

INSTITUTE OF JAMAICA

(An Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following position in the Central Administration of the Institute of Jamaica (IOJ):

Data Protection Officer (GMG/SEG 2)

JOB SUMMARY

The Data Protection Officer (DPO) monitors the Institute of Jamaica's data practices ensuring that all functions carried out by the Institute of Jamaica (IOJ) are in accordance with the provisions of the Data Protection Act (2020). Under the general direction of the Executive Director, the DPO will be accountable for monitoring internal compliance and providing guidance to the Institute of Jamaica on data protection obligations. 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 Institute of Jamaica.

KEY RESPONSIBILITY AREAS

- 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 IOJ 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 IOJ.
- 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 staff and the Executive Director regarding the interpretation and application of data protection rules.
- Collaborate with the Information Technology Department to ensure compliance with the Data Protection Act in the Institute of Jamaica's ICT system.
- Collaborate with the Information Technology Department to 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.
- Collaborate with key stakeholders to monitor, implement and analyze compliance programmes.
- Prepare and submit routine and special reports.
- Attend and participate in meetings, seminars, workshops, and conferences.
- Perform any other related duties.

MINIMUM QUALIFICATION/EXPERIENCE

- Bachelor's degree in Law, Computer Science, Audit or equivalent qualification.
- 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.

SALARY SCALE

\$4,266,270.00 per annum - \$5,737,658.00 per annum

Applications should be submitted no later than **Friday, April 4, 2025** to:

**Director Human Resource Development & Management
Institute of Jamaica
10 -16 East Street
Kingston**

Email: personnel@instituteofjamaica.org.jm