ASSET RECOVERY BUREAU
Malta

POST OF BUREAU OFFICER II (International Unit)

IN THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number 981/2026

1. The Director of the Asset Recovery Bureau invites applications for the post of **BUREAU OFFICER II (International Unit) in** the Asset Recovery Bureau.

2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as **BUREAU OFFICER II (International Unit)** in the Asset Recovery Bureau.

2.2 This appointment is subject to a probation period of twelve (12) months

2.3 The salary for the post of BUREAU OFFICER II (International Unit) within the Asset Recovery Bureau is equivalent to Grade 3 that is, €28,125 (Twenty-Eight thousand, One hundred and Twenty-Five Euro) per annum, up to a maximum of €32,508 (Thirty- Two thousand, Five hundred and Eight Euro), rising by an annual increment of €487 (Four hundred and Eighty-Seven Euro).

2.4 The Bureau Officer II (International Unit) shall be expected to work on a 40 Hour Basis. If and when instructed by the Director ARB or his/her delegate, an overtime rate of one and a half times the basic hourly rate shall apply.

2.5 The appointee must ensure that s/he operates within the framework of the Code of Ethics under Chapter 595 of the Public Administration Act, and will not carry any form of work outside of this employment which may be against the interest of the Assets Recovery Bureau and/or which may lead to a conflict of interest or interfere with the performance of his/her official duties with the Asset Recovery Bureau. Private work invariably necessitates the permission of the Director.

3. Duties & Responsibilities:

3.1 The Bureau Officer II (International Unit) will be reporting to the Director of the Asset Recovery Bureau or to any other person the Director may delegate for the purpose of assigning duties and responsibilities as applicable to the position from time to time.

3.2 The Bureau Officer II (International Unit) is responsible for assisting the Manager (International Unit) in the processing, evaluation and coordination of cross-border and foreign requests for information, legal assistance, and cooperation relating to the freezing or confiscation of assets. Sitting within the Legal Office of the Asset Recovery Bureau, the Officer supports the efficient handling of incoming and outgoing international requests, ensuring compliance with ARB internal policies, domestic legislation, international treaties, conventions and agreements

3.3 The selected candidate is expected to maintain strict integrity and confidentiality of all aspects of work of the Asset Recovery Bureau; to provide efficient and professional services and to fully participate in the various duties that are undertaken by the Bureau, including but not limited to:

- Assist in the receipt, registration, processing and monitoring of all incoming and outgoing requests for information and requests concerning the freezing or confiscation of assets.
- Assist in the processing and coordination of outgoing requests for information, tracing, freezing and confiscation of assets addressed to foreign jurisdictions
- Support the Manager and the Legal Office in assessing, legal validity and jurisdictional basis of requests and gather any additional information required for their processing.
- Liaise with internal ARB departments and external local authorities to obtain and verify information, records and documentation required to satisfy foreign requests.
- Assist in the drafting, preparation and processing of outgoing requests for information and requests for the freezing and confiscation of assets
- Monitor deadlines and escalation requirements associated with international requests, bringing urgent matters to the attention of the Manager to ensure timely action.
- Maintain accurate records, case files, registers and databases relating to all international cooperation matters handled by the Unit.
- Prepare reports, correspondence, statistics and management information relating to the Unit's activities and ensure that records are kept accurate and up to date
- Represent the ARB in meetings, local or abroad, and at Courts of Malta, as would be required

4. Eligibility, Qualifications & Experience Required

4.1 By closing time and date of this call for applications, applicants must be:

a) Citizens of Malta;

or

b) Citizens of Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers;

or

c) Citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers;

or

d) Any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the law or the abovementioned EU legislations and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c);

or

e) Third country nationals who have been granted long-term residents status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007".

or

f) in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship and Expatriates Department should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment license in so far as this is required by Immigration Act and subsidiary legislation. The Employment and training Corporation should be consulted as necessary on this issue.

4.2 By the closing time and date of this call for applications, applicants must be able communicate verbally and non-verbally in Maltese and English language,

4.3 In possession of:

a) A first – degree qualification equivalent at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Business or Criminology or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or Engineering or Systems Engineering or Creativity and Innovation or Project Management or Legal related qualification or any other related subject;

OR

b) A Diploma equivalent at MQF Level 5 (subject to a minimum of 60 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Business or Criminology or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or Engineering or Systems Engineering or Creativity and Innovation or Project Management or Legal related qualification or any other related subject and at least two (2) years relevant work experience;

OR

c) A Certificate or Diploma equivalent at MQF Level 4 (subject to a minimum of 120 ECTS/ECVET credits) in Management or Public Administration or Public Management or Public Policy or Finance or Business or Criminology or Business Administration or Business Enterprise or Information Technology or Computing or Computer Science or Engineering or Systems Engineering or Creativity and Innovation or Project Management or Legal related qualification or any other related subject and at least Four (4) years relevant work experience;

4.4 The appointee must produce a recent Certificate of Conduct issued by the Criminal Records Office not older than one (1) month from the date of application;

4.5 Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 100% and the pass mark is 50%.

4.6 The Asset Recovery Bureau reserves the right to annul the result of the Selection Process of any successful candidate who at any time is found to have an unacceptable criminal record or has been dismissed from any Public Entity.

4.7 Qualifications at a level higher than that specified above will be accepted for eligibility purposes, provided they meet any specified subject requirements.

4.8 Moreover, candidates who have not yet formally obtained any of the above-mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualification in question by the closing time and date of the call for applications.

5. Skills/Abilities:

• Ability to multi-task and to meet strict deadlines;

• Very good written and verbal communication skills;

• Ability to work within a team;

• Ability to work on own initiative;

• a high degree of self-confidence;

• assertive qualities;

• In possession of high ethical standards in the maintenance and protection of data;

• A high-level of self-motivation and ability to set and meet goals;

• Ability to work well under pressure

This call is subject to P&SD clearance as requested by the Asset Recovery Bureau. The Selection Board reserves the right to annul the results at any time prior to the official publication.

6. Submission of applications

6.1 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma/Certificate supplement), showing the

Degree obtained and the final classification. Scanned copies sent electronically are accepted.

6.2 Original certificates and/or testimonials are to be invariably produced for verification at the interview.

6.3 Applications, together with a detailed curriculum vitae showing qualifications and experience, will be received by email on recruitment.arb@assetrecovery.mt by not later than **Friday 4th December 2026, at 12:00pm** and addressed to the Director, Asset Recovery Bureau.

6.4 Late applications may not be considered.