



ASSET RECOVERY
BUREAU
Malta

POST OF MANAGER (ASSET MANAGEMENT) IN THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

1. The Director of the Asset Recovery Bureau invites interested applicants for the post of Manager (Asset Management) in the Asset Recovery Bureau.

2. Terms and Conditions

- 2.1 The selected candidate will be engaged on an indefinite assignment as Manager (Asset Management) 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 Manager (Asset Management) within the Asset Recovery Bureau is equivalent to maximum Grade 4 that is currently €28,081 (Twenty eight thousand and eighty one) per annum with an annual increase of €732 (Seven hundred and thirty two) and an increment of €531 (Five hundred and thirty one)
- 2.4 The appointee will be entitled to a Communication Allowance and a 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.

3. Duties

- 3.1 The Manager (Asset Management) 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:

- a) To liaise with the legal unit, and act under the supervision of Director ARB for the collection of confiscated assets or corresponding value, or any other assets under a different order/preventive measure that is required by ARB;
- b) Take an active role in the coordination of, and participation in on-site inspections as directed by Director ARB;
- c) To lead a team responsible for the Asset Management which may be composed of ARB officers, detailed officers and contractors assigned to carry out operations;
- d) To ensure that the handling of any asset entrusted to the ARB is documented in detail and the transfer of assets to the ARB storage facility is carried out with utmost diligences as to eliminate any risk of damages or any decrease in value;
- e) Responsible for the proper management and preservation of assets held under the custody of the ARB, and the regular monitoring of such assets shall be reported to the Director ARB;
- f) Maintaining a Case Management System with clear statistics on asset management and to hold constant communication with other units at the ARB on such purpose;
- g) To coordinate the efficient disposal of assets in adequate time and document processes, including sale and value recovered to be transferred to government;
- h) Responsible for the upkeep and management of ARB storage facilities and the procurement of goods and services required in relation to asset management in line with the Public Procurement Regulations;
- i) To monitor and assist in the implementation of ARB project related to the design and construction of Hal Far facility;
- j) To assist the Director ARB with any matters relating to Data Protection;
- k) To follow up and adjourn on relevant Government circular, legislation and any treaty, convention, agreement or understanding to which Malta is a party to and which relates directly or indirectly to the field of asset management;
- l) To attend training sessions set both locally and abroad as well as providing training to the Asset Recovery Bureau staff, when necessary;
- m) To represent the Asset Recovery Bureau in meetings that are held locally and/or overseas;

- n) 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.

4. Eligibility, Qualification & Experience Required.

4.1 By the closing time and date of this 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:

- a) in possession of a recognized bachelor's qualification at MQF Level 6 in relevant areas such as Public Procurement, Finance, Accounts, Business Management, Management, Marketing, Administration, or an appropriate, recognized, comparable, professional qualification, plus one (1) year relevant work experience; or
- b) Be in possession of a recognized qualification at MQF Level 5 in Procurement, Finance, Accounts, Management, Marketing, Administration, Public Administration or relevant studies, plus a minimum three (3) years experience;

The appointee must have a good moral character and must present a recent Police Conduct Certificate (dated not more than 6 months from application date).

5. Skills/Abilities:

- be proficient in the use of widely available Accounting software packages;
- proficient in the use of e-pps;
- ability to plan, develop and manage projects;
- ability to work effectively as part of a multi-disciplinary team;
- good decision-making and judgment;
- good verbal and written communication skills;
- good IT skills preferably in database and knowledge management;
- personal drive, commitment, and ambition to succeed;
- Knowledge of selling through Public Auctions.

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 **Director, Asset Recovery Bureau**, through the following email address: arbmalta@gov.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. Failure to submit Police Certificate of Conduct by the time of submission of application, the application shall be considered automatically as invalid and ineligible.
- 6.5 The closing date of the receipt of applications is NOON (CET) of Friday, 21st August 2020.

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**