

International Protection Agency

IPA/2025/03

Jobsplus permit: 434/2024

Position:	Manager for Legal Services
Reports to:	Chief Executive Officer
Responsible for:	Legal tasks

The International Protection Agency was set up in August 2020, replacing the Office of the Refugee Commissioner. In terms of the International Protection Act, Chapter 420 of the Laws of Malta, it is the government entity responsible for receiving and examining applications for international protection.

1. Job Profile

The Manager for Legal Services is responsible for providing legal advice and support to the Agency to ensure compliance with applicable laws and regulations. The role may include drafting and reviewing contracts, handling legal documentation, providing legal advice to management, and representing the Agency to safeguard its legal interests and ensure that all its operations adhere to applicable legal standards.

2. Eligibility Requirements:

1. By the closing time and date of this call for applications, applicants must:
 - a) Be citizens of Malta; or
 - b) Be citizens of other 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) Be 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) Be any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); or
 - e) Be third country nationals who have been granted long-term resident 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".

The advice of the Department of Citizenship and Expatriate Affairs within the Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

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

2. Able to communicate proficiently in the Maltese and English language.
3. In possession of a warrant to practice the profession of advocate in Malta and represent the Agency in Court Cases.
4. Meet the character requirements for the duties involved.¹

3. Duties and Responsibilities

1. Providing legal guidance to Senior Protection Officers and the management at the Agency to ensure consistent and lawful decision-making.
2. Liaising with the Office of the State Advocate and of the Attorney General, as required.
3. Liaising with Contracted lawyers if applicable
4. Representing the Agency in the Courts of Malta, the International Protection Appeals Tribunal and others, as necessary.
5. Assisting in the drafting and reviewing of contracts, Memoranda of Understanding and other agreements, as necessary.
6. Assisting in regularly reviewing existing legislation within the Agency's remit to ensure clarity, understandability and up-to-date status.
7. Participating in meetings, in Malta, online or abroad, related to the area of responsibility, as necessary.
8. Carrying out any other legal work falling under the remit of the Agency.
9. Any other duties as directed by the Chief Executive Officer.

4. Recruitment process

4.1 Selection procedure

¹ Before appointment, the successful candidate shall be asked to provide proof of a non-existent criminal record.

After the deadline for submission of applications, the Selection Board will verify the submitted applications against the eligibility requirements described in the previous section. Following this initial assessment, the Selection Board will assess the overall quality of the application and the applicant's suitability for the post when compared to the established job profile.

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%.

The selection procedure may be organised online. In such case, further examination will be provided by IPA to candidates invited for an interview regarding the practical modalities for the assessment.

5. Submission of supporting documents

5.1 Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which are to be scanned and sent with the Application Form.

Applicants are required to support their foreign qualifications with an MQIRC statement.

The **Malta Qualifications Recognition Information Centre (MQIRC)** supports the recognition of foreign qualifications by assessing them in accordance with Malta's National Qualifications Framework (NQF) and the European Qualifications Framework (EQF). MQIRC ensures that qualifications obtained outside Malta are appropriately evaluated and recognized for academic, professional, or employment purposes within Malta.

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

6. Establishing the placement list

A placement list will be established based on the outcome of the assessment phase and will remain valid for a period of one year from the date of its establishment.

Candidates are to note that inclusion on the reserve list does not guarantee recruitment. Recruitment will be based on availability of posts and budget.

7. Conditions of employment

The Manager for Legal Services shall be appointed by the Chief Executive Officer, upon recommendation of the Selection Board, following the selection procedure. He/she will be recruited in line with Directive 7 as applicable to the International Protection Agency.

The appointment is subject to a probationary period of twelve (12) months.

The salary for the post of Manager for Legal Services is in Grade B, which in the year 2025 is equivalent to €32,772 per annum, rising by annual increments of €575 up to a maximum of €36,222 plus a non-pensionable allowance of €1,900 per annum. Additionally, the post includes an annual Performance Bonus of up to 15%.

8. Submission of applications

Interested candidates are required to **fill in the IPA application form** and send it in **pdf format** to recruitment@ipa.gov.mt by **19th September 2025 at 17:00 (CET)**. IPA will disregard any application received after this date and time. Applicants are strongly advised not to wait until the date of the deadline to submit their applications. IPA shall not be held responsible for any delays in submission of applications due to technical difficulties or any other factors that may arise.

If a candidate is found to have provided false information at any stage in the selection procedure, IPA is within its capacity to disqualify the candidate in question.
