PANEL OF
LEGAL AID LAWYERS ASSIGNED WITH LEGAL AID MALTA AGENCY

appointed under Chapter 9, Chapter 12, Chapter 539 and Chapter 581 of the Laws of Malta

Job title	Legal Aid Lawyer in Civil, Criminal, Cross-border and other Matters and Court Representation.
No. of positions to be filled	4 Lawyers (Malta) The Agency reserves the right to increase the number of lawyers on this panel to fill vacancies according to the Agency's needs and exigencies.
Appointment term	3 years starting from 1st February 2027 though appointments entered at a later date, from the official result list, will not exceed the appointment term later than 31st December 2029. The term of the appointment may be renewed for further period(s) at the discretion of the Legal Aid Malta Agency, subject to good performacne, the needs and exigencies of the Agency and the renewal of the appointment by the Minister responsible for Justice. Selected candidates who are appointed as legal aid lawyers may opt in to be appointed as curators on the roster list of the Civil Court Registrar.
Honoraria & allowance	€ 19,000 yearly Communication allowance: €180 yearly The appointed legal aid lawyers will be paid the honoraria and allowance following every quarter of the year on a pro-rata basis.
Deadline	**Applications will be received by email on hr.legalaidmalta@gov.mt by noon of 18th December 2026 indicating the relevant reference number in the email subject, as indicated below:** **LAM 27/2026 (Agency)** **Applications after the closing date will not be considered. It is the responsibility of applicants to ensure they receive an acknowledgement confirming receipt of their application by the closing date.**
Reservations	**Candidates applying for this panel cannot form part on any other legal aid panel unless specified otherwise in other calls.** **Candidates for this call who have been appointed as legal aid lawyers on other panels for the next term will not have their application considered.**
Submission of application	Applicants are required to submit: i. Motivation letter in the email content not more than 150 words. ii. Updated Curriculum Vitae, in Europass format including ID number. iii. Copies of original certificates (degree) in PDF format (unless already submitted previously). iv. Copy of the Warrant, in PDF format, to practice as a lawyer at the Courts of Law on the Maltese Islands (unless already submitted to the Agency previously). v. Conduct Certificate which cannot be issued earlier than two months from date of submission of application. vi. A Good Standing Certificate issued by the Commission for the Administration of Justice to be submitted within the first

	six months following appointment. However, should the certificate is not presented to the Agency or it may reveal any matter that adversely affects the appointee's standing, the Agency reserves the right to terminate the agreement and revoke the letter of appointment.
Due diligence	Applicants need to submit to the Agency a Good Standing Certificate issued by the Commission for the Administration of Justice within the first six months following the appointment.
Reporting to	Director Legal Aid Malta Agency and/or delegated authority
Duties, functions and responsibilities	1) Be as construed by the Laws of Malta. 2) Will be assigned on a specific legal aid panel assigned with the Agency as required by the exigencies of the Agency and appointed by the Minister of Justice. 3) Provide legal assistance to parties in civil, criminal, cross-border and other matters. 4) Assist clients requesting legal aid benefit on a weekly basis to discuss their issues *prima facie*, provide advice, and the best way forward in defence of their legal issues. 5) Issue non-eligibility letters on merits tests. 6) Provide information, as appropriate, regarding legal issues as requested by the clients. 7) Conduct any case reviews regarding clients being assisted with the benefit of legal aid. 8) Meet other government and non-government stakeholders to provide legal assistance to clients requesting legal aid benefits. 9) Attend court sittings when necessary to provide information to the Courts. 10) Provide the Agency with legal advice, as and when required, and other information as requested on cases and clients assigned with the benefit of legal aid. 11) 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. 12) Prepare and sign correspondence on behalf of legal aid clients. 13) 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 requesting the benefit for legal aid unless it is provided in law. 14) Sit on boards and committees on behalf of the Agency and report the minutes of such to the Management of the Agency. 15) Updating legal aid case management system (LAMS), online databases, and any available databases with information as necessary including entering notes, tickets and appointments. 16) Updating scheduled appointments by legal aid lawyers with legal aid clients on the legal aid case management system (LAMS). 17) Research to ensure that effective and competent legal advice, assistance, and information is provided to clients in an efficient, zealous, client-centered, and compassionate manner. 18) 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 honoraria deducted to the equivalent of their weekly remuneration.

Others obligations:	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) 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 inmate legal aid clients held at prison with the day, time and means of communication to be able to discuss their assigned cases. The legal aid lawyer is obliged to facilitate their legal assistance in such cases, including attending the prison facilities to meet their clients. 8) 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 accordingly. 9) 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. 10) 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. 11) The legal aid lawyer will liaise with the 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. 12) The Agency shall not be held liable for the legal aid lawyer's professional negligence and/or omission of proper legal advice and legal representation. The Agency shall not be held liable for the professional liability of the advice, assistance, and representation provided to the client. 13) The legal aid lawyer acknowledges that the provision of legal aid services constitutes an essential public function aimed at safeguarding access to justice. Accordingly, notwithstanding any industrial action, directive, collective measure, or similar initiative

	promoted by any professional body, association, union, or other entity, the Child Advocate shall take all necessary steps to ensure that legally aided clients do not suffer prejudice, that statutory and judicial time limits are observed, and that the continuity of representation and access to legal remedies are maintained. 14) The Agency may assign a University of Malta student following a legal course to assist the legal aid lawyer and guide them accordingly. 15) 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. 16) 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	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 for lawyers. 4) Hold in esteem the reputation of Legal Aid Malta Agency. 5) Follow any direction and/or duties assigned by the Director and delegated authority at Legal Aid Malta Agency.
Termination of agreement Revocation of appointment	The Agency reserves the right to forward a complaint to the Commission for the Administration of Justice for further investigation if the legal professional: 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. 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.
Eligibility	Eligible applicants need to possess all the following: (a) Degree in Law from the University of Malta. (b) Warrant to practice as a lawyer at the Courts of Law on the Maltese Islands. (c) Proven experience, litigation and court representation. (d) Fluent in speaking and writing in Maltese and English languages. <u>Aptitude and character</u> Applicants should be of good moral character, trustable, team driven, and motivated to perform their duties diligently and zealously.
Selection of candidates	Eligible applicants will be interviewed by a selection board to assess their suitability for the posts.

	New applicants not previously appointed as legal aid lawyers must provide original certificates for verification during the interview. ALL applicants must provide an original official identity document (identity card or passport) during the interview. Candidates will be graded as follows: i. Legal aid experience (up to a maximum of 20 marks) ii. Legal aid knowledge (up to a maximum of 20 marks) iii. Court representation experience (up to a maximum of 10 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) The maximum mark for this selection process is 200 and the pass mark is 100.
Publication of Results	The interview results will be sent individually to the applicants. The result of the interview will remain valid up to twelve (12) months following results.
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 for this 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.