



POST OF BUREAU OFFICER II (Asset Research and Data Management)

AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender also include the female gender.

Jobsplus Permit Number **706/2022**

1. The Director of the Asset Recovery Bureau invites applications for the post of Bureau Officer II in the Asset Recovery Bureau.

2. Terms and Conditions

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

2.2 This appointment is subject to a probationary period of one (1) year.

2.3 The salary for the post of Bureau Officer II within the Asset Recovery Bureau is equivalent to Grade 3 that is, €27, 340 (Twenty-Seven thousand, Three hundred and Forty Euro) per annum, up to a maximum of €31,723 (Thirty -One thousand, Seven hundred and Twenty-Three Euro) rising by an annual increment of €487.

2.4 The Bureau Officer II (Asset Research and Data 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.

2.5 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.

2.6 The Employee shall be entitled to overtime, as directed and approved by the Director of the Asset Recovery Bureau.

3. Duties and Responsibilities

3.1 The Bureau Officer II (Asset Research and Data 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:

- 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.
- Assist in the coordination and drafting of policy documents, strategies and reports, including the ARB Annual Report.
- Carrying out periodical reviews of procedures to ascertain whether results are consistent with established objectives and goals and whether the policies are being carried out as planned.
- 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;
- 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;
- 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;
- Participate whenever requested by the director ARB in onsite visits for the compilation of asset inventories;
- Preparing and interpreting data and reports in connection with asset tracing and maintain comprehensive and clear statistics and disseminate information acquired to authorized officers;
- Support and assist the respective manager in the organization and management of unit;
- Participate in training and meetings set both locally and abroad;
- Being familiar with the PROCEEDS OF CRIME ACT (Chapter 621) of the laws of Malta and any other relevant legislation.

4. Eligibility, Qualifications & Experience Required.

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 resident 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”.

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.

4.2 By the closing time and date of this call for applications, applicants must be able to communicate verbally and non-verbally in Maltese and English language.

AND

(a) A first – degree qualification equivalent at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) 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 and at least 2 years relevant work experience;

OR

(b) A Diploma equivalent at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) 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 and at least 4 years relevant work experience;

OR

(c) A Certificate or Diploma equivalent at MQF Level 4 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 and at least 8 years relevant work experience;

OR

(d) At least 10 Years' experience with a disciplined force

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 conduct interviews of persons and to carry out inspections;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure
- Be ready to work on a shift basis

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.

6. 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 19th September 2025** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.