

**GENERAL INFORMATION AND JOB DESCRIPTIONS
RESERVE LIST OF
LEGAL AID LAWYERS AND LEGAL AID PROCURATORS
with Legal Aid Malta Agency
appointed as per Article 89 and 911 (6) of Chapter 12 of the Laws of Malta**

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| General Information | |
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| No. of positions to be filled | As required by the exigencies of Legal Aid Malta Agency to fill any vacancies on the various legal aid panels from the reserve list. |
| Appointment term | <p>Appointments will not exceed the appointment term later than 31st December 2026.</p> <p>Selected candidates who are appointed as legal aid lawyers will also be privileged to be appointed as curators on the roster list of the Civil Court Registrar.</p> |
| Remuneration & allowance | <p>€ 10,000 yearly</p> <p>Appointed legal aid lawyers will also be permitted to claim fees due as per articles 95 and 921 of Chapter 12 of the Laws of Malta, if applicable, after obtaining an official bill of costs issued by the Court Registrar or as decreed by Court.</p> <p>Communication allowance: €180 yearly</p> <p>The appointed legal aid lawyers will be paid the remuneration and allowance following every quarter of the year on a pro-rata basis against an invoice.</p> |
| Deadline | Applications will be received by email on hr.legalaidmalta@gov.mt by noon of 12th July 2024 indicating reference number: LAM 25/2024 in the subject title of the email |
| Submission of application | <p>Applicants are required to submit:</p> <ol style="list-style-type: none"> Motivation letter in the email content not more than 200 words. Updated Curriculum Vitae, in Europass format including ID number. Copies of original certificates. Copy of the Warrant to practice as a lawyer at the Courts of Law on the Maltese Islands. Police Conduct Certificate which cannot be issued earlier than two months from date of submission of application. |
| Reporting to | Director Legal Aid Malta Agency and/or delegated authority |
| Publication of Results | <p>The result of the interviews will be sent by email to each applicant.</p> <p>The result of the interview will remain valid up to the expiry of the appointment, that is 31st December 2026 and will remain valid to fill vacancies recurring on the legal aid panels up to the end of the validity of the appointment term.</p> |
| Equal opportunity | Legal Aid Malta Agency is an equal opportunity entity and commits to select the right candidates irrespective of gender, ethnicity, culture, religion, marital status, sexual orientation, age, class, or disability. |
| Retention of documents | All applications will be retained for one (1) year after the expiry period of the panel, unless in the interim a petition by an applicant, in connection with his/her application, is filed to have his/her information and application removed in which case the applicant would be automatically declaring his/her withdrawal from the panel and the official result. |
| Eligibility | <p>Eligible applicants need to possess all the following:</p> <ol style="list-style-type: none"> Degree in Law from the University of Malta. Warrant to practice as a lawyer or a legal procurator at the |

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| | <p>Courts of Law on the Maltese Islands.</p> <p>(c) Proven experience, in civil and criminal litigation and court representation.</p> <p>(d) Fluent in speaking and writing in Maltese and English languages.</p> <p>(e) Clean Conduct Certificate issued by the Conducts Office.</p> <p><u>Aptitude and character</u></p> <p>Applicants should be of good moral character, trustable, team driven, and motivated to perform their duties diligently and zealously.</p> |
| Selection of candidates | <p>Eligible applicants will be interviewed by a selection board to assess their suitability for the posts.</p> <p>Candidates must provide an original official identity document (identity card or passport) and original certificates for verification at the interview.</p> <p>Candidates will be graded as follows:</p> <ul style="list-style-type: none"> i. Legal aid experience (up to a maximum of 10 marks) ii. Legal aid knowledge (up to a maximum of 20 marks) iii. Court representation experience (up to a maximum of 20 marks) iv. Communication skills (up to a maximum of 30 marks) v. Organizational skills (up to a maximum of 30 marks) vi. Teamwork (up to a maximum of 20 marks) vii. Additional qualifications - other than required for call (up to a maximum of 10 marks) viii. Aptitude and motivation (up to a maximum of 30 marks) ix. Work ethics (up to a maximum of 30 marks) <p>The maximum mark for this selection process is 200 and the pass mark is 100.</p> |
| Due diligence | <p>The applicants who pass the interviewing process and accept this contract for service will authorize the Agency to obtain a Good Standing Certificate during any time of appointment term.</p> |

JOB DESCRIPTION: CRIMINAL MATTERS LEGAL AID LAWYER PANEL

Duties, functions and responsibilities

- 1) Be as construed by the Laws of Malta.
- 2) Will be assigned on a specific legal aid panel on criminal matters as required by the exigencies of the Agency and appointed by the Minister of Justice.
- 3) The legal aid lawyer providing legal advice and assistance at interrogation and arrest stages will continue to assist the client when brought to Court under arrest and for the subsequent court sittings up to the appeal stage or/and up to the disposal of the case assigned.
- 4) Represent the Agency and attend court sittings in relation to their assigned legal aid clients at the Criminal Courts.
- 5) Appearing before the Court for oral submissions.
- 6) Be available on call on the daily duty roster, issued by the Court or authorized entity, to assist persons requesting legal aid held for interrogation and/or under arrest and when requested.
- 7) Assist the charged or arrested person requesting legal aid during interrogation and when arraigned at the Court of Justice.
- 8) Serve as advocate and counsel and provide full legal representation including representation in court, to persons eligible for legal aid in connection with their legal issues.
- 9) Conduct any case reviews regarding clients being assisted with the benefit of legal aid and report to the Agency accordingly.
- 10) Provide the Agency with reports, as and when required, and other information as requested on cases and clients assigned for the benefit of legal aid.
- 11) Inform the Agency with the names and ID Cards of the persons assisted at interrogation and arrest stages whenever the legal aid lawyer is on duty on the day and update the legal aid case management system (LAMS) when in operation.
- 12) Updating legal aid case management system (LAMS), online databases, and any available databases with information on their assigned cases.
- 13) Updating scheduled appointments by legal aid lawyers with legal aid clients on the legal aid case management system (LAMS).
- 14) Prepare in a professional manner the cases assigned to the legal aid lawyers and do the necessary research to ensure that effective and competent legal advice, assistance, and information is provided to our clients in an efficient, zealous, client-centered, and compassionate manner.
- 15) Prepare and sign correspondence on behalf of legal aid clients and negotiate with another party or their legal representative.
- 16) Prepare and draft all types of legal documents including applications, notes, replies, pleadings, subpoenas and warrants as appropriate to be presented at the Court Registries.
- 17) The Legal Aid Lawyer will remain responsible for each assigned case up to the appeals stage and other procedures necessary for the closure of the case.
- 18) Act in the best interest of the person admitted to the benefit of legal aid and may never request any form of payment from the party admitted to the benefit for legal aid unless it is provided in law.
- 19) Due to the limited number Legal Aid Lawyers appointed for the

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| | <p>islands of Gozo and Comino, when necessary due to exigencies, they can be assigned duties from different panels.</p> <p>20) Attend obligatory courses and meetings as directed by the Agency in relation to the work assigned and the exigencies for continuous professional development in the appointed role. Lacking to attend courses and meetings, without proven sufficient reason, will make the legal aid lawyer liable to have their remuneration deducted to the equivalent of their weekly remuneration.</p> |
| Other Obligations | <ol style="list-style-type: none"> 1) The legal aid lawyer is obliged to treat legal aid clients equally to any other client requesting legal services and without bias and privilege. 2) The legal aid lawyer agrees to submit to the Agency the official mobile number, office telephone number and email address and hereby authorizes the Agency to forward these means of communication to their assigned legal aid clients, to the Police Force for clients assigned with legal aid at the Criminal Court and to the Court of Law Registrars. 3) The legal aid lawyer agrees to inform the Agency immediately of any changes of the details regarding means of communication in paragraph 2. 4) The legal aid lawyer is obliged to make use of officially available IT related applications, provided by the Agency and the Legal Aid Management System (LAMS) once in operation to update the records of their assigned clients without delay. 5) The legal aid lawyer is obliged to make use and be responsible of the official email address provided by the Agency, to keep it updated and available. The Agency will only communicate with the legal aid lawyers through their official email address. 6) The legal aid lawyer is obliged to schedule meetings as soon as possible with legal aid clients to discuss the issues for their assigned remit and update the Legal Aid Management System (LAMS). 7) The legal aid lawyer is obliged to give their assigned legal aid clients the day, time and place or address where they will meet the clients to discuss their legal issues and update LAMS. 8) If during the first meeting with an assigned legal aid client it transpires to the legal aid lawyer that the client was being assisted by a private lawyer of his/her choice, immediately before the benefit of legal aid, a release letter would be requested to be provided by the client prior to being assisted; and inform the Agency and the Court accordingly. 9) If the client requests to terminate being assisted as a legal aid beneficiary, the legal aid lawyer is obliged to draw up a letter of release and a copy would be forwarded to the Agency. 10) In assigned cases, the legal aid lawyer will liaise with the assigned legal aid procurator, if assigned, to present acts at the Court Registry on behalf of the clients, and follow cases in order to inform legal aid beneficiaries accordingly. 11) The Agency may assign a University of Malta student following a legal course to assist the legal aid lawyer and guide them accordingly. 12) The legal aid lawyer may not ask from the legal aid clients, any monetary requests, any form of payment or any other gift unless provided in law. |

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| | 13) The legal aid lawyer will make the best to write all acts in proper Maltese language using the Maltese fonts unless directed by the Court to have the acts in another language. |
| Work Ethics | <ol style="list-style-type: none"> 1) Abide by the Laws of Malta. 2) Abide with the standard operational procedures (SOPs) and policies and internal memos issued by the Agency as updated from time to time, memorandum of understandings (MoUs), and agreements that the Agency enters into. 3) Always act according to the Code of Ethics. 4) Follow any direction and/or duties assigned by the Director and delegated authority at Legal Aid Malta Agency. |
| Termination of agreement Revocation of appointment | <p>The Agency reserves the right to forward a complaint to the Commission for the Administration of Justice for further investigation if the legal professional:</p> <ol style="list-style-type: none"> 1) Continuously, intentionally and without any sufficient good reason does not follow any of the conditions mentioned under 'Work Ethics'. 2) Is absent from the assigned work without notifying the Agency, or the Court in assigned cases, as early as possible. 3) Does not show satisfactory performance for the work assigned. 4) Is negligent in the assigned duties. <p>In any of the above cases the Agency reserves the right to suspend and/or terminate the agreement with the Agency and to propose to the Minister of Justice to suspend and/or revoke the appointment, pending the outcome by the Commission for the Administration of Justice.</p> |

JOB DESCRIPTION: CIVIL LITIGATION LEGAL AID LAWYER PANEL

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| Duties, functions and responsibilities | <ol style="list-style-type: none"> 1) Be as construed by the Laws of Malta. 2) Will be assigned on a specific legal aid panel on civil matters as required by the exigencies of the Agency and appointed by the Minister of Justice. 3) Represent the Agency and attend court sittings in relation to their assigned legal aid clients at the Civil Courts up to the appeal stage or/and up to the disposal of the case. 4) Appearing before the Court for oral submissions. 5) Serve as advocate and counsel and provide full legal representation including representation in court, to persons eligible for legal aid in connection with their legal issues. 6) Conduct any case reviews regarding clients being assisted with the benefit of legal aid and report to the Agency accordingly. 7) Provide the Agency with reports, as and when required, and other information as requested on cases and clients assigned for the benefit of legal aid. 8) Updating legal aid case management system (LAMS), online databases, and any available databases with information on their assigned cases. 9) Updating scheduled appointments, meetings and communication between legal aid lawyers and legal aid clients on the legal aid case management system (LAMS) promptly. 10) Prepare in a professional manner the cases assigned to the legal aid lawyers and do the necessary research to ensure that effective and competent legal advice, assistance, and information is provided to our clients in an efficient, zealous, client-centered, and compassionate manner. 11) Prepare and sign correspondence on behalf of legal aid clients and negotiate with another party or their legal representative. 12) Prepare and draft all types of legal documents including applications, notes, replies, pleadings, subpoenas and warrants as appropriate to be presented at the Court Registries. 13) The Legal Aid Lawyer will remain responsible for each assigned case up to the appeals stage, the judicial sale by auction and other procedures necessary for the closure of the case. 14) Act in the best interest of the person admitted to the benefit of legal aid and may never request any form of payment from the party admitted to the benefit for legal aid unless it is provided in law. 15) Due to the limited number Legal Aid Lawyers appointed for the islands of Gozo and Comino, when necessary due to exigencies, they can be assigned duties from different panels. 16) Attend obligatory courses and meetings as directed by the Agency in relation to the work assigned and the exigencies for continuous professional development in the appointed role. Lacking to attend courses and meetings, without proven sufficient reason will make the legal aid lawyer liable to have their remuneration deducted to the equivalent of their weekly remuneration. |
| Other obligations | <ol style="list-style-type: none"> 14) The legal aid lawyer is obliged to treat legal aid clients equally to any other client requesting legal services without bias and privilege. |

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| | <ol style="list-style-type: none"> 15) The legal aid lawyer agrees to submit to the Agency the official mobile number, office telephone number and email address and hereby authorizes the Agency to forward these means of communication to their assigned legal aid clients, to the Police Force for clients assigned with legal aid at the Civil Court and to the Court of Law Registrars. 16) The legal aid lawyer agrees to inform the Agency immediately of any changes of the details regarding means of communication in paragraph 2. 17) The legal aid lawyer is obliged to make use of officially available IT related applications provided the Agency and the Legal Aid Management System (LAMS) once in operation and update the records of their assigned clients without delay. 18) The legal aid lawyer is obliged to make use and be responsible of the official email address provided by the Agency, to keep it updated and available. The Agency will only communicate with the legal aid lawyers through their official email address. 19) The legal aid lawyer is obliged to schedule meetings as soon as possible with legal aid clients to discuss the issues for their assigned remit and update the Legal Aid Management System (LAMS). 20) The legal aid lawyer is obliged to give their assigned legal aid clients the day, time and place or address where they will meet the clients in order to discuss their legal issues and update LAMS. 21) If during the first meeting with an assigned legal aid client it transpires to the legal aid lawyer that the client was being assisted by a private lawyer of his/her choice, immediately previous to the benefit of legal aid, a release letter would be requested to be provided by the client prior to being assisted and inform the Court and the Agency accordingly. 22) If the client requests to terminate being assisted as a legal aid beneficiary, the legal aid lawyer is obliged to draw up a letter of release and a copy would be forwarded to the Agency. 23) In assigned cases, the legal aid lawyer will liaise with the assigned legal aid procurator to present acts at the Court Registry on behalf of the clients, and follow cases in order to inform legal aid beneficiaries accordingly. 24) The Agency may assign a University of Malta student who is following a legal course to assist the legal aid lawyer and guide them accordingly. 25) The legal aid lawyer may not ask from the legal aid clients, any monetary requests, any form of payment or any other gift unless provided in law. 26) The legal aid lawyer will make the best to write all acts in proper Maltese language using the Maltese fonts unless directed by the Court to have the acts in another language. |
| Work Ethics | <ol style="list-style-type: none"> 5) Abide by the Laws of Malta. 6) Abide with the standard operational procedures (SOPs) and policies and internal memos issued by the Agency as updated from time to time, memorandum of understandings (MoUs), and agreements that the Agency enters into. 7) Always act according to the Code of Ethics. 8) Follow any direction and/or duties assigned by the Director and delegated authority at Legal Aid Malta Agency. |

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| Termination of agreement Revocation of appointment | <p>The Agency reserves the right to forward a complaint to the Commission for the Administration of Justice for further investigation if the legal professional:</p> <ul style="list-style-type: none">5) Continuously, intentionally and without any sufficient good reason does not follow any of the conditions mentioned under 'Work Ethics'.6) Is absent from the assigned work without notifying the Agency, or the Court in assigned cases, as early as possible.7) Does not show satisfactory performance for the work assigned.8) Is negligent in the assigned duties. <p>In any of the above cases the Agency reserves the right to suspend and/or terminate the agreement with the Agency and to propose to the Minister of Justice to suspend and/or revoke the appointment, pending the outcome by the Commission for the Administration of Justice.</p> |
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JOB DESCRIPTION: LEGAL AID PROCURATOR

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| Duties, functions and responsibilities | <ol style="list-style-type: none"> 1) Be as construed by the Laws of Malta. 2) Will be assigned specifically on the panel of legal procurators as appointed by the Minister of Justice. 3) Represent the Agency and/or Legal Aid Lawyer and attend court sittings to assist and give the necessary information, in Civil and Criminal Courts. 4) Assist the Legal Aid Lawyers in their assigned role by the Court or the Agency up to the appeals stage or up to the disposal of the case assigned. 5) Be available as and when required by the Agency or the Legal Aid Lawyer assigned with. 6) Draft and file written applications and bring Court decrees to the attention of the legal aid lawyers. 7) Draft and file judicial acts and legal documents and present them at the appropriate Court Registries. 8) Identify procedural omissions and errors on written applications which would render them null if filed. 9) Ensure that the litigants and all concerned are notified accordingly. 10) Draft and file the application for the witnesses to appear in court and to verify that they have been notified accordingly. 11) Participate in the drafting of warrants which are essential to the enforcement process; and counter-warrants. 12) Be the point of reference for the parties assigned with the benefit for legal aid. 13) Ensure that all the relevant paperwork in litigation and court cases moves in the proper channels. 14) Carry out any other day-to-day tasks as appropriate. 15) Provide the Agency with reports, as and when required, and other information as requested on cases and clients assigned for the benefit of legal aid. 16) Updating legal aid case management system (LAMS), online databases, and any available databases with information on their assigned cases. 17) Updating scheduled appointments by legal aid procurators with legal aid clients on the legal aid case management system (LAMS). 18) Ensure that assistance and information is provided to legal aid clients in an efficient, zealous, client-centered and compassionate manner. 19) Act in the best interest of the person admitted to the benefit of legal aid and may never request any form of payment from the party admitted to the benefit of legal aid and may never request any form of payment from the party admitted to the benefit for legal aid unless it is provided in law. 20) Attend obligatory courses and meetings as directed by the Agency in relation to the work assigned and the exigencies for continuous professional development in the appointed role. |
| Other obligations | <ol style="list-style-type: none"> 27) The Legal Aid Procurator is obliged to treat legal aid clients equally to any other client requesting legal services. 28) The Legal Aid Procurator agrees to submit to the Agency the |

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| | <p>official mobile number, office telephone number and email address and hereby authorizes the Agency to forward these means of communication to their assigned legal aid clients, to the Police Force for clients assigned with legal aid at the Criminal Court and to the Court of Law Registrars.</p> <p>29) The Legal Aid Procurator agrees to inform the Agency immediately of any changes of the details regarding means of communication in paragraph 2.</p> <p>30) The Legal Aid Procurator is obliged to make use of officially available IT related applications of the Agency and the Legal Aid Management System (LAMS) once in operation and update the records of their assigned clients without delay.</p> <p>31) The legal aid procurator is obliged to make use and be responsible of the official email address provided by the Agency, to keep it updated and available. The Agency will only communicate with the legal aid procurators through their official email address.</p> <p>32) The Legal Aid Procurator is obliged to schedule meetings as soon as possible with legal aid clients to inform them for their assigned remit and update the Legal Aid Management System (LAMS).</p> <p>33) The Legal Aid Procurator is obliged to give their assigned legal aid clients the day, time and place or address where they will meet the clients in order to inform them about their cases and update LAMS.</p> <p>34) If during the first meeting with an assigned legal aid client it transpires to the Legal Aid Procurator that the client was being assisted by a private lawyer of his/her choice, immediately previous to the benefit of legal aid, the Legal Aid Procurator will inform the assigned Legal Lawyer and request a release letter provided by the client prior to being assisted and inform the Agency accordingly.</p> <p>35) If the client requests to terminate being assisted as a legal aid beneficiary, the Legal Aid Procurator is obliged to inform the Legal Aid Lawyer and draw up a letter of release and a copy forwarded to the Agency.</p> <p>36) In assigned cases, the Legal Aid Procurator will liaise with the assigned Legal Aid Lawyer to present acts at the Court Registry on behalf of the clients, and follow cases in order to inform legal aid beneficiaries accordingly.</p> <p>37) The Legal Aid Procurator may not ask from the legal aid clients, any monetary requests, any form of payment or any other gift unless provided in law.</p> <p>38) The Legal Aid Procurator will make the best to write all acts in proper Maltese language using the Maltese fonts unless directed by the Court to have the acts in another language.</p> |
| Work Ethics | <p>9) Abide by the Laws of Malta.</p> <p>10) Abide with the standard operational procedures (SOPs) and policies and internal memos issued by the Agency as updated from time to time, memorandum of understandings (MoUs), and agreements that the Agency enters into.</p> <p>11) Always act according to the Code of Ethics for legal procurators.</p> <p>12) Follow any direction and/or duties assigned by the Director and delegated authority at Legal Aid Malta Agency.</p> |

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| <p>Termination of agreement Revocation of appointment</p> | <p>The Agency reserves the right to forward a complaint to the Commission for the Administration of Justice for further investigation if the legal professional:</p> <ul style="list-style-type: none"> 9) Continuously, intentionally and without any sufficient good reason does not follow any of the conditions mentioned under 'Work Ethics'. 10) Is absent from the assigned work without notifying the Agency, or the Court in assigned cases, as early as possible. 11) Does not show satisfactory performance for the work assigned. 12) Is negligent in the assigned duties. <p>In any of the above cases the Agency reserves the right to suspend and/or terminate the agreement with the Agency and to propose to the Minister of Justice to suspend and/or revoke the appointment, pending the outcome by the Commission for the Administration of Justice.</p> |
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