Panel of
LEGAL AID PROCURATORS
with Legal Aid Malta Agency
appointed as per Article 89 and 911 (6) of Chapter 12 of the Laws of Malta

Job title	Legal Aid Procurators
No. of positions to be filled	Malta – 12 legal procurators Gozo – 2 legal procurator
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 January 2030. The term of the appointment may be renewed for further period(s) at the discretion of the Legal Aid Malta Agency, subject to 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.
Remuneration: Communication allowance:	€ 7,000 yearly €180 yearly The appointed legal aid procurator will be paid the remuneration and allowances following every quarter of the year on a pro-rata basis. Appointed legal aid procurators 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.
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 25/2026 (Procurators Malta or Gozo)** **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.**
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 to practice as a lawyer at the Courts of Law on the Maltese Islands (unless already submitted 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 specifically on the panel of legal procurators as appointed by the Minister responsible for Justice. 3) Represent the clients and Legal Aid Lawyers 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 of 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	1. The Legal Aid Procurator is obliged to treat legal aid clients equally to any other client requesting legal services. 2. The Legal Aid Procurator 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 Procurator agrees to inform the Agency immediately of any changes of the details regarding means of communication in paragraph 2. 4. 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. 5. The legal aid procutator 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. 6. 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). 7. 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 accordingly. 8. The legal aid procurator is obliged to give their assigned legal aid clients held in correctional facilities (prisons), with the day, time and means of communication to be able to assist their assigned cases. The legal aid procurator is obliged to facilitate their legal assistance in such cases, including attending the prison facilities to meet their clients. 9. 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. 10. The Agency shall not be held liable for the legal aid procurator'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. 11. The Legal Aid Procurator 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 Legal Aid Lawyer 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. 12. 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. 13. 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. 14. 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. 15. 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.
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 legal procurators. 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 through the Ethics Committee of the Chamber of Advocates and Legal Procurators 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 Legal Procurator at the Courts of Law on the Maltese Islands. (c) Fluent in speaking and writing in Maltese and English languages. (d) Proven experience at the Civil and Criminal Courts. <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.

	Candidates must provide an original official identity document (identity card or passport) and original certificates for verification at 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.
Due diligence	The applicants who pass the interviewing process will need to submit to the Agency a Good Standing Certificate issued by the Commission for the Administration of Justice before their letter of appointment is issued and agreement with the Agency signed.
Publication of Results	The result of the interviews will be published by Legal Aid Malta Agency and exhibited on the noticeboard at the reception area of the premises of Legal Aid Malta Agency. The result of the interview will remain valid up to the expiry of the appointment, that is 31st December 2026 and will remail valid to fill vacancies recurring in the post up to the end of the validity of the appointment term.
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 panels, 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 if selected from the official result.