



POST OF BUREAU OFFICER I (ASSET MANAGEMENT) AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number **669/2023**

1. The Director of the Asset Recovery Bureau invites applications for the post of Bureau Officer I (**Asset Management**) in the Asset Recovery Bureau.

2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as Bureau Officer I (Asset Management) in the Asset Recovery Bureau.

2.2 This appointment is subject to a probationary period of six (6) months.

2.3 The salary for the post of Bureau Officer I (Asset Management) within the Asset Recovery Bureau is equivalent to Bureau Officer I (Grade 4), that is, € 23,868 (Twenty- three thousand, Eight hundred and Sixty- Eight Euro) per annum up to a maximum of € 27,540 (Twenty - Seven thousand, Five hundred and Forty Euro), and an increment of € 408 (Four hundred and Eight Euro).

2.4 The appointee will be entitled to a On-site and Raid Allowance of € 2,500 (Two thousand, Five hundred Euro) per annum, and a stand-by-allowance as stipulated by Central Government in force from time to time, until such time that said employee is working on such On Call working pattern.

2.5 The Bureau Officer I (Asset Management) 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.

2.6 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 I (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) Providing assistance in the compilation and management of Asset Inventories, in particular the coordination of 'requests for information', data collection and the analysis of key findings for further processing.
- b) 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;
- c) Maintaining a Case Management System with clear statistics on asset management while keeping constant communication with other units at the ARB on such purpose;
- d) If and when necessary, the selected candidate may be directed to take an active role in the coordination of, and participation in on-site inspections and/or raids in conjunction with the Police, as directed by the respective Manager and the Director ARB;
- 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 respective Manager;
- f) Preparing and interpreting data and reports in connection with asset management and maintain comprehensive and clear statistics and disseminate information acquired to authorized officers;
- g) Participate in training and meetings set both locally and abroad;
- h) If and when necessary, the selected candidate may be shifted to another unit within the Bureau as instructed in writing by the Director ARB;
- i) Being familiar with the Asset Recovery Bureau Proceeds of Crime Act (Chapter 621 of the Laws of Malta) and any other relevant legislation.
- j) Carrying out other duties as determined by the Manager of the respective unit.

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”.

OR

f) in possession of a residence document issued in terms of the “Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations”.

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.

AND

4.2 In possession of:

(a) Able to communicate in Maltese and English Languages,

(b) A Diploma or qualification at MQF Level 4 or higher in Management, or Public Administration, or Public Management, or Public Policy, or Finance, or Business, or

Criminology, or Business Administration, or Business Enterprise, or Information Technology, or Computing, or Computer Science, or Engineering, or Systems Engineering, or Creativity and Innovation, or Project Management, or Legal related qualification or any other related subject;

OR

- (c) Two (2) Advanced Level qualifications with a minimum pass mark of 'E', one (1) of which can be ECDL/ICDL Essential Modules

OR

- (d) Four (4) Ordinary Level qualifications with a minimum pass mark of 'C' or '5', one (1) of which can be ECDL/ICDL Essential Modules.

OR

- (e) At least 5 years' experience with a disciplined force

5. Skills/Abilities:

- be proficient in the use of widely available computer software packages;
- 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;

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 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 **Monday 11th November 2024** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.