



# Ministry of National Security

## CAREER OPPORTUNITY

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

**DATA PROTECTION OFFICER (GMG/SEG 3)**  
**CORPORATE SERVICES DIVISION**  
**SALARY SCALE: \$4,594,306.00 – \$6,178,830.00 (PAY BAND 9)**

### JOB PURPOSE:

The incumbent is responsible for monitoring compliance and data practices to ensure the Ministry and its functions comply with the applicable legislative requirements under the Data Protection Act (2020) in the processing of the personal data of its staff, customer, providers or any other individuals (also referred to as data subjects).

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

### KEY RESPONSIBILITIES:

- Implement measures and a privacy governance framework to manage data use in compliance with the DPA, including developing templates for data collection, and assisting with data mapping.
- Ensures that the Ministry of National Security (MNS) processes personal data in compliance with the data protection standards and the Data Protection Act and good practice;
- Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the MNS is dealt with in accordance with the provisions of the Data Protection Act;
- Notifies in writing, the Data Controller of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Reports any contravention by MNS of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the MNS;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the Ministry's privacy policies and procedures;
- Provides advice/information to the Ministry and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the Ministry's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the Ministry's staff to be aware as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weakness and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analysis and findings;
- Conducts a data protection Impact Assessment in respect of all personal data in the custody or control of the Ministry;
- Sensitizes staff on the components of the Data Protection Act, Regulations and policies;
- Collaborates with the Ministry's ICT Services Branch in the maintenance of a data security incident management plan to ensure timely remediation of incidents including impact assessments, security breach response, complaints, claims or notifications and responding to subject access requests;

- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Monitors to ensure that the Ministry's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;
- Participates in the collection of data, analysis and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Monitors changes to local privacy laws and makes recommendations where necessary.

#### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelors' degree in Computer Science, Law, Audit or equivalent qualification from recognized tertiary institution
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred)
- Exposure to legal training
- Sound knowledge of the Data Protection Act and other applicable data protection policies.
- One (1) year related work experience

#### **SPECIFIC KNOWLEDGE SKILLS AND ABILITIES**

- Sound knowledge of the data protection law and practices
- Good knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Good knowledge and understanding of GOJ policies and programmes and the machinery of government
- Sound knowledge of applicable laws, policies, regulation and procedures
- Good critical reasoning, quantitative and qualitative analysis skills
- Knowledge of change management principles and practices
- 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**

- Typical working condition;
- Meeting critical deadlines for completion of tasks;
- Required to interface with Parolees;
- 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 island-wide and overseas;

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  
 4<sup>th</sup> Floor North Tower  
 2 Oxford Road  
 Kingston 5  
 Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Data Protection Officer (GMG/SEG 3)**

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