both finance and human resource functions of the organization. The role involves assisting with the preparation and maintenance of financial records, processing payments, reconciliations, and supporting budgetary requirements. In addition, the officer will assist with HR-related tasks such as maintaining staff records, supporting recruitment processes, handling payroll documentation, and ensuring compliance with organizational policies and procedures. This position plays a key role in ensuring smooth day-to-day operations while upholding accuracy, confidentiality, and efficiency in both finance and HR functions.

Key Responsibility Areas

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

Finance

1. Assist in the preparation, recording, and maintenance of financial transactions and records.
2. Process payments, invoices, and purchase orders in a timely and accurate manner.
3. Perform bank, cash, and account reconciliations to ensure accuracy of financial data.
4. Assist in the preparation of financial reports, budgets, and cash flow statements.
5. Maintain proper filing and documentation of finance-related records in compliance with policies and audit requirements.
6. Support the monitoring of expenditure against budget allocations.
7. Maintain and update staff records, including contracts, leave balances, and personnel files.
8. Provide administrative support in recruitment, onboarding, and staff exit processes.
9. Assist with the preparation of payroll documentation and related HR compliance requirements.
10. Support HR reporting requirements by providing accurate and updated information.

11. Ensure confidentiality and proper handling of sensitive HR documents and information.
12. Assist in coordinating staff training, meetings, and HR-related events.
13. Provide clerical and administrative support to ensure the smooth running of daily operations.
14. Uphold organizational policies, procedures, and standards in all assigned tasks.
15. Perform any other duties as assigned by management to support the achievement of organizational objectives.

Person Specification

Minimum qualification required is a Degree in Accounting or Finance with 1 year of relevant industry experience.

Knowledge, Experience, Skills and Abilities

The applicant should possess:

1. Demonstrated experience in clerical or administrative work, preferably in finance and/or human resources.
2. Knowledge of accounting principles, financial record-keeping, and reconciliation processes.
3. Understanding of human resource procedures, including recruitment, payroll support, and staff record management.
4. Familiarity with relevant legislation, policies, and regulations relating to finance and HR.
5. Proficiency in the use of Microsoft Office applications (Word, Excel, Outlook, PowerPoint) and financial software packages.
6. Strong numerical and analytical skills with attention to detail and accuracy.
7. Good organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
8. Effective written and verbal communication skills to interact professionally with staff and stakeholders.
9. Ability to maintain confidentiality and handle sensitive information with integrity.
10. Proven ability to work collaboratively in a team environment as well as independently with minimal supervision.
11. Problem-solving skills with the ability to adapt to changing work priorities and requirements.

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 Tuesday, 30th September 2025.

LATE APPLICATIONS WILL NOT BE CONSIDERED.