



ASSET RECOVERY
BUREAU
Malta

POST OF SENIOR MANAGER (LEGAL SERVICES) IN THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number 359/2023

1. The Director of the Asset Recovery Bureau invites applications for the post of Senior Manager (Legal Services) in the Asset Recovery Bureau.

Terms and Conditions

2.1 The selected candidate will enter into an indefinite assignment as Senior Manager (Legal Services) in the Asset Recovery Bureau.

2.2 This appointment is subject to a probationary period of twelve (12) months.

2.3 The salary for the full-time post of Senior Manager (Legal Services) within the Asset Recovery Bureau is equivalent to maximum Grade 4 that is currently €28,808 (Twenty-Eight thousand Eight hundred and eight) per annum up to a maximum of €32,386 (Thirty – Two thousand three hundred and eighty-six) with an increment of €596 (Five hundred, ninety-six).

2.4 The appointee will be entitled to a Communication Allowance and Performance Allowance up to 10% of the Basic Salary.

2.5 The appointee must ensure that s/he operates within the framework of the Code of Ethics under Chapter 595 of the Public Administration Act and will not carry any form of work outside of this employment which may be against the interest of the Assets

Recovery Bureau and/or which may lead to a conflict of interest or interfere with the performance of his/her official duties with the Asset Recovery Bureau. Private work invariably necessitates the permission of the Director.

Duties

3. The Senior Manager (Legal Services) will be reporting to the Director of the Asset Recovery Bureau or to any other person the Director may delegate for the purpose of assigning duties and responsibilities as applicable to the position from time to time.

The selected candidate, while being expected to maintain strict integrity and confidentiality of all aspects of work of the Asset Recovery Bureau, will be expected to provide efficient and professional legal services and also to fully participate in the various duties that are undertaken by the Bureau, including but not limited to:

- a) To represent the Director of the Asset Recovery Bureau and the Bureau per se, in investigations, enforcement procedures and judicial litigation in the Civil and Criminal Courts or tribunals as may be necessary from time to time;
- b) To head the Legal Unit of the ARB and the management of staff and duties of the respective unit;
- c) To assist in the pursuance of any investigation or doing any preparatory work in relation to any proceedings as instructed by the Director, Asset Recovery Bureau.
- d) To provide legal advice and service to the Asset Recovery Bureau's Directorate and Board. The appointee will cooperate with the other authorities to ensure the legal quality and consistency of the Asset Recovery Bureau Regulations as published and other relevant legislation;
- e) Draft legislative proposals and/or amendments that will help the Asset Recovery Bureau better achieve its aims or objectives;
- f) Plan and draft proposals for policy development, strategies and standard operating procedures as well as any other tasks entrusted to the Legal Services Unit;
- g) Provide detailed analysis and technical advice to all units, in particular on asset tracing and asset management practices;
- h) Propose new and amendments to present policies as necessary to ensure that the Asset Recovery Bureau achieves its objectives and goals;

- i) To cooperate, liaise and exchange non-restricted information with the other units within the Asset Recovery Bureau.
- j) Prepare replies with regards to EU proposals as well as eventual transposition of EU legislation and directives into Maltese legislation;
- k) Dealing effectively with requests for assistance or for information from foreign recognized Asset Recovery Offices;
- l) To draft and carry legal reviews of memoranda of understanding negotiated from time to time and any other legal documents as may be necessary;
- m) To assist in the drafting of media statements and assisting in the answering media queries where necessary;
- n) Keeping oneself updated by the monitoring of relevant EU legislation as well as international legal developments in Asset Recovery related areas;
- o) Attending training sessions both locally and abroad as well as assisting in the training of the Asset Recovery Bureau staff, when necessary;
- p) To represent the Asset Recovery Bureau in meetings that are held locally and/or overseas;
- q) To undertake ad hoc assignments related to the Asset Recovery Bureau that may arise from time to time as may be delegated by the Director, Asset Recovery Bureau.

Qualification & Experience Required.

- 4 By the closing time and date of this call for applications, applicants must:
- a) Be a holder of a University of Malta Degree or equivalent qualification in Law (LL.D)(subject to a minimum of 240 ECTS/ECVET credits or equivalent) or Master of Arts in Advocacy (subject to a minimum of 90 ECTS/ECVET credits or equivalent), a comparable recognized qualification in Law at MQF level 6 or better, duly certified by the Malta Qualifications Recognition Information Centre (MQRIC).
 - b) In possession of the Warrant to practice the profession of Advocate in Malta.
 - c) A minimum of two (2) years work experience as a Lawyer.
 - d) Previous work experience in the field of Asset Recovery and Money Laundering will be considered as an asset.

Skills/Abilities:

- A flexible and adaptable work approach;
- Good organisational and time management skills;
- Good written, verbal, analytical skills;
- Good listening and communicating skills;
- Well-developed IT skills;
- Good investigation capabilities;
- Ability to work effectively independently as well as a team member;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure.

Eligibility

5.1 The appointee must produce a recent Certificate of Conduct issued by the Police or other competent authority not earlier **than one (1) month** from the date of application;

5.2 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

The Asset Recovery Bureau reserves the right to annul the result of the Selection Process of any successful candidate who at any time is found to have an unacceptable criminal record or has been dismissed from any Public Entity.

Submission of applications

Qualifications and experience claimed must be supported by certificates and/or testimonials, scanned copies of which should be attached to the application. Original certificates to be presented upon interviews.

Applications, together with a detailed curriculum vitae showing qualifications and experience, will be received by email on recruitment.arb@assetrecovery.mt by not later than **Friday 2nd June 2023** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.