



ASSET RECOVERY BUREAU M A L T A

COMMUNICATIONS

About the Unit

The Communications function supports the Asset Recovery Bureau's internal and external communications. It is responsible for developing communication strategies, preparing public information materials, coordinating content and marketing materials, supporting events and managing communication-related enquiries. The function also contributes to internal communication initiatives and helps ensure that information concerning the Bureau is communicated clearly, consistently and professionally.

Manager (Communications)

Role Overview

- Develop and implement internal and external communication strategies, programmes and protocols.
- Prepare press releases, public information materials, reports, presentations, correspondence and other communication content.
- Plan and coordinate the design, production and review of communication and marketing materials, ensuring that content is accurate and ready for publication.
- Develop communication and marketing strategies for events and initiatives, including auctions, and represent the Bureau at relevant events when required.
- Respond to media and communication-related enquiries and prepare reports on communication activities.
- Gather, organise and disseminate information to authorised personnel while maintaining relevant records, databases and filing systems.
- Conduct research and support the organisation of meetings, events and training activities locally and abroad

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

** 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.*