



ASSET RECOVERY BUREAU M A L T A

ASSET MANAGEMENT UNIT

About the Unit

The Asset Management Unit is responsible for the management, preservation, and storage of assets entrusted to the Asset Recovery Bureau. The Unit ensures that assets are handled securely, maintained appropriately, accurately documented and disposed of in accordance with applicable legal and regulatory requirements, while supporting asset recovery operations and enforcement activities.

Bureau Officer I (Asset Management)

Role Overview

- Assist in the compilation and management of asset inventories.
- Support the handling, preservation and monitoring of assets under ARB custody.
- Maintain asset management records and case management systems.
- Support inspections, operational activities and on-site asset-related operations when required.
- Prepare reports, statistics and data relating to asset management.
- Participate in local and international training opportunities.

Eligibility Requirements

Applicants must satisfy one of the following requirements:

- A Diploma or qualification at MQF Level 4; OR
- Two (2) Advanced Level qualifications; OR
- A pass in Four (4) Ordinary Level qualifications; OR
- At least 5 years' experience with a disciplined force

Bureau Officer II (Asset Management)

Role Overview

- Assist in the coordination and implementation of asset management procedures, policies and reporting processes.
- Maintain asset management records, inventories and case management systems.
- Support the collection, preservation and disposal of confiscated assets.
- Participate in inspections, raids and operational activities when required.
- Monitor asset management procedures and identify opportunities for improved efficiency.
- Prepare and interpret reports, statistics and data relating to asset management.
- Support the management and administration of the Unit.

Eligibility Requirements

Applicants must satisfy one of the following requirements:

- A First Degree qualification at MQF Level 6; OR
 - A Diploma qualification at MQF Level 5; OR
 - A Certificate or Diploma qualification at MQF Level 4; OR
 - At least 8 Years' experience with a disciplined force
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Manager (Asset Management)

Role Overview

- Lead and coordinate the Asset Management Unit and its operational activities.
- Oversee the collection, preservation, storage and disposal of assets under ARB custody.
- Manage asset inventories and case management systems.
- Coordinate asset-related inspections, raids and operational activities.
- Oversee ARB storage facilities and related procurement processes.
- Monitor asset management projects and operational requirements.
- Represent ARB in meetings and engagements with local and international stakeholders.

Eligibility Requirements

Applicants must satisfy one of the following requirements:

- A First Degree qualification at MQF Level 6; OR
- A Diploma qualification at MQF Level 5; OR
- A Certificate or Diploma qualification at MQF Level 4; OR
- At least 10 Years' experience with a disciplined force

** The eligibility requirements outlined below are provided for guidance purposes only. Specific qualifications, experience and other requirements may vary between vacancies. Applicants should always refer to the relevant vacancy notice and job description, which shall prevail in the event of any discrepancy.*