ASSET RECOVERY BUREAU
Malta

POST OF MANAGER (ICT)

AT THE ASSET RECOVERY BUREAU

Nomenclatures denoting the male gender include also the female gender.

Jobsplus Permit Number 983/2026

1. The Director of the Asset Recovery Bureau invites applications for the post of **Manager (ICT)** in the Asset Recovery Bureau.

2. Terms and Conditions

2.1 The selected candidate will be engaged on an indefinite basis as Manager (ICT) 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 Manager (ICT) within the Asset Recovery Bureau is equivalent to Grade 2 that is, €29,997 (Twenty-Nine thousand, Nine hundred and Ninety- Seven Euros) per annum, up to a maximum of €34,776 (Thirty- Four thousand, Seven hundred and Seventy-Six Euros) rising by annual increment of €531 (Fife hundred and Thirty -One Euro).

2.4 The appointee will be entitled to a Communication Allowance (A fixed annual allowance of €1,200, to be disbursed on a pro-rata basis over thirteen (13) monthly payments) and Performance Allowance up to 15% of the Basic Salary.

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 and Responsibilities

3.1 The Manager (ICT) will be reporting to the Director of the Asset Recover 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.

The selected candidate, while being expected to maintain strict integrity and confidentiality of all aspects of work of the Asset Recovery Bureau, will be expected 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:

- Manning the Secure Communication Platforms available at ARB as may be instructed by the Director ARB;
- Executes day-to-day operations including general support, trouble-shooting and diagnoses hardware/software problems and when necessary escalates any issues which may potentially impact the provision of the service provided;
- Assists in the analysis, evaluation, testing, purchasing and implementation of IT hardware and software while complying with Data Protection requirements;
- Manages assigned IT projects to ensure adherence to budget, schedule, and scope of project.
- Develops, drafts, maintains, and revises system and technical requirement proposals for IT Project tenders including project objectives, technologies, systems, information specifications, timelines and funding.
- Sets, tracks and manages project milestones, investigates unforeseen delays with suppliers, then realigns schedules and expectations as needed.
- Ensures correct systems and operation;
- Ensures Information Systems integrity and security as required by the Asset Recovery Bureau
- Adheres to industry standards, methodologies, techniques and procedures and exercises a degree of skill, care and diligence in accordance with generally accepted practices and principles;
- Obtains and maintains all approvals, permissions, permits and licenses required to comply with national laws and regulations that may be applicable for the provision of the services;
- Attends training on new technologies or related to future technical assignments.
- Monitors, on a regular basis, the status of data captured for consistency and validity, maintains records and provides statistics;
- Attends training related to information technology in Malta or abroad as required;
- Liaises with the respective Ministry's Information Management Units and/or MITA regarding new systems or system enhancements, including the implementation of ongoing projects;
- Performs other ICT duties assigned from time to time as requested by the Director ARB

4. Eligibility, Qualifications and 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,

AND

4.3 In possession of:

(a) A recognized qualification in ICT or equivalent at MQF Level 6 (subject to a minimum of 180 ECTS/ECVET credits) and have at least one (1) year relevant work experience.;

OR

(b) In possession of a recognized qualification in ICT or equivalent at MQF Level 5 and have at least Three (3) years relevant work experience.

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

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.

4.5 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;

4.6 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%.

4.7 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.

5. Skills/Abilities:

- A flexible and adaptable work approach with good organizational and time management skills;
- Good written, verbal, analytical listening and communicating skills;
- Excellent analytical, logical thinking, and problem-solving skills.
- Excellent verbal and written communication skills.
- Comprehensive understanding of IT Project Management principles and planning.
- Methodical understanding of Information Technology procedures and practices.
- Capable, or able to quickly become proficient with, a range of general and specialized applications, software, and hardware used within the ARB and the IT industry.
- Ability to work effectively independently as well as a team member;
- A high-level of self-motivation and ability to set and meet goals;
- Ability to work well under pressure.

6. Submission of applications

6.1 Qualifications and experience claimed must be supported by certificates and/or testimonials, scanned copies of which should be attached to the application. Original certificates to be presented upon interviews.

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.

Late applications may not be considered.