

LAND REGISTRATION AGENCY

CALL FOR APPLICATIONS TO FILL VACANCY FOR SENIOR PROFESSIONAL OFFICER IN THE LAND REGISTRATION AGENCY

Interested persons wishing to apply for this post are kindly requested to submit a full CV (including details of background and experience) supported by the necessary documentation, which should include a detailed C.V. are to reach the Executive Head, Land Registration Agency, 116, Triq il-Punent, il-Belt Valletta by not later than the 30th August, 2021.

Scanned copies of the application and the relevant documentation can also be sent electronically on recruitment.lra@gov.mt

The pass mark for this post is 60% and the Interview Report will remain valid for one (1) year from date of issue.

Nomenclatures denoting the male gender include also the female gender.

JOB DESCRIPTION

Job Title	Senior Professional Officer (Legal Office)
Grade	Grade A
Salary Range	The salary attached to the position of Senior Professional Officer for 2021 is of €27,402 which will rise by annual increments of €596 up to a maximum of €32,766 and according to Appendix A of the Land Registration Agency Collective Agreement 2020-2024.
Report To	Executive Head or any other Senior Officer as may be delegated by the said Executive Head

MAIN JOB PURPOSE

Assists the Land Registrar in his daily duties; directs sub-ordinates in the day to day running of the Legal Office and other general duties that may be required; performs direct supervisory duties of his/her direct sub-ordinates; carries out other legal duties as required.

MAIN DUTIES & RESPONSIBILITIES

Key Responsibilities	Key Elements
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	<p>by the Agency as well as the proper utilization of human resources of the legal officer;</p> <p>c) supervising and approving applications files and settling any difficulties that may arise in connection therewith, both internally and vis-à-vis the agency's clients;</p> <p>d) verifying that all policy directives and regulations issued by the Land registrar are strictly adhered to;</p> <p>e) monitoring work on the Land Registry Certification System or any other system which may be in use, especially in matters requiring a legal interpretation;</p> <p>f) performing all duties as directed by the Land Registrar, including representing the Registrar and/or the agency in judicial cases;</p> <p>g) assisting the Land Registrar in any amendments which may be required to the Land Registration Act or any other Act in connection with the implementation of a new system for registration; and</p> <p>h) any other duties required by the Executive Head or his delegate.</p>
Team Leadership Management	<p>a) Ensure that a continuous good working relationship with all the Agency's sections and any other authorities or government bodies takes place at all times;</p> <p>b) Maintain effective communication channels with the stakeholders of the agency;</p> <p>c) Be courteous, polite, friendly, but assertive at all times with all employees</p>
Quality Assurance	<p>a) Assist and ensure maximum efficiency in the overall aspects of this post;</p> <p>b) Assist in reaching the set goals and standards established by the Agency;</p> <p>c) Develop skills in the related fields, including self education and research and to improve operations in general to make a positive difference.</p>

Tasks and duties of the job holder are not limited to the above listed and employee may be required to assist other employees/departments or requested to perform other/different duties from time to time as the need may be which duties may also change or be supplemented from time to time according to business exigencies of the Agency of any management decision.

Key Decision Making Areas

- a) Day-to-day decisions relating to the sections' workflow;
- b) Team management;
- c) Organization and administration of office files and day to day agenda

Key Performance Indicators (KPIs)

- a) Attainment of set objectives;
- b) Timely and accurate work execution;
- c) Quality of service in the day-to-day operations;
- d) Internal and external customer satisfaction

PERSON SPECIFICATION - *The qualifications, experience, skills and other attributes required by the job holder.*

Qualifications and Experience

Applicants must hold a warrant to practice the profession of Advocate, Notary Public or Legal Procurator and must have not less than one year proven practice in the profession after obtaining warrant.

Competence in dealing professional with the internal and external customers of the Agency.

A track record of exceptional performance in the position currently held.

Familiarity with the operations of the Agency

Qualifications and experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Scanned copies sent electronically are acceptable. Original certificates and/or testimonials are to be invariably produced for verification at the interview.

Skills

- Have experience in the workings of computer systems especially Geographic
- Have a good understanding of laws and regulations governing registration of public deeds and ancillary knowledge
- Have a good personal stress management and communication skills
- Have a natural disposition to lead and to instill discipline and who have a strong personality, supervisory qualities and an aptitude to assume responsibility
- Computer skills
- Highly Organised and meticulous in own work
- Ability to assimilate and analyze information
- Ability to work unsupervised within own area of responsibility
- Ability to work under pressure

Other Attributes

- Ability to work effectively in a team, including the ability to respond to the needs of team members and provide them with assistance as and when required
- Ability to solve problems and take decisions even when working under time constraints
- Ability to meet deadlines
- Takes a proactive approach

Desirable

- Takes initiative
- Mature and self motivated

DURATION OF ASSIGNMENT AND CONDITIONS

- a) The selected candidate will be employed on an indefinite basis.
- b) This appointment is subject to a probationary period of twelve (12) months.

SELECTION PROCEDURE

Eligible applicants will be assessed by a Selection Board to determine their suitability for the position.

SUBMISSION OF APPLICATIONS

Applications, supported by the necessary documentation, which should include a detailed C.V. and a police conduct certificate are to reach the Executive Head, Land Registration Agency, 116, Triq il-Punent, Il-Belt Valletta, by hand or by post, by not later than the 30th August, 2021.

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However original certificates and/or testimonials are to be invariably produced for verification at the interview.

OTHER GENERAL PROVISIONS:

Other general provisions concerning this call for applications with particular reference to:

- applicable benefits, conditions and rules/regulations
- submission of recognition statements in respect of qualifications
- publication of the result
- the process for the submission of petitions concerning the result
- access to application forms and related details
- retention of documents

These general provisions are to be regarded as an integral part of this call for applications.