



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
Website: www.osc.gov.jm

CIRCULAR No. 149 **OSC Ref. C.5849¹³**

3rd April, 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 fill the following **vacant** posts in the **Ministry of Justice**:

1. **Senior Director, Project Management, Evaluation and Technical Services (GMG/SEG 5) – Project Management and Technical Services Division**, salary range \$7,716,512.00 - \$10,377,851 per annum.
2. **Data Protection Officer (GMG/SEG 3) – Executive Office**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Senior Director, Project Management and Technical Services (GMG/SEG 5)

Job Purpose

Under the direct supervision of the Permanent Secretary, the Senior Director, Project Management and Technical Services exercises the responsibility for the co-ordination, leadership and management of the Project Management and Technical Services Division.

The Senior Director has responsibility for the direction, development, execution, monitoring and evaluation of the Capital Works and Institutional projects in the MOJ as well as for the development of all special programmes to support the Ministry in the pursuit of its reform agenda.

Key Responsibilities

Management/Administrative:

- Provides technical advice on project development, the entire spectrum of project management and the technical services function to the Minister, Permanent Secretary and other relevant stakeholders;
- Leads the development of the strategic direction of projects and project management in the Justice Sector;
- Develops, implements and maintains policies, procedures and methodologies to guide the operations of the Division;
- Manages and tracks Project Budgets, forecasts, schedules and costs;
- Collaborates with the Court Administration Division and the Judiciary to establish and maintain an effective consultative mechanism to ensure participatory planning, monitoring and execution of all projects that require the input of the Courts;
- Develops control mechanisms, performance measures and standard procedures for all activities of the Division to ensure efficient use of resources within Government's regulation and guidelines and ensuring value for money;
- Works closely with cross-functional groups including internal and external stakeholders to plan, design, develop and deliver project management systems and solutions for the Ministry's projects;
- Oversees and provide guidance on projects to staff;
- Prepares Budget, Strategic, Divisional, Operational and Individual Work Plans for the Division;
- Prepares and submits specialized and management reports, as required;

Technical/Professional:

- Creates a strategic framework for the development of a project management culture or way of doing business in the Ministry of Justice;
- Leads the development of sound project management methodologies to guide the seamless execution of construction and institutional projects;
- Establishes an effective co-ordination mechanism to ensure collaboration and complementary working together for the execution of Capital A and B projects;
- Forecasts and analyses external variables and risks of strategic importance to the Ministry's priority projects and implement mitigation strategies;
- Manages and monitors the development of capital and institutional projects;

- Establishes operational policies and procedures for the implementation, monitoring and evaluation of projects undertaken by the Ministry and ensures that the reporting requirements of all stakeholders/partners are met;
- Advises the Permanent Secretary on the implementation status of all projects, at regular intervals;
- Prepares specialized reports for Funding Agencies, the Permanent Secretary, the Political Directorate, other Divisions of the Ministry and other Government Agencies to facilitate Project Review meetings and provide updates.

Human Resource:

- Develops and manages the performance of the Project Management Branch and its staff, including transferring skills, motivating staff through coaching and mentoring, arranging for training, setting performance targets, monitoring performance, providing feedback to staff, and initiating corrective action, where necessary, to improve performance;
- Promotes the building of institutional knowledge for the Project Management Branch by ensuring that established systems and procedures are documented and disseminated;
- Coaches and mentors staff in the Project Management and Technical Services Division;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Fosters teamwork, a harmonious working environment and promotes collaborative working relations;
- Conducts Performance Appraisals for staff supervised for required purpose and at required intervals.

Required Knowledge, Skills and Competencies

- Sound knowledge of Government of Jamaica Procurement Policy and Procedures;
- Sound knowledge of Government of Jamaica Guidelines;
- Sound knowledge of the Justice System of Jamaica;
- In-depth knowledge of the Project Cycle;
- In-depth knowledge of Government's financial and budgetary systems;
- Knowledge of the general requirements of multi-lateral lending Agencies;
- Expertise in the application of Project Management Techniques and Tools.

Minimum Required Qualification and Experience

- Post Graduate Degree in Architecture; Quantity Surveying; Civil/Structural Engineering; Construction Management or Urban and Regional Planning/Built Environment or related area;
- Training/Certification in Project Management;
- Seven (7) years related experience, at least three (3) of which should be in a senior management capacity in an organization involved in developmental activities.

OR

- Post Graduate Degree in Management Studies, General Management or related area;
- Diploma/Associate Degree in Architecture; Quantity Surveying; Civil/Structural Engineering; Construction Management; Urban and Regional Planning/Built Environment or related area;
- Training/Certification in Project Management.

Specific Conditions Associated with the Job

- Required to work beyond normal working hours at times to meet deadlines;
- Must possess a valid Driver's Licence and a reliable motor vehicle required.

2. Data Protection Officer (GMG/SEG 3)

Job Purpose

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) will advise and provide guidance to the MOJ 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 MOJ on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and acting as contact point for data subjects and the Office of the Information Commissioner. The DPO will support the success of the MOJ through assisting with the introduction and the 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

Administrative/Technical:

- Ensures that the MOJ 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;
- Develops and maintains a security database;
- Researches, designs and implements Data Protection Governance Frameworks and strategies to manage the use of personal data in compliance with the requisite standards and guidelines;
- Evaluates data protection strategies and frameworks and identify areas requiring improvement or rectification;
- Oversees data protection governance and strategies for new initiatives/projects/programmes;
- 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 MOJ is dealt with;
- Highlights and identify high risks areas for exposure in relation to the data protection standards or any provisions of the Data Protection Act;
- Monitors changes to local privacy/data protection regulations and make recommendations where necessary;
- Co-ordinates the efforts of the MoJ 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;
- Reports instances of failure to rectify breaches of the Data Protection Act within the prescribed timeframe;
- Manages sensitive information and maintain records of all activities;
- 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, training and other initiatives to deliver compliance and to foster a culture of data protection and privacy;
- Gives advice and recommendations to the MOJ about the interpretation or application of data protection rules;
- Handles queries or complaints on request by the Ministry, the data controller, other person(s), or on their own initiative;
- Co-operates with the OIC (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);
- Draws the Ministry'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;
- Customer and quality focus skills;
- Good judgement and decision-making skills;
- Good analytical and problem-solving skills;

- Compliance.

Technical:

- Knowledge and understanding of the Data Protection Act and other relevant Jamaican Laws and Regulations;
- Knowledge of modern business practices and office procedures;
- Knowledge of cybersecurity risks and information security standards;
- Proficiency in the use of computer application;
- Understanding of research methods and techniques;

Minimum Required Qualification and Experience

- Bachelor's Degree in Law, Compliance, IT Security, Audit or similar areas;
- Three (3) years' experience in law, audit and/or risk management, compliance, or related 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).

Specific Conditions Associated with the Job

- May be required to travel;
- At least twenty percent (20%) of the time spent traveling to conduct research, submit reports and file documents related to data compliance.

Applications accompanied by Résumés should be submitted **no later than Tuesday, 16th April, 2024 to:**

**Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Website: <https://moj.gov.im/careers/apply>

Please note that only shortlisted applicants will be contacted.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor.

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**