



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 1** **OSC Ref. C. 6276<sup>14</sup>**

2<sup>nd</sup> January, 2024

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the following posts in the **Ministry of Local Government and Rural Development**:

1. **Data Protection Officer (GMG/SEG 3) (Vacant) – Executive Office**, salary range \$4,594,306 - \$6,178,830 per annum.
2. **Senior Administrator Pensions and Leave (GMG/AM 4) (Vacant) - Corporate Services**, salary range \$2,478,125 - \$3,332,803 per annum.

#### **1. Data Protection Officer (GMG/SEG 3)**

##### **Job Purpose**

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) is to advise and provide guidance to the MLGCD on a range of privacy, data protection and technology related regulatory and compliance matters. The DPO is responsible for monitoring internal compliance, informing and advising the MLGCD on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and acting as a contact point for data subjects and the Office of the Information Commissioner. The DPO will support the success of the MLGCD through assisting with introduction and implementation of its privacy programme. Both legal knowledge and technical fluency are highly desired, as this role will work closely with staff across all areas of the portfolio.

##### **Key Responsibilities**

###### ***Management/Administrative***

- Ensures that the MLGCD processes personal data in compliance with the data protection standards and in compliance with the Act and good practice;
- Provides overall management for the research, development and implementation of Data Protection policies and procedures for the Ministry;
- Researches, designs and implements Data Protection Governance Framework and Strategies to manage the use of personal data in compliance with the requisite standards and guidelines;
- Consults with the OIC to resolve any doubt about how the provisions of the Act and any regulations made under it are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Act by the MLGCD is dealt with;
- Co-ordinates the efforts of the MLGCD in the implementation of essential elements of the applicable data protection regulation, such as the principles of data processing, data subjects' rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches;
- Manages systems that ensure appropriate assignment of responsibilities in relation to the management of data and information and the processing and protection of personal data.
- Provides strategic legal and regulatory guidance to senior management and other divisions on privacy and data protection issues, law and trends;
- Performs or oversees initial and periodic privacy impact assessment, risk analyses, mitigation and remediation;
- Ensures that data controllers and data subjects are informed about their data protection rights, obligations and responsibilities and raises awareness about them;
- Oversees the maintenance of records required to demonstrate data protection compliance.
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- Provides advice and recommendations to the MLGCD about the interpretation or application of the data protection rules;
- Handles queries or complaints on request by the Ministry, the data controller, other person(s), or on their own initiative;
- Acts as a primary point of contact and co-operates with the OIC (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);

- Draws the organization's attention to any failure to comply with the applicable data protection rules and policy;
- Supports the data incident response and data breach notification procedures;
- Prepares and submits routine and special reports, as required;
- Provides expert advice and educates employees on important data compliance requirements;
- Drafts new and amends existing internal data protection policies, guidelines and procedures, in consultation with key stakeholders;
- Delivers training across all Divisions and Units to staff members who are involved in data handling or processing;
- Participates in meetings, seminars, workshops and conferences as required;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Good planning and organizing skills
- Good judgement and decision-making skills
- Customer and quality-focused skills
- Good Analytical and problem-solving skills
- Compliance

#### ***Functional:***

- Initiative
- Knowledge of modern business practices and office procedures
- Understanding of research methods and techniques
- Proficiency in the use of computer applications
- Knowledge and understanding of the Data Protection Act
- Experience in managing data incidences and breaches
- Knowledge of cybersecurity risks and information security standards
- Knowledge of Data Protection Act and other relevant Jamaican laws and regulations
- Knowledge of Corporate Governance Framework for Public Bodies in Jamaica
- Research and statistical analysis

### **Minimum Required Qualification and Experience**

- Bachelor of Law Degree in Compliance, Information Technology Security, Computer Science or Information Management from a registered institution,
- Minimum three (3) years' experience in law, data protection, privacy and ICT governance or similar capacity, audit and/or risk management, compliance, or equivalent experience.
- Demonstrable experience, knowledge and/or in-depth understanding of data privacy legislation (in particular GDPR).
- Experience or specialized training in Records and Information Management Systems.
- At least one Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).

#### **Postgraduate degree or certification in any of the following would be an asset:**

- Data models, database design development, data mining and segmentation techniques
- Information Privacy manager (CIPM) or Certified Information Privacy Professional (CIPP)
- Audit or risk management
- Project management

### **Special Conditions Associated with The Job**

- May be required to travel.
- Twenty percent of the time spent traveling to conduct research, submit reports and file documents related to data compliance.

## **2. Senior Administrator Pensions and Leave (GMG/AM 4)**

### **Job Purpose**

Reporting to the Director, Pension Administration, the incumbent is responsible for providing administrative support and co-ordinating pension (Superannuation activities) within the Local Authorities, including Mayors and Councillors in keeping with established Superannuation policies and guidelines and in accordance with the relevant Acts and regulations.

### **Key Responsibilities**

#### ***Technical/Professional:***

- Participates in the development of Operational and Work Plans;
- Co-ordinates the preparation and processing of Superannuation within the Local Authorities;
- Examines Pension documents to ensure conformity with Pension Acts;
- Checks advances and Alimentary allowances for Pensioners within the Local Authorities;
- Checks quantum of Pre-retirement leave for Pensioners including Mayors and Councillors within the Local Authorities;
- Checks pension submissions and computations;
- Disseminates information to the Local Authorities on changes in the Pension (Parochial Officers) Act;
- Ensures the preparation and dispatching of advice letters to Local Authorities and relevant stakeholders;
- Prepares and submits letters of award to the Local Authorities and the relevant stakeholders;
- Prepares monthly pension reports;
- Collaborates with the Director in providing pension administration training;
- Participates in the identification and giving of advice to the Officers to be retired in the Local Authorities;
- Prepares Pension computation and submissions and forwards to the Cabinet for approval of pension/gratuity;
- Prepares reports on pension audits conducted within the Local Authorities;
- Other such duties and responsibilities as may be determined from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Good interpersonal skills;
- Excellent oral and written communication skills;
- Good leadership skills;
- Good integrity/ethics exercised in the performance of duties.

#### ***Functional:***

- Excellent knowledge of the Public Service Regulations and Pension (Parochial Officer) Act;
- Proficiency in the use of relevant computer applications;
- Sound problem-solving and organizing skills.

### **Minimum Required Qualification and Experience**

- First Degree in Management Studies or Public Administration from a recognized institution;
- Training in Pension Administration;
- Three (3) years experience in the related field.

### **Special Conditions Associated with The Job**

- Travel to Local Authorities;
- Travel to the Ministry of Finance;
- Pressured working conditions with numerous critical deadline.

Applications accompanied by résumés should be submitted **no later than Monday, 15<sup>th</sup> January, 2023 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Local Government and Community Development  
61 Hagley Park Road  
Kingston 10

Email: [hrd@mlgcd.gov.jm](mailto:hrd@mlgcd.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



Desreen Smith (Mrs.)  
for Chief Personnel Officer (acting)