ASSET RECOVERY BUREAU
Malta

POST OF BUREAU OFFICER II (Confiscations)

AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender also include the female gender.

1. The Director of the Asset Recovery Bureau invites applications for the post of Bureau Officer II (Confiscations) 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 (Confiscations) 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(Four hundred and Eighty-Seven Euro).

2.4 The Bureau Officer II (Confiscations) shall be expected to work on a 40 Hour Basis. If and when instructed by the Director ARB or his/her delegate, 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 (Confiscations) 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:

- Lead the implementation of efficient and consistent administrative practices, procedures and standards, implementing solutions to identified problems.
- Liaising regularly with all ARB Managers to ensure that all operations agreements, SOP's, status reports, confiscation updates, and any other applicable documents are actioned within the stipulated timeframe
- Work with other teams within the Asset Recovery Bureau to ensuring that casework is appropriately managed, providing advice where process deviations have occurred.
- Tracking status of freezing & confiscation cases, ensuring timely processing and the execution of the latter in compliance with established legislation, procedure/s and/or SOP's
- Liaising with the Senior Manager (Legal Unit) & the Manager (Legal Unit) in the follow-up on and adjournment of execution of confiscation cases and any other relevant area as delegated by the Director ARB.
- Liaise with the other Senior Managers and Managers of the Asset Recovery Bureau to define responsibilities for the smooth operation of work activities
- Apply Continuous improvement principles, tools and techniques to working practices to improve efficiency of operations
- Ensure the safe and secure receipt, storage and transfer of any confiscated item.
- Collaborate and maintain effective working relationships with law enforcement agencies, other entities, government departments and third parties.
- Provide feedback on performance against targets.
- Think beyond own area of responsibility, considering wider policy and organisational implications of issues.
- Assist in conducting investigations related to the identification, assessment, and recovery of assets subject to confiscation
- Provide statistical data s in connection with confiscations.

- Prepare reports and recommendations for asset recovery and confiscations.
- Being familiar with the Asset Recovery Bureau Proceeds of Crime Act (Chapter 621 of the Laws of Malta) and any other relevant legislation.
- Ensure compliance with relevant laws, such as the Proceeds of Crime Act (Chapter 621 of the Laws of Malta).
- Maintain strict confidentiality and integrity in all operations
- Participate in training and meetings set both locally and abroad
- Carrying out other duties as determined by the Director ARB or any other Delegated person/s

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 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".

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.

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

4.3 In possession of:

(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 Criminology or Business or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or related qualification or Legal or any other related subject;

OR

(b) 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 Criminology or Business or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or related qualification or Legal or any other related subject and at least 1 (one) year relevant work experience;

OR

(c) A Certificate or Diploma at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Criminology or Business or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or related qualification or Legal or any other related subject and at least two (2) years relevant work experience;

OR

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

4.4 The appointee must produce a recent Certificate of Conduct issued by the Criminal Records Office not earlier than one (1) month from the date of application;

4.5 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.

Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualification in question by the closing time and date of the call for applications.

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 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

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 **Friday 14th November 2025** and addressed to the Director, Asset Recovery Bureau.

Late applications may not be considered.