



ASSET RECOVERY BUREAU M A L T A

SENIOR MANAGER ROLES

About Senior Manager Roles at the Asset Recovery Bureau

Senior Managers play a strategic leadership role within the Asset Recovery Bureau, overseeing key operational and support functions while ensuring that the Bureau effectively fulfils its mandate under the Proceeds of Crime Act and related legislation. Senior Managers are responsible for leading specialised teams, developing policies and procedures, driving operational performance, coordinating with national and international stakeholders, and ensuring that the Bureau's activities are carried out in accordance with applicable legal and regulatory frameworks. Across all areas of responsibility, Senior Managers are expected to exercise sound judgement, provide leadership to staff, contribute to organisational development and support the Bureau's strategic objectives.

SENIOR MANAGER (OPERATIONS)

The Senior Manager (Operations) oversees the operational functions of the Bureau, including investigations and asset research activities. The role focuses on directing operational teams, monitoring investigations and asset tracing processes, overseeing case-related deadlines and reporting obligations, ensuring compliance with national and international standards, coordinating training initiatives, and contributing to the Bureau's operational effectiveness. The position also involves engagement with stakeholders, participation in strategic planning, and oversight of reporting obligations linked to FATF, MONEYVAL and other international frameworks.

SENIOR MANAGER (ASSET MANAGEMENT)

The Senior Manager (Asset Management) leads the Bureau's asset management function and is responsible for overseeing the preservation, management, monitoring and disposal of seized and confiscated assets. The role involves implementing asset management strategies, coordinating operational activities related to confiscation and disposal, maintaining asset inventories and storage facilities, and ensuring that assets under the Bureau's control are managed efficiently, transparently and in accordance with legal requirements. The position also supports policy development, operational planning and stakeholder coordination.



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SENIOR MANAGER (ADMINISTRATION & CONFISCATIONS)

The Senior Manager (Administration & Confiscations) is responsible for overseeing the administration and execution of confiscation processes, ensuring that confiscation measures are implemented effectively and in compliance with relevant legislation and internal procedures. The role involves coordinating case management, monitoring freezing and confiscation proceedings, monitoring court-ordered confiscation measures, liaising with operational and legal units, maintaining relationships with key stakeholders, supporting asset recovery activities, overseeing reporting requirements and ensuring that confiscation-related operations are conducted efficiently and securely.

SENIOR MANAGER (LEGAL SERVICES)

The Senior Manager (Legal Services) heads the Legal Unit and provides strategic legal direction to the Bureau. The role includes overseeing legal proceedings, supporting investigations and enforcement actions, providing legal advice to the Directorate and Board, drafting legislative proposals and legal instruments, developing policies and procedures, and coordinating legal cooperation with national and international partners. The Senior Manager also represents the Bureau before courts, tribunals and other relevant bodies while ensuring that ARB operations remain aligned with evolving legal and regulatory requirements.

SENIOR MANAGER (CORPORATE SERVICES)

The Senior Manager (Corporate Services) oversees the Bureau's corporate support functions, including finance, administration, procurement and human resources. The role is responsible for ensuring the smooth operation of internal services, coordinating recruitment and procurement processes, overseeing policy development, managing administrative systems and reporting frameworks, and supporting the Bureau's organisational governance. The position plays a key role in ensuring that the administrative, financial and resources functions, effectively support the Bureau's operational objectives.



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Eligibility Requirements for Senior Manager Roles

While specific requirements may vary depending on the role, Senior Manager positions require applicants to possess one of the following*:

- A recognised Master's qualification at MQF Level 7; OR
- A recognised Bachelor's Degree at MQF Level 6; OR
- A Diploma qualification at MQF Level 5

** 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.*