



## POST OF MANAGER (ASSET RESEARCH & DATA 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 applications for the post of **MANAGER (Research & Data Management)** in the Asset Recovery Bureau.

### **2. Terms and Conditions**

2.1 The selected candidate will be engaged on an indefinite basis as Manager (Research & Data Management) in the Asset Recovery Bureau.

2.2 This appointment is subject to a probation period of twelve (12) months. In case, the appointment is terminated within the trial period, the employee will revert back to his/her previously held position within the Asset Recovery Bureau.

2.3 The salary for the post of Manager (Research & Data Management) within the Asset Recovery Bureau is equivalent to Grade 4 that is, €29,157 (Twenty-Nine thousand, One hundred and Fifty-Seven Euros) per annum, up to a maximum of €33,936 (Thirty- Three thousand, Nine hundred and Thirty-Six Euros) rising by annual increment of €531 (Five hundred and Thirty -One Euro).

2.4 The appointee will be entitled to a Communication Allowance and Performance Allowance up to 15% 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 & Responsibilities:**

3.1 The Manager (Research & 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:

- Support the Legal Officer of the Asset Recovery Bureau in the drafting of legislative proposals while monitoring and drafting of replies with regards to EU proposals as well as eventual transposition of EU legislation and directives into Maltese legislation;
- Assist in a timely manner, the Legal Officer of the Asset Recovery Bureau with the collection and analysis of data required for the identification of the instrumentalities and proceeds of crime;
- Draft replies to requests for assistance or for information from a foreign recognized Asset Recovery Office;
- Compile at regular intervals an inventory of all the property under the control of the Asset Recovery Bureau;
- Liaising with all units of the Asset Recovery Bureau Directorate and relevant stakeholders in order to collect and maintain comprehensive statistics as defined in the relevant Standard Operating Procedure:
  - To gather manage and process data relating to:
    - investigated persons;
    - attachment, confiscation and seizure, freezing and seizure of property;
    - holding in kind of seized property;
    - assistance in enforcement of sentences involving freezing and confiscation of property
  - Generating relevant information for the Asset Recovery Bureau's Annual Report with updated statistics collected, data for compilation of the Annual report;
  - Maintaining and updating the ARB official website or liaising as necessary with IT personnel on programmes that may be adopted by the Asset Recovery Bureau, from time to time.
  - To represent the Asset Recovery Bureau in meetings that are held locally and/or overseas;
  - 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.
- Being familiar with the PROCEEDS OF CRIME ACT (Chapter 621) of the laws of Malta and any other relevant legislation.
- Be able to manage a team and delegate responsibilities in a mature and sensible manner, work well using own initiative and using time efficiently;

- Liaising with other units within the entity;
- Help track of cases and inventory reports to be presented to court;
- Assist the Senior Manager in the organization and management of unit;

#### **4. Eligibility, Qualifications & Experience Required**

4.1 By 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 abovementioned 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.

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

4.3 In possession of:

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 Criminology or European Studies or International Relations or Social Policy or Public Policy or Legal related qualification or any other related subject and at least one(1) year relevant work experience;

Or

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 Criminology or European Studies or International Relations or Social Policy or Public Policy or Legal related qualification or any other related subject and at least two (2) years relevant work experience;

Or

A Certificate or Diploma equivalent at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits) in Management or Public Administration or Public Management or Criminology or European Studies or International Relations or Social Policy or Public Policy or Legal related qualification or any other related subject and at least four (4) years relevant work experience;

4.4 The appointee must produce a recent Certificate of Conduct issued by the Criminal Records Office not older 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%.

4.6 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.

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

4.6 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;
- In possession of high ethical standards in the maintenance and protection of data;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure

This call is subject to P&SD clearance as requested by the Asset Recovery Bureau. The Selection Board reserves the right to annul the results at any time prior to the official publication.

## **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, together with a detailed curriculum vitae showing qualifications and experience, will be received by email on [recruitment.arb@assetrecovery.mt](mailto:recruitment.arb@assetrecovery.mt) by not later than **Friday 21<sup>st</sup> November 2025** and addressed to the Director, Asset Recovery Bureau.
- 6.4 Late applications may not be considered.