



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

DIRECTOR, COMPLIANCE AND QUALITY MANAGEMENT/ CHIEF PRIVACY OFFICER (GMG/SEG 4)

CORPORATE SERVICES DIVISION

SALARY SCALE: \$5,597,715.00 – \$7,528,305.00 (PAY BAND 10)

JOB PURPOSE:

The incumbent is responsible for leading the development and implementation of the compliance and quality management framework and strategies with assisting the Ministry in achieving its strategic objectives by ensuring that its activities and programmes are following external and internal procedures, policies and legal framework.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Guides the development and implementation of strategies to improve organizational efficiencies and effectiveness.
- Develops and implements tracking/monitoring mechanisms to ensure compliance with established standards
- Develops and implements compliance and quality management framework and strategies;
- Evaluates existing policies and procedures to coordinate internal practices and ensure compliance with regulations;
- Reviews the Ministry's internal control mechanisms especially those highlighted in audit reviews, to ensure that measures are implemented to minimize the risks it faces;
- Provide advice and guidance;
- Promote compliance with stipulated procedures, policies and legislation;
- Leads a corporate wide quality improvement programme with the development and implementation of a quality improvement plan;
- Facilitates the timely collection of data, analysis and reporting on key performance measures;
- Manages the electronic storage of quality improvement reports so as to promote access for key stakeholders;
- Develops and implements standard operating procedures related to the corporate compliance programme;
- Shares current information of policies, procedures and legislation that the Ministry staff should be aware so as to minimize risk exposure;
- Liaises with the Risk Management Branch in the identification of potential risks and design risk mitigation strategies;
- Collaborates with senior managers in the review and understanding of corporate governance guidelines;
- Collaborates with senior managers to ensure awareness of "best practices" on privacy a data security;
- Monitors and evaluates Ministry's efforts at corrective actions to ensure that findings and recommendations are effectively dealt with;
- Collaborates with relevant personal data points in the Ministry in overseeing data subject access rights;
- Prepares reports and presentations on findings and analysis;
- Identifies risks and makes recommendations as to mitigation strategies;
- Collaborates with other Branch Heads in resolving compliance issues as they arise;
- Serves as a resource to other Divisions on quality compliance issues;
- Oversees the verification functions and pension indebtedness checks.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Masters' degree in Management, Finance, Business Administration, Public Administration or equivalent qualification from a recognized (accredited) tertiary institution;
- Exposure to legal training would be an asset;
- Three (3) years' experience.

OR

- Bachelors' Degree in Management, Finance, Business Administration, Public Administration or equivalent qualification from a recognized (accredited) tertiary institution;
- Exposure to legal training would be an asset;
- Five (5) years' experience.

SPECIFIC KNOWLEDGE SKILLS AND ABILITIES

- Expert knowledge in the principles and practices of quality management and compliance;
- 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;
- Working knowledge of process improvement methodology;
- Sound knowledge of applicable laws, policies, regulations, and procedures;
- Excellent critical reasoning, quantitative and qualitative analysis skills;
- Expert knowledge of the Service Excellence Policy;
- Strong environmental scanning, analysis and interpretive skills;
- Strong negotiating and persuasive presentation skills;
- Proficiency in the use of the relevant computer applications.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Pressured working conditions with numerous critical deadlines.
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel locally and overseas;
- Typical working condition.

Interested persons should forward their applications and resume **NO LATER THAN Thursday, November 30, 2023** to the: -

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

**Subject: Director, Compliance and Quality Management/ Chief Privacy Officer
(GMG/SEG 4)**

Please note that we thank all for responding but only shortlisted applicants will be contacted.