

OFFICE OF THE ATTORNEY GENERAL

Admiralty House, 53
South Street
Valletta

Vacancy Title: Manager (Training, Librarian and Archivist)

Reference: [431/2022](#)

Job Type: Full Time

Location: Il-Belt Valletta, Malta

Closing Date: 12th August 2022

General Information

LL.D. / MA in Advocacy or MQF L7 in Library and Information Sciences, Laws, Management, Business Administration or Public Policy OR MQF L6 in same and 3 yrs relevant working experience. Proficient in Maltese and English.

Eligibility Criteria

Applicants must be:

- a) In possession of the LL.D. or Master of Arts in Advocacy: or
 - b) In possession of a recognised Master's qualification at MQF Level 7 or comparable qualification in Library and Information Sciences, Laws, Management, Business Administration or Public Policy: or
 - c) In possession of a recognised Bachelor's degree qualification at MQF Level 6 or comparable qualification in Library and Information Sciences, Laws, Management, Business Administration or Public Policy plus three (3) years relevant working experience in a legal environment or in an administration position deemed relevant by the board
- And
- d) Proficient in Maltese and English Languages

Manager - Training, Librarian and Archivist

The Training Coordinator will have the following duties and responsibilities:

- create training schedule for the AG Office Units and compile outcome reports of all training
- formulate individual training programme for prosecutors and administrative staff at the Office of the Attorney General
- train new employees on office policies, procedures and Health and Safety
- gather and evaluate information from employees and administration on previous training to identify weaknesses and areas that need additional training
- attend training and seminars to learn new training methods and techniques to prepare for future training
- inform employees on scheduled training and courses available by local and international institutions
- undertake relevant research
- make an inventory of the current existing literature available at the Office and liaise with the Attorney General on new books/journals that can be purchased. Keep track of the movements of all the literature available.
- keep the library with up to date publications and online journals/material
- ensure that past files and literature are catalogued electronically and stored in optimal conditions
- liaising with the Attorney General budgets, timescales and objectives.

Other remarks:

Parastatal

Profiles

If multiple Education and Language Profiles are defined, please note that you must fit at least one of them, but not necessarily all.

PROFILE 1

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Law	Graduate	N.A.

PROFILE 2

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Library	Graduate	N.A.

PROFILE 3

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Information	Graduate	N.A.

PROFILE 4

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Management	Graduate	N.A.

PROFILE 5

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Business	Graduate	N.A.

PROFILE 6

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
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Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Public policy	Graduate	N.A.

PROFILE 7

ISCED Level: Bachelor or equivalent - Level (6)

Subject	Level	Grade
Maltese	Knowledgeable	N.A.
English	Knowledgeable	N.A.
Administration	Graduate	N.A.

Past Experience

Occupation	Experience (months)
Training and Staff Development Professional	36

Driving Licences

No Driving Licences

This vacancy does not require any driving licences.