

## **CAREER OPPORTUNITY**

Applications are being invited internally from suitably qualified persons to fill the post of:

**Data Protection Officer (GMG/SEG 2), Administration**

**Temporary – 1 Year**

### **Job Summary**

Under the general direction of the Executive Director, the Data Protection Officer (DPO) will be accountable for monitoring internal compliance and providing guidance to the Women's Centre of Jamaica on data protection obligations. The DPO is responsible for monitoring the Foundation's data practices ensuring that all functions carried out by the Foundation are in accordance with the provisions of the Data Protection Act (2020). Additionally, the DPO will serve as a primary point of contact for supervisory authorities, such as Office of the Information Commissioner, and individuals whose data is processed by the Foundation.

### **Key Responsibilities**

#### **Technical/Professional Responsibilities**

- Design and implement a comprehensive Data Privacy Governance Framework and strategies to effectively manage the use of personal data in accordance with the provisions of the Data Protection Act.
- Establish and maintain appropriate systems and internal control mechanisms that align with the prescribed standards of the Data Protection Act.
- Ensure that the Foundation and its operational processes pertaining to data processing adhere to the established data protection standards and regulations.
- Implement strategies to enhance operational processes and ensure processes are in compliance with regulatory requirements.
- Design and implement Data Protection policies and procedures within the Foundation.
- Ensure that breaches of the data protection standards or violations of the provisions outlined in the Data Protection Act are addressed promptly.
- Review and update the Data Protection Plan regularly to ensure it aligns with any changes in laws, regulations, and policies.

- Ensure the timely collection of data, analysis, and reporting of data on key performance measures.
- Maintain a robust system to address and respond to queries and complaints.
- Ensure proper management and maintenance of personal data records, in compliance with data protection standards.
- Sensitize and train staff on the components of relevant Acts, Regulations and Policies related to data.
- Inform data controllers and data subjects about their rights, obligations, and responsibilities regarding data protection.
- Provide advice and recommendations to the Executive Director and relevant staff regarding the interpretation and application of data protection rules.
- Collaborate with Division/Department Heads/Managers, Centre Managers, Counsellors, and other officers to ensure compliance with the Data Protection Act in relation to client management systems and processes.
- Collaborate with the Information and Communication Technology (ICT) Unit to ensure compliance with the Data Protection Act in the Foundation's ICT system, manage data security incidents and ensure timely resolution of issues such as security breaches, complaints, or subject access requests.
- Provide legislative advice and guidance to the Executive Director regarding any gaps identified from the outcome of the Data Protection and Privacy Impact Assessment.
- Liaises with the Office of the Information Commissioner to address data protection matters and clarify or resolve any doubts regarding the application of the act's provisions.
- In collaborate with the Senior Management Team Unit and other key stakeholders monitor, implement and analyze compliance programmes for the Foundation in keeping with relevant legislations that come into effect from time to time.
- Conduct landscape survey and periodic internal audit and make recommendation to ensure compliance in data protection.

### **Special Duties**

- Serve as a member of specialized committees as per request to provide guidance from a legal/legislative perspective.
- Serve as legal expert and/or coordinator of legal services for the Foundation to ensure compliance with Laws, Regulations, Acts and Bills as they come into effect from time to time.
- In collaboration with the Human Resource Unit and the Senior Management Team, conduct periodic Enterprise Risk Management Audits to include data protection surveying, hazard and liability study and occupational Health and Safety Audit.
- Prepare and submit routine and special reports, as required.
- Attend and participate in meetings, seminars, workshops, and conferences, as required.

- Performs any other related duties that may be assigned periodically.

### **Required Skills/knowledge and Competencies**

#### **Core**

- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis, and interpretive skills
- Strong negotiating and persuasive presentation skills
- Leadership
- Planning and Organizing
- Problem Solving & Analysis
- Communication
- Initiative & Judgment
- Integrity/Ethics
- Interpersonal Skills
- Priority Management
- Teamwork

#### **Technical**

- Expert knowledge of the data protection law and practices
- Proficiency in the use of the relevant computer applications
- Knowledge of change management principles and practices
- Expert knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Sound knowledge and understanding of GOJ policies and programmes and the machinery of government
- Sound knowledge of applicable laws, policies, regulation and procedures

### **Minimum Required Qualifications and Experience**

- Bachelor's degree in Law, Computer Science, Audit or equivalent qualification from recognized tertiary institution.
- Experience or knowledge in data privacy legislation (in particular GDPR).
- Experience or specialized training in records and information management systems.
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training.
- Minimum three (3) years related work experience.

**We thank you for responding, but only short listed candidates will be contacted**