



REAL ESTATE AGENT AUTHORITY

VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY

Applications are invited from qualified candidates who wish to be considered for appointment as “**Administrative Secretary**” in the Real Estate Agent Authority.

Age Limit:

Candidates, unless already in the Public Sector, should not have reached their **45th** birthday by the closing date for the submission of applications.

Qualifications:

- A. A degree in Management or Public Sector Management or Public Administration or Business Administration from a recognised institution or an equivalent qualification acceptable to the Authority.
- B. Candidates should -
 - (i) reckon at least three years’ post qualification experience;
 - (ii) possess good communication (written and oral) and interpersonal skills;
 - (iii) be able to do online work, work under pressure and meet tight deadlines;
 - (iv) possess a critical and analytical mind and have multidisciplinary approach to problem solving;
 - (v) have a positive attitude towards work and a strong personality with the ability to lead others and promote team work.;
 - (vi) demonstrate a high level of confidentiality and integrity; and
 - (vii) be computer literate.

Candidates should produce written evidence of experience claimed.

Roles and Responsibilities:

To assist the Director in the proper administration of the Authority.

Duties:

1. To assist the Director in all administrative work of the Authority.
2. To act as Secretary to the Board and its Sub-Committees.
3. To prepare Agenda, Minutes and Reports in connection with the Board and its Sub-Committees.
4. To ensure follow up actions on all decisions taken by the Board in consultation with the Director.
5. To assist in the formulation and implementation of strategies and policies.

6. To assist in the administration of legislation falling under the responsibility of the Authority.
7. To liaise with the Authority's Legal Adviser on all legal issues.
8. To establish, keep and maintain the Register of real estate agents.
9. To be responsible for the preparation of the Annual Report and other reports as required.
10. To be responsible for the implementation of a Performance Management System.
11. To train subordinate staff.
12. To represent the Real Estate Agent Authority in meetings in other organizations and relevant forums.
13. To use ICT in the performance of his duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Secretary in the roles ascribed to him.

Salary:

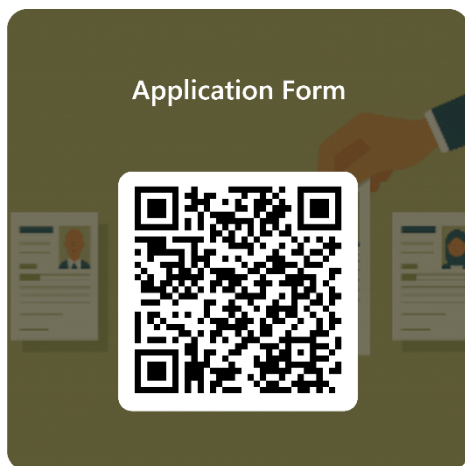
The permanent and pensionable post carries salary in scale of Rs 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 77,750

However, for the year 2026 the discounted salary would be Rs 35,353.

Mode of Application:

A copy of job specifications and terms of employment can be downloaded from the website of the Real Estate Agent Authority at <https://www.reaamauritus.org/>

Applicants are requested to fill in the online application at the following link or scan the below QR code <https://forms.cloud.microsoft/r/X1SSZMBw8M>



Mode of Application:

A copy of job specifications and terms of employment can be downloaded from the website of the Ministry of Housing and Lands at <https://housing.govmu.org/SitePages/Index.aspx>.

Applicants are requested to fill in the online application at the following link or scan the below QR code <https://forms.cloud.microsoft/r/X1SSZMBw8M>



Motivation letter (clearly stating the Reference of the position applied for and interest in the role and suitability), an update Curriculum Vitae and copies of all supporting documents for the position (National Identity Card), academic and certified professional certificates, evidence of any experience claimed) should be submitted by email on hr@reaamauritius.org

The deadline for submission of applications is **31 August 2026 at 15.00 hours** (local time)

Note:

- (a) Online Applications received after the specified closing date and time will not be considered.
- (b) Selected candidates will have to produce a Certificate of Character at the time of the interview or by a reasonable time as may be decided by the Real Estate Agent Authority Board.
- (c) The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate by the closing date.
- (d) Incomplete and non-submission of the required documents may entail elimination from the selection exercise.
- (e) Only the best qualified candidates will be called for an interview.

- (f) The Real Estate Agent Authority Board reserves the right not to make any appointment following this advertisement without any obligation to give any reason to the candidate(s) of the grounds of its action.

17 August 2026



REAL ESTATE AGENT AUTHORITY

VACANCY FOR THE POST OF ANALYST

Applications are invited from qualified candidates who wish to be considered for appointment as “**Analyst**” in the Real Estate Agent Authority.

Age Limit:

Candidates, unless already in the Public Sector, should not have reached their **45th** birthday by the closing date for the submission of applications.

Qualifications:

A. A degree in Finance or Accounting or Law or Banking and Financial Services or Statistics from a recognised institution or an equivalent qualification acceptable to the Authority.

B. Candidates should -

- (i) reckon at least two years' post-qualification experience in the financial, compliance or legal services sector;
- (ii) have a sound understanding of:
 - (a) Relevant Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) laws and regulations
 - (b) the Financial Action Task Force and other regional and international organisations involved in the fight against money laundering and terrorism financing;
 - (c) the Financial Action Task Force Standards;
 - (d) the work of the Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG); and
 - (e) compliance with anti-money laundering and terrorism financing preventive and proliferation measures;
- (iii) possess good interpersonal and communication skills;
- (iv) possess good analytical skills;
- (v) have the ability to work in a multi-disciplinary team;
- (vi) be able to meet tight deadlines; and
- (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Roles and Responsibilities:

To be responsible for implementation of the AML/CFT Framework of the Authority.

Duties:

1. To be responsible to the Director or any designated officer for the performance of the following duties:
 - (i) assist in the supervision and enforcement functions of the Authority;
 - (ii) coordinate and monitor the AML/CFT compliance of real estate agents; and
 - (iii) carry out on-site inspections and make appropriate recommendations.
2. To collect, analyse, keep and maintain relevant data or information and updates on issues relating to AML/CFT.
3. To liaise with the Eastern and Southern Africa Anti-Money Laundering Group Secretariat or any other relevant international or regional assessing bodies for matters relating to the real estate sector.
4. To carry out research in relation to AML/CFT standards, reports, laws, regulations and publications.
5. To follow up on remedial plans to ensure compliance with AML/CFT framework.
6. To represent the Authority in meetings and ensure any follow-up actions.
7. To use ICT in the performance of his duties.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Analyst in the roles ascribed to him.

Salary:

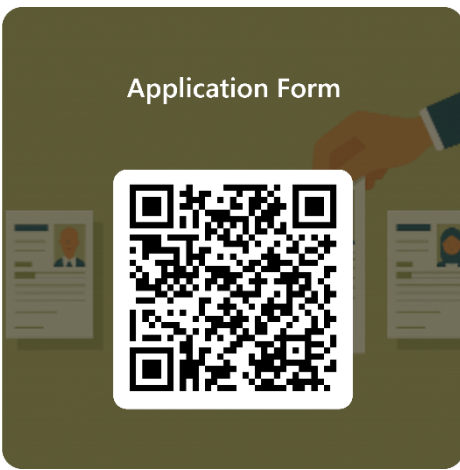
The permanent and pensionable post carries salary in scale of Rs 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 77,750

However, for the year 2026 the discounted salary would be Rs 35,353.

Mode of Application:

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17 August 2026



REAL ESTATE AGENT AUTHORITY

VACANCY FOR THE POST OF HUMAN RESOURCE MANAGEMENT OFFICER

(ON CONTRACT)

Applications are invited from qualified candidates who wish to be considered for employment as “**Human Resource Management Officer**” at the Real Estate Agent Authority on a contract basis of one year, renewable upon satisfactory job performance.

Age Limit:

Candidates, unless already in the Public Sector, should not have reached their **45th** birthday by the closing date for the submission of applications.

Qualifications:

- A. A degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board of the Real Estate Agent Authority.
- B. Candidates should –
 - (i) have at least four years’ post qualification experience in the field of Human Resource Management;
 - (ii) be fully conversant with human resource policies, rules, regulations practices and related legislation for the Public Sector and the latest trends in human resource management;
 - (iii) possess good leadership and strong communication, interpersonal and negotiating skills;
 - (iv) possess good problem-solving skills and the ability to analyse complex human resource matters;
 - (v) have the ability to work in a multi-disciplinary team; and
 - (vi) be capable to work under pressure and meet deadlines.
 - (vii) Be computer literate (Conversant with ICT in light of digitalization (Office package: MS 365, Teams etc.)

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities

To be responsible for providing professional human resource services as well co-ordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Real Estate Agent Authority.

Duties:

1. To be responsible for the day-to-day management of the Human Resource section of the Authority.
2. To advise on all matters relating to human resource policies, [practices and procedures.
3. To ensure that-
 - (i) Human resource policies, rules regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably; and
 - (ii) Schemes of service are properly drafted and existing ones are reviewed to meet organisational needs in terms of roles and responsibilities.
4. To develop in consultation with the Director of the Authority, a strategic approach to human resource management and development to ensure the effective achievement of the organisation's goals and objectives.
5. To carry out human resource planning and forecasting to match human resource requirements in terms of number, roles and level of number, roles and level of responsibilities with organisational needs.
6. To ensure the successful implementation and sustainability of all modernisation, reforms and change management initiatives in the field of human resource management.
7. To prepare human resource proposals in the context of budgetary exercise.
8. To liaise with line managers/ divisional heads of the Authority to establish a manpower and succession plan for their respective section/unit.
9. To assist in carrying out studies and research work in problem areas.
10. To supervise and provide proper guidance and coaching to subordinate staff.
11. To conduct Training Needs Analysis, assist in the mounting of appropriate training courses and to evaluate effectiveness of training.
12. To develop and implement organisation design and work processes.
13. To act as chairperson/member/secretary of boards and committees relating to human resource matters.
14. To attend Court/Tribunal in respect of cases relating to human resource matters and to ensure proper follow-up action.
15. To promote good employee relations and take prompt action to settle grievances and conflicts through negotiation/discussion.

16. To facilitate the promotion of staff welfare and a good, healthy and safe working environment.
17. To use ICT in the performance of his duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Management Officer in the roles ascribed to him.

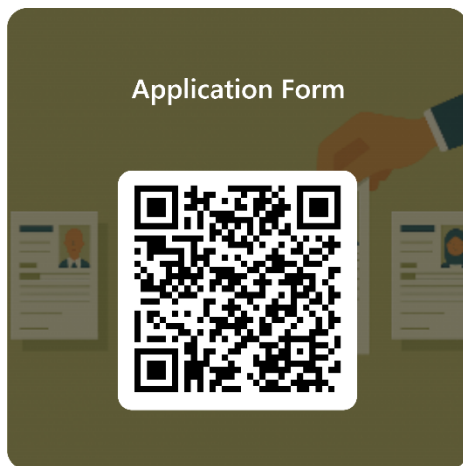
Salary:

A flat rate of Rs 42,050 + Travelling

Mode of Application:

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17 August 2026



REAL ESTATE AGENT AUTHORITY

VACANCY FOR THE POST OF RESEARCH OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as “**Research Officer**” at the Real Estate Agent Authority.

Age Limit:

Candidates, unless already in the Public Sector, should not have reached their **45th** birthday by the closing date for the submission of applications.

Qualifications:

- A. A degree in Economics or Statistics or Public Policy or Law or Real Estate or Urban Studies or Finance from a recognised institution or an equivalent qualification acceptable to the Board of the Real Estate Agent Authority.
- B. Candidates should –
 - (i) have at least two years’ experience in the real estate sector;
 - (ii) have strong research and analytical skills;
 - (iii) have good report-writing abilities;
 - (iv) demonstrate a high sense of professionalism, integrity and confidentiality;
 - (v) have good interpersonal and communication skills; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To collect, compile, analyse and present data related to real estate transactions, agent activities, property valuation trends and market performance.
2. To undertake in-depth research on national and international real estate market trends, practices and legislation.
3. To draft comprehensive research papers, policy briefs, discussion papers and technical reports for the Authority’s internal use or public dissemination.
4. To assist in the preparation of annual reports and strategic documents.
5. To assist in the formulation, evaluation and revision of policies, regulatory frameworks and operational strategies.

6. To identify and document international best practices in real estate agency regulation and supervision including Anti-Money Laundering/Combating the Financing of Terrorism issues.
7. To assess the impact of national and international measures and develop corresponding regulations and guidelines for activities in the real estate sector.
8. To maintain a research database with relevant statistics, reports and publications on –
 - (i) trend analysis in other jurisdictions in terms of product development, supervision and customer related issues; and
 - (ii) compilation and analysis of internal statistics relating to customer complaints, enforcement actions as well as local industry development
9. To liaise with stakeholders including Ministries/Departments, real estate professionals, international organisations and academic institutions for research collaboration and data sharing.
10. To support the design and delivery of training programmes and knowledge-sharing workshops.
11. To contribute to decision-making by supplying relevant research findings.
12. To assist in the preparation and publication of newsletters, bulletins and other publications issued by the Authority for public awareness and communication.
13. To conduct research on legislative and regulatory frameworks affecting the real estate sector.
14. To use ICT in the performance of his duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Research Officer in the roles ascribed to him.

Salary:

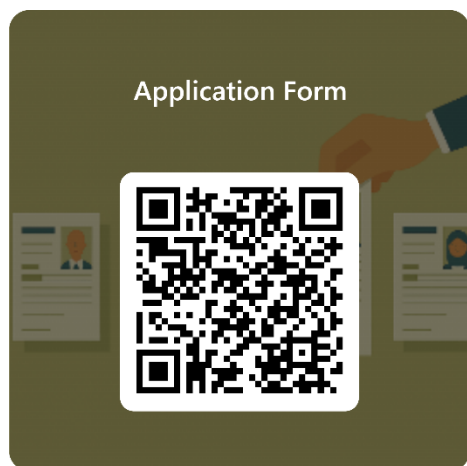
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