



**REAL ESTATE AGENT AUTHORITY**

**VACANCY FOR THE POST OF MANAGEMENT SUPPORT OFFICER (ON CONTRACT)**

Applications are invited from qualified candidates who wish to be considered for employment of “**Management Support Officer**” at the Real Estate Agent Authority on a contractual basis for an initial period of one year, renewable upon satisfactory performance.

**Age Limit:**

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

**Qualifications:**

- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or  
(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject

**Note:**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

**OR**

Equivalent qualifications to A and B above acceptable to the Authority.

C. Candidates should –

- (i) have experience in financial operations and human resource management;  
(ii) possess good communication skills;

- (iii) have a positive attitude towards work;
- (iv) have a general knowledge of national and international issues; and
- (v) be computer literate; and
- (vi) possess a high level of integrity and confidentiality.

**Note:**

1. Qualification at A above should have been obtained prior to qualification at B above.
2. Candidates should produce written evidence of experience/knowledge claimed.

**Duties:**

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.
4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, including pay and cashier duties, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the divisional/ section/ unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the Authority as and when required.
12. To keep records regarding documents, books and magazines of the Authority, and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. To attend to queries from the public and other stakeholders.
16. 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 Management Support Officer in the roles ascribed to him.

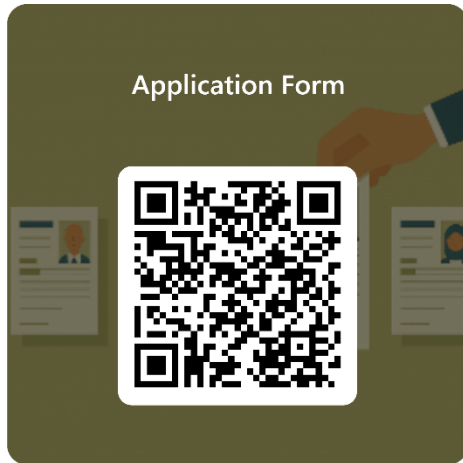
**Salary:**

A flat rate salary of Rs 29,315 + travelling monthly.

### **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@reaamauriti.us.org](mailto:hr@reaamauriti.us.org)

The deadline for submission of applications is **03 July 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, inaccurate 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.

**19 June 2026**