



ASSET RECOVERY BUREAU M A L T A

POLICY

About the Unit

The Policy function supports the Asset Recovery Bureau through research, policy development and the analysis of national and European legislative developments. It contributes to the preparation and review of policies, strategies, procedures, research reports and legislative proposals. The function also coordinates consultation processes, supports the preparation of national positions and helps keep relevant stakeholders informed of policy developments affecting the Bureau's work.

Manager (Policy)

Role Overview

- Conduct research and analysis on matters relevant to the Bureau's work and provide timely updates on emerging developments.
- Draft and review policies, strategies, procedures, research reports and legislative proposals or amendments.
- Monitor and evaluate existing policies and research outcomes, assessing their impact on the Bureau's work and projects.
- Analyse European Union policy and legislative developments, prepare responses to proposals and support their transposition into Maltese legislation.
- Coordinate consultation processes and contribute to national position papers for local, European and international meetings.
- Communicate research findings and policy developments to relevant stakeholders, providing guidance and support where required.
- Explore relevant European Union funding opportunities and represent the Bureau at conferences, meetings, consultation forums and seminars in Malta 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.*