



ASSET RECOVERY BUREAU M A L T A

HUMAN RESOURCES

About the Function

The Human Resources function supports the effective management and development of the Asset Recovery Bureau's workforce. It is responsible for coordinating human resources policies and processes, supporting recruitment, promotions and employee progression, administering payroll, maintaining employee records and HR information systems, and assisting with workforce-related reporting. The function also helps ensure that HR activities are carried out consistently and in accordance with applicable policies, procedures and regulations.

Manager (Human Resources)

Role Overview

- Oversee the Bureau's day-to-day human resources activities and related administrative processes.
- Support the implementation and monitoring of human resources policies, programmes and practices.
- Oversee the Bureau's human resources activities, administrative processes and workforce structure.
- Implement and monitor HR policies, programmes, procedures and standard operating procedures, ensuring compliance with applicable requirements.
- Coordinate recruitment, promotions and employee progression, including the preparation and review of relevant documentation.
- Oversee payroll administration and maintain accurate employee files, HR records and workforce data in both manual and digital formats.
- Liaise with Senior Managers and Managers to coordinate responsibilities and support the effective operation of the Bureau.
- Prepare HR-related administrative documents, reports, statistics and information required for planning and negotiations.
- Participate in meetings and training activities locally and abroad, and provide training to ARB staff 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.

** 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.*