



ASSET RECOVERY BUREAU M A L T A

INTERNATIONAL UNIT

About the Unit

The International Unit coordinates the Asset Recovery Bureau's international cooperation activities relating to asset recovery. The Unit processes incoming and outgoing foreign requests for information and legal assistance concerning the tracing, freezing and confiscation of assets. It liaises with ARB units, the Legal Office, local authorities and foreign counterparts to ensure that international requests are processed efficiently and in accordance with domestic legislation, international treaties, conventions, agreements and internal procedures.

Bureau Officer II (International Unit)

Role Overview

- Assist in receiving, registering, processing and monitoring incoming and outgoing international requests for information and requests concerning the freezing or confiscation of assets.
- Support the preparation and coordination of requests for information, asset tracing, freezing and confiscation addressed to foreign jurisdictions.
- Assist in assessing the legal validity and jurisdictional basis of requests and in obtaining any additional information required for their processing.
- Liaise with ARB units and relevant local authorities to obtain and verify the information, records and documentation required to process foreign requests.
- Monitor applicable deadlines and escalation requirements, bringing urgent matters to the Manager's attention to support timely action.
- Maintain accurate case files, registers, records and databases relating to international cooperation matters.
- Prepare reports, correspondence, statistics and management information relating to the Unit's activities.
- Represent ARB in local and international meetings and before the Courts of Malta 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 8 Years' experience with a disciplined force

Manager (International Unit)

Role Overview

- Lead and coordinate the activities of the International Unit.
- Direct, evaluate and process incoming and outgoing foreign requests for information, legal assistance and cooperation concerning the freezing or confiscation of assets.
- Act as a central point of contact for foreign requests and international cooperation matters handled by the Unit.
- Liaise with the Legal Office to assess the legal validity and jurisdictional basis of requests and coordinate with local authorities where required.
- Collaborate with ARB units and relevant authorities to locate, obtain and consolidate information, financial records and documentation requested by foreign counterparts.
- Coordinate the drafting and processing of outgoing requests for the freezing and confiscation of assets.
- Assess the urgency of international requests, monitor applicable deadlines and prioritise matters requiring expedited action.
- Coordinate the work of Unit staff and allocate responsibilities to support the efficient handling of international requests.
- Ensure that records and statistics relating to international cooperation matters are maintained and kept up to date.
- Represent ARB in local and international meetings and before the Courts of Malta 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*