



**REAL ESTATE AGENT AUTHORITY**

**VACANCY FOR THE POST OF OFFICE MANAGEMENT ASSISTANT (ON CONTRACT)**

Applications are invited from qualified candidates who wish to be considered for employment of “**Office Management Assistant**” 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. A 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) reckon at least four years’ experience in office management/general administrative duties;  
(ii) have a good knowledge of rules, regulations and procedures in general administration;

- (iii) possess good analytical, technical and interpersonal skills;
- (iv) have the ability to organise and prioritise workload;
- (v) be able to work on their own initiative and in teams; and
- (vi) demonstrate a high level of integrity and confidentiality.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties:**

1. To provide administrative support in general administration, human resource management, finance and procurement and supply.
2. To ensure the accuracy, completeness and timeliness of processes and activities of the office.
3. To assist in the organisation of official functions, induction and training programmes and other activities.
4. To provide customer service to the relevant stakeholders and the general public and to respond to inquiries according to established guidelines.
5. To manage and ensure safekeeping of official records.
6. To supervise the retrieval and disposal of office records within established guidelines.
7. To act as secretary to committees and/or bid evaluation committees, as and when required.
8. To ensure the keeping of proper, complete and up-to-date human resource/financial records.
9. To provide assistance in the processing of audit queries related to financial and human resource issues.
10. To provide advice and information on matters relating to general administration, human resource management, finance, procurement and supply; and to manage efficiently the office accommodation, office equipment, vehicles and furniture, monitor works performed by service providers, and undertake research on policies and activities.
11. To assist in all administrative processes relating to procurement and supply and warehouse operations.
12. To ensure that stock checking programmes are maintained.
13. To ensure that office inventory tallies with the supply system records.
14. To co-ordinate and supervise the work of subordinate staff.
15. To assist in the preparation and the monitoring of Programme Based Budgeting.
16. To ensure the keeping of proper, complete and up to date human resource financial records.
17. To provide assistance in the processing of audit queries related to financial and human resource issues.
18. To use ICT in the performance of his duties.

19. 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 Office Management Assistant in the roles ascribed to him.

**Salary:**

A flat rate of Rs36,565+ 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@reaamauritus.org](mailto:hr@reaamauritus.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**