ASSET RECOVERY BUREAU
Malta

POST OF ASSISTANT ADVOCATE

IN THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number 893/2026

1. The Director of the Asset Recovery Bureau invites applications for the post of ASSISTANT **ADVOCATE** in the Asset Recovery Bureau.

2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as 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 **ASSISTANT ADVOCATE** within the Asset Recovery Bureau is of €35,836 (Thirty-Five thousand, Eight hundred and Thirty -Six Euros) per annum, up to a maximum of €39,682 (Thirty- Nine thousand, Six hundred and Eighty- Two Euro), rising by an annual increment of €641 (Six hundred and Forty-One Euro).

2.4 The appointee shall be entitled to the following allowances:

- Communication Allowance: A fixed annual allowance of €1,600, payable on a pro rata basis over thirteen (13) monthly payments.
- Training Allowance: A fixed annual allowance of €2,000, payable on a pro rata basis over thirteen (13) monthly payments.
- ARB Allowance: A fixed annual allowance of €4,000, payable on a pro rata basis over thirteen (13) monthly payments.
- Warrant Allowance: A fixed annual allowance of €5,000, payable on a pro rata basis over thirteen (13) monthly payments.
- Car Allowance: A fixed annual allowance of €2,400, payable on a pro rata basis over thirteen (13) monthly payments.
- Performance Allowance: A performance-related allowance of up to 15% of the basic salary.

All allowances shall be paid on a pro rata basis over thirteen (13) monthly payments.

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 ASSISTANT ADVOCATE 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 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:

- To assist in the performance of all legal work that may be undertaken by a practising Advocate in accordance with the standards of the profession
- Assist in providing legal support and advice to the various units of the Asset Recovery Bureau.
- Conduct legal research and prepare legal notes, briefs, and opinions on matters related to asset recovery, confiscation, financial investigations, and international cooperation.
- Assist in the preparation, drafting, and review of legal documents, judicial acts, contracts, agreements, policies, procedures, and other legal instruments.
- Support senior legal officers in the handling of court cases, confiscation proceedings, freezing orders, asset recovery matters, and other legal proceedings.
- Prepare and review documentation required for court proceedings and other legal actions within the Bureau's remit.
- Attend meetings with internal and external stakeholders and provide legal assistance on matters relating to the Bureau's functions.
- Assist in liaising with national authorities, foreign Asset Recovery Offices, and other international partners on legal and operational matters.
- Support the International Unit in the preparation and review of requests for information, asset tracing, freezing, confiscation, and related cooperation matters.
- Assist in identifying legal risks and bringing such risks to the attention of senior legal officers.
- Maintain accurate legal records, case files, and documentation in accordance with established procedures and confidentiality requirements.
- Keep abreast of developments in national, European Union, and international legislation relevant to asset recovery and confiscation.

- Represent the Bureau at meetings, training activities, working groups, or other events, as directed.
- Work closely with legal officers and other Bureau personnel, contributing to a collaborative and multidisciplinary working environment.
- Assist external stakeholders and partner agencies on legal matters that fall within the Bureau's remit, under the guidance of senior legal officers.
- Perform any other legal or related duties as may be assigned by the Director, Head of Legal Office, or other designated superior officers.

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:

- Hold a Doctor of Laws (LL.D.) degree or a Master of Arts in Advocacy;
- Be in possession of a warrant to practice as an Advocate in Malta;
- Have a minimum of eight (8) years' experience practicing as an Advocate in Malta;
- Demonstrate an excellent command of both spoken and written Maltese and English.

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.

4.6 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 13th November 2026, at 14:00** and addressed to the Director, Asset Recovery Bureau.

6.4 Late applications may not be considered.