



ASSET RECOVERY
BUREAU

Malta

POST OF PRINCIPAL LEGAL OFFICER 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 Principal Legal Officer in the Asset Recovery Bureau.

2. Terms and Conditions

- 2.1 The selected candidate will enter into an indefinite assignment as Principal Legal Officer 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 Principal Legal Officer within the Asset Recovery Bureau is equivalent to maximum Grade 3 that is currently €30,121 (Thirty thousand, one hundred and twenty-one) per annum with an annual increase of €755 (Seven hundred, fifty-five) and an increment of €596 (Five hundred and ninety six)
- 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 Principal Legal Officer 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 represent the Director of the Asset Recovery Bureau and the Bureau per se, in enforcement procedures and court proceedings, including litigation in the Civil and Criminal Courts or tribunals as may be necessary from time to time;
- b) 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;
- c) To provide legal advice to the Asset Recovery Bureau's Directorate and Board;
- d) To assist in the drafting of legislative proposals and/or amendments that will help the Asset Recovery Bureau better achieve its aims or objectives;
- e) To contribute towards the development of policies and preparation of reports, questionnaires, strategic documents or any other document as to ensure that the Asset Recovery Bureau achieve its objectives and goals;
- f) To assist other units within the Asset Recovery Bureau with legal advice as instructed by the Director, Asset Recovery Bureau;
- g) To assist and coordinate in the enforcement of sentences and orders involving confiscation of property made by Maltese Courts to be enforceable locally or abroad and requests for the confiscation of property made by a court outside Malta to be enforceable in Malta;
- h) To draft and prepare contracts, memoranda of understanding or other agreements negotiated from time to time as maybe necessary;
- i) To act as DPO (Data Protection Officer) for the ARB Directorate and ensure that any activities and/or operations involving the handling of personal data by the ARB are undertaken in conformity with all applicable data protection legislation.
- j) To assist in the drafting of media statements and assisting in answering media queries where necessary;
- k) To follow up and adjourn on relevant EU 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 Recovery;
- 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) Be a holder of a University of Malta Degree or equivalent qualification in Law (LL. D) or a comparable recognized qualification in Law at NQF 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) Proven work experience in Criminal Law would be considered an asset.

The appointee must have a good moral character and must present a recent Police Conduct Certificate.

5. Skills/Abilities:

- A flexible and adaptable work approach;
- Good organizational 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.

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 or from practicing before the Courts of Justice.

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.
- 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**

