



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

DATA PROTECTION OFFICER (LEVEL 7) (VACANT POSITION)

BASIC SALARY: \$4,266,270 to \$5,737,658 per annum

JOB PURPOSE:

The incumbent is to support the Office's strategic objectives by monitoring in an independent manner the Office's compliance with the provisions of the Data Protection Act.

Key Outputs

- Ensure that the Office processes personal data in compliance with the data protection standards and in compliance with the Data Protection Act and good practice.
- Report any breach of personal data to the Office of the Information Commissioner and any other relevant stakeholder in accordance with the Data Protection Act.
- Consult with the Office of the Information Commissioner to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied.
- Ensure that any contravention of the data protection standards, policies or procedures or any provisions of the Data Protection Act by the Office is adequately resolved in accordance with the provisions of the Data Protection Act and attended Regulations.
- Report any contravention of the data protection policies or procedures or any provisions of the Data Protection Act and/or Regulations to the Office of the Information Commissioner.
- Notify the Office of any contravention of the data protection policies or procedures or any provisions of the Data Protection Act or its attended Regulations.
- Assist data subjects in the exercise of their rights under the Data Protection Act, in relation to the Office.
- Assist the Office with the development of internal policies and procedures related to the processing of personal data.
- Make recommendations for the appropriate organisational and technical measures to ensure the security of personal data.
- Act as the primary contact point for the Office of the Information Commissioner on issues relating to the processing of data, and to consult, where appropriate, regarding any other matter.
- Monitor changes to local privacy laws and make recommendations where necessary.

- Creation of a risk and breach register and issue reports to the Office of the Information Commissioner.

Required Knowledge, Skills and Abilities

- Knowledge of the Data Protection Act, and all other applicable Acts/ Legislation and policies that govern data protection and the operation of the Office.
- Skilled in the use of Document Management and workflow applications and the associated reporting tools
- Demonstrate a high level of confidentiality in the execution of duties with the ability to act in an independent manner, free of any real or perceived conflicts.
- Sufficient knowledge of information technology, data management and compliance.
- Has due regard to the risk associated with processing operations, considering the nature, scope, context and purposes of processing.
- Manages continuity, change and transition and knows how to influence and enable others.
- Knowledge of Government of Jamaica (GOJ) Procurement Rules, Governance and Risk Management.
Knowledge of ISO 9001 2015 Quality Management System

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Undergraduate Degree in Law, Compliance, IT, Audit or similar background.
- At least one Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).
- At least 3 years' experience in IT, law, audit and/or risk management, compliance, or equivalent experience.
- Sound knowledge of the Data Protection Act and other applicable data protection policies.

Applications cover letter accompanied by resume should be submitted **no later than Monday, June 13, 2024** to:

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10
Website: www.jipo.gov.jm
Email: hrma@jipo.gov.jm**

Please note that only shortlisted applicants will be contacted.