



ASSET RECOVERY BUREAU M A L T A

ASSET RESEARCH & DATA MANAGEMENT UNIT

About the Unit

The Asset Research & Data Management Unit supports the Asset Recovery Bureau's asset tracing and reporting functions through the collection, analysis and management of information and data. The Unit plays a key role in compiling and maintaining asset inventories, maintaining case management systems, coordinating requests for information, producing statistical reports and compiling information that supports the Bureau's operational and strategic objectives.

Bureau Officer I (Asset Research & Data Management)

Role Overview

- Assist in the compilation and maintenance of asset inventories.
- Coordinate requests for information and support data collection activities.
- Maintain asset tracing records and case management systems.
- Support data verification, record updating and information-management activities.
- Prepare reports, statistics and data relating to asset tracing and recovery.
- 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 Ordinary (4) Level qualifications; OR
- At least 5 years' experience with a disciplined force

Bureau Officer II (Asset Research & Data Management)

Role Overview

- Assist in the compilation and maintenance of asset inventories, including the coordination of requests for information and data collection.
- Analyse key findings and prepare information for further processing.
- Support the drafting of policies, strategies and reports, including the ARB Annual Report.
- Maintain case management systems and statistical reporting.
- Monitor relevant legislation, government circulars, treaties, agreements and policy developments.
- Prepare and interpret data and reports relating to asset tracing and recovery.
- Support the organisation 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

Manager (Asset Research & Data Management)

Role Overview

- Lead and coordinate the Unit's activities.
- Compile and oversee the regular updating of the inventory of property under the control of the Asset Recovery Bureau.
- Manage data collection, analysis, statistical reporting and case information processes.
- Track cases and prepare inventory reports for presentation to the Court.
- Liaise with relevant stakeholders and other ARB units.
- Contribute statistical information and data to the ARB Annual Report.
- Manage and develop staff within the Unit.
- Represent ARB in meetings, court proceedings and international engagements when required.

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.*