

JOB DESCRIPTION

Job title	Manager (Legal Aid Applications)
No. of positions to be filled	1
Contract term	Indefinite position
Salary yearly:	€28,294 with annual increase of €1,012 and annual increments of €531 (upon satisfactory performance) up to a maximum of €31,480 (as per adjusted Grading and Salary Structure for 2024 approved by IRU) <i>(a new collective agreement is being negotiated with relevant authorities)</i> Performance Bonus: up to a maximum of 10% of yearly salary
Reporting to:	Director and/or senior management
Required qualifications:	<ul style="list-style-type: none"> Diploma in the Laws of Procedure (MQF Level 5) OR Diploma of Legal Procurator (MQF Level 5) Fluent speaking and writing in Maltese and English languages
Recommended experience	<ul style="list-style-type: none"> Experience in Court of Law Procedures and use of Microsoft 365, email, and knowledge of IT is recommended.
Jobsplus Vacancy No:	297/2025
Deadline:	Noon of Monday, 14th April 2025

The functions and responsibilities of the Manager shall include:

- i. Abide by the standard operational procedures (SOPs) and circulars issued by the Agency as updated from time to time.
- ii. Manage the day-to-day administration of Legal Aid Agency.
- iii. Provide legal aid support under the direction of the management.
- iv. Provide support to human resources, including full-time and part-time staff and legal service providers.
- v. Co-ordinate with and assist the senior management within the Agency.
- vi. Liaise with legal aid lawyers and legal aid procurator and co-ordinate the processing of legal aid applications as necessary.
- vii. Provide customer care services and assist members of the public in filing legal aid applications.
- viii. Receives complaints and process them according to policies of the Agency.
- ix. Oversee and assist staff at the Agency in filing applications for legal aid.
- x. Process and forwarding applications for legal aid to the Legal Aid Advocate.
- xi. Draft and process court applications as necessary according to law.
- xii. Perform means testing to applicants.
- xiii. Act as a Commissioner of Oaths *ex-ufficio* and administer oaths to beneficiaries of the Agency.
- xiv. Issue letters of non-eligibility for legal aid requests.
- xv. Assign legal aid lawyers and legal aid procurators, as soon as possible, for approved applications.
- xvi. Ensure that assistance and information is provided to clients in an efficient, zealous, client-centered and compassionate manner.
- xvii. Liaise with other Government departments and entities as provided in law and as deemed necessary.
- xviii. Appear before the Court of Law to give evidence as required.
- xix. Compile a register, and keep it updated, of all applications received for legal aid;
- xx. Follow any directions and/or any other duties as assigned by senior management or the delegated authority of the Agency;
- xxi. Perform any other duties according to the exigencies of the service as directed by the Permanent Secretary within the Ministry.

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