



ASSET RECOVERY  
BUREAU  
Malta

## POST OF BUREAU OFFICER II (HUMAN RESOURCES & ADMINISTRATION) AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number: 187/2021

1. The Director of the Asset Recovery Bureau invites applications for the post of **Bureau Officer II (Human Resources & Administration)** in the Asset Recovery Bureau.

### 2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as Bureau Officer II (Human Resources & Administration) 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 post of Bureau Officer II (Human Resources & Administration) within the Asset Recovery Bureau is equivalent to Bureau Officer II (Grade 5), that is, €22,607.00 (Twenty-two thousand, six hundred and seven Euro) per annum up to a maximum of €24,617.00 (Twenty thousand, six hundred and seventeen Euro), rising by annual increase of €672 (six hundred seventy-two Euro) and an increment of €447 (Four hundred, forty-seven Euro).

2.4 The Bureau Officer II (Human Resources & Administration) shall be expected to work on a 40 Hour Basis. If and when instructed by the Director ARB, an overtime rate of one and a half times the basic hourly rate shall apply.

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.

### 3. Duties & Responsibilities:

3.1 The Bureau Officer II (Human Resources & Administration) 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.

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

- I. Assist in the coordination and drafting of policy documents, strategies and reports, including the ARB Annual Report;
- II. Coordination of all travel arrangements including the computation of subsistence and contingency allowance;
- III. Drafting and publication of calls of recruitment in line with Directive 7 & the HR Plan, following approval by the Director while contributing towards the implementation of the Human Resources Management strategy and policies;
- IV. Coordination of File Registry and the internal administrative management system; Assisting in the general administration of the Asset Recovery Bureau's premises, including renovation, restoration and upkeep;
- V. Carrying out periodical reviews of standard of procedures to ascertain whether results are consistent with established objectives and goals and whether the policies are being carried out as planned;
- VI. Responsible for maintaining an effective Data Management System, including operating IT Systems, or any other available applications, such as excel sheets;
- VII. Assist on Data Protection matters and handling all matters related to the General Data Protection Regulations;
- VIII. Managing all HR related documentation and maintain HR records and employee files;
- IX. Managing and updating the office inventory as requested;
- X. Participate in training and meetings including conferences, set both locally and abroad;
- XI. Carrying out other duties as determined by the Director, Asset Recovery Bureau.

#### **4. Eligibility, Qualifications & Experience Required**

4.1 By the closing time and date of this internal call for applications, applicants must be:

a) Citizens of Malta;

or

b) Citizens of Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers;

or

c) Citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers;

or

d) Any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the law or the above-mentioned EU legislations and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c);

or

e) Third country nationals who have been granted long-term residents status in Malta under regulation 4 of the “ Status of Long-Term Residents (Third Country Nationals) Regulations, 2006” or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the “Family Reunification Regulations, 2007”.

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by Immigration Act and subsidiary legislation. The Employment and training Corporation should be consulted as necessary on this issue.

4.2 Able to communicate in Maltese and English Languages,

And

4.3 In possession of:

i) a first-degree qualification equivalent at MQF Level 6 in Management, Public Administration, Finance, Business or any equivalent recognized, comparable qualification;

OR

ii) a diploma equivalent at MQF Level 5 in Management, Public Administration, Finance, Business or equivalent recognized, comparable qualification and at least two (2) years relevant work experience.

## **5. Skills/Abilities:**

- ability to multi-task and to meet strict deadlines;
- very good written and verbal communication skills;
- ability to work within a team;
- ability to work on own initiative;
- a high degree of self-confidence;
- assertive qualities;
- ability to work well under pressure

The appointee must have a good moral character and are expected to submit a recent (not more than one month) Police Conduct Certificate.

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.

## **6. Submission of applications**

- 6.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), showing the Degree obtained and the final classification. Scanned copies sent electronically are accepted.
- 6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.
- 6.3 Applications must be submitted for the attention of **Acting Director, Asset Recovery Bureau**, through the following email address: [arbmalta@assetrecovery.mt](mailto:arbmalta@assetrecovery.mt)
- 6.4 Applications are to include a curriculum vitae (which should include a list of qualifications held by applicant) and a Police Certificate of Conduct.
- 6.5 The closing date of the receipt of applications is NOON (CET) of Thursday, 28th October 2021.

Copy of the Job Description can be downloaded by viewing Vacancies Section on ARB Web link which can be accessed as follows: **arb.gov.mt**