

Position Description			
Title:	Professional Officer – Legal Officer	Grade:	Grade 6
Division:	As assigned	Jobsplus Permit no:	347/2019

Overall Purpose of Position

To provide advice on affairs relating to the assigned Directorate on particular projects, cases, programmes and initiatives including drafting of laws and/or contracts and review relevant policy issues and engage in investigations, judicial litigation, enforcement procedures, and legislative drafting.

Main Accountabilities & Responsibilities

The selected candidate will be expected:

- To assist in the preparation of EU dossiers and attend relevant meetings, both locally and abroad;
- To assist in investigations carried out regarding possible breaches of the relevant legislation;
- To undertake research work as required;
- To develop an understanding in legislation particularly in the assigned fields;
- To assess the legal impact of procedures, suggesting amendments thereto which would facilitate speedier handling of procedures;
- To assist in the drafting of legislation, rules, policies, procedures or other enactments or contracts, in both English and Maltese, as required;
- To advice senior management on the potential implications of new legislation, policies, procedures and contracts or changes to those existing;
- To draft information materials, articles and press releases and vet any such material for legal correctness;
- To lead and participate in joint research projects;
- To carry out effectively any other duties and responsibilities as directed by the assigned Director General and the Chairperson's Office.

Consultation

- Participate in and contribute to cross-functional teams as required and/or where can contribute;
- Consult with departmental managers in the assigned departments.

Self-improvement

- Keep abreast on best practices in the area of expertise through research, training and participation with external groups and bodies.

Other

- Discharge any duties as, from time to time, may be assigned by the line manager and/or Head of department;
- Discharge any duties as, from time to time, may be assigned by the Executive Chairperson.

Working Conditions

- Expected to work flexible hours in order to meet accountabilities and attend meeting after office hours;
- May be required to travel;
- Abide by rules and regulations issued by MCCAA;
- The nature of this position requires the employee to be physically present during office hours.

Knowledge/Skills/ Qualifications

The selected candidate must:

- i. Have an excellent command of both the English and Maltese languages;
- ii. Be in possession of a recognised qualification at MQF level 6 in the area of Law, or an appropriate, recognised, comparable qualification;
- iii. Be in possession of a warrant to exercise the profession of Advocate in Malta or is expected to obtain the warrant by the first quarter of 2020.

A post graduate qualification at MQF level 7 in an appropriate recognised, comparable qualification in a relevant field, will be considered an asset;

Relevant work experience shall be looked upon favourably.

Interested candidates are to send their motivation letter, clearly quoting the position being applied for, together with a detailed Europass CV and copies of academic qualifications to the HR Director by email on careers.hr@mccaa.org.mt by the 20 September 2019. Late applications will not be considered.