

“To provide and sustain decent social and affordable housing opportunities promoting stability and supporting social mobility.”

Vacancy Lawyer

The Housing Authority is currently seeking to recruit a motivated person to fill the post above on a full-time and indefinite contract basis.

The ideal candidate must be proactive and capable of working independently and using their own initiative, while also contributing effectively to a collaborative, fast-paced environment. Strong organizational and multitasking skills are essential, along with the ability to effectively priorities competing demands. This role requires strong analytical and critical thinking skills to provide sound legal advice, as well as having interpersonal abilities necessary to engage and communicate effectively with stakeholders at all levels, both within and outside the Authority.

❖ Requisites

- Applicants must have a Law Degree together with a local Warrant to practice as a lawyer.

❖ Job Summary

- The **Lawyer** provides legal advice and representation to the Housing Authority, ensuring compliance with applicable legislation, policies, and contractual obligations. The role involves managing legal files, drafting and reviewing legal documents, representing the Authority before Courts and tribunals, conducting legal research, and supporting litigation processes. The Lawyer works closely with the Senior Lawyer and other stakeholders to safeguard the Authority's legal interests and provide practical legal guidance in support of its operational and strategic objectives.

❖ Roles and Responsibilities

Key Responsibilities – Lawyer

- Appears in court as a Housing Authority representative in all Court cases of Housing Authority (both Malta and Gozo) and when requested by the Courts.
- Drafting and keying of all writs of Summons presented in court by HA in collaboration with Senior Lawyer, where required.
- Drafting and keying of all judicial acts and Warrants and all other work to be presented to court in the name of the Housing Authority in collaboration with Senior Lawyer, where required.
- Drafting and sending letters to clients who are in reach of their contractual obligations in collaboration with Senior Lawyer, where required.
- Working on Housing Authority's Day to day legal files while holding regular discussions with Senior Lawyer when necessary.
- Conduct legal research on matters related to the Housing Authority's role, both from a

national and international perspective.

- Collaborate with external legal advisors and advocates on litigation matters as necessary.
- Assisting with the drafting and amending of schemes and notices issued by the Housing Authority as may be necessary.
- Preparation of evidence/proof to be used in court cases.
- Assist the Senior Lawyer within the Housing Authority to file written pleadings.
- Assist the Senior Lawyer as may be necessary and liaise with Legal Advisors whenever court acts are received by the Housing Authority.
- Assist colleagues when required with legal advice.
- Provide legal advice to other sections within the Housing Authority.
- Carry out any day-to-day task that the Housing Authority deems appropriate, as directed by the CEO or the Executive Head responsible for the Legal office.
- Any other legal task as assigned by the Senior Lawyer, CEO or the Executive Head responsible for the Legal office

Interested candidates are invited to submit a letter of application including a detailed CV by not later than 31st August 2026, to the Human Resources Section via email on vacancies.ha@ha.gov.mt. An Interviewing Board will be set up to decide which application merits approval.

JobsPlus Permit: 697/2026
