



## 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. 227** **OSC Ref. C. 4858<sup>48</sup>**

**30<sup>th</sup> May, 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 Ministry of Agriculture, Fisheries and Mining:**

- 1. Deputy Research Director (SOG/ST 9) - Research & Development Division**, salary range \$7,716,512- \$10,377,851 per annum.
- 2. Data Protection Officer (GMG/SEG 3) - Office of the Permanent Secretary**, salary range \$5,198,035 - \$ 6,990,779 per annum.

#### **1. Deputy Research Director (SOG/ST 9)**

##### **Job Purpose**

Under the direction of the Principal Research Director (SOG/ST 10), the Deputy Research Director (SOG/ST 9), is responsible for planning, directing and co-ordinating the overall implementation of the National Crop and Plant Protection Research Programme to meet the objectives of the Division.

##### **Key Responsibilities**

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

- Manages the daily operations of the Crop and Plant Protection Unit;
- Collaborates with organizations involved in research and development in crop and plant protection to enhance research projects throughout the Caribbean;
- Collaborates with external agency in implementing strategies for dissemination of research findings to farmers;
- Co-ordinates and oversees the direction, planning and implementation of the National Research and Development programmes in agronomy and breeding;
- Prepares the budget for the Crop Research Unit;
- Prepares Corporate Plans and reports on the Crop and Plant Protection Unit

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

- Plans and executes weekly work programme for Crop and Plant Protection Units;
- Establishes guidelines and methodologies for conducting studies in areas of plant nutrition;
- Executes seeds (scotch bonnet, pumpkin) production programmes in order to satisfy the need of farmers;
- Conducts training and field days on and off station to impart new techniques to farmers
- Conducts visits to farmers holdings in order to offer advice on the suitability of land for various crop production;
- Guides researchers through research strategies where methods are applicable or not

###### ***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave in accordance with established human resource policies and procedures.
- Develops and implements a succession planning programme for the Division/Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Ensures the welfare and developmental needs of staff in the Division/Unit are clearly identified and addressed;

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Division's and organization's goals.

***Other***

- Deputizes for the Principal Research Officer
- Perform any other related duties which may be assigned from time to time.

**Required Knowledge, Skills and Competencies**

***Core:***

- Strong leadership and management skills
- Good interpersonal skills
- Good people management skills
- Excellent oral communication skills
- Excellent written communication skills
- Strong customer and quality focus skills
- Good problem solving and decision making skills
- Good conflict management skills

***Technical:***

- Knowledge of agronomy and plant breeding methods
- Knowledge of plant and soil methodologies
- Knowledge of the operations of Government/Knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

**Minimum Required Qualification and Experience**

- M.Sc. Degree in Agriculture
- Five (5) years' experience in Crop Research Management

**Special Conditions Associated with the Job**

- Exposure to pesticides.

**2. Data Protection Officer (GMG/SEG 3)**

**Job Purpose**

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) (GMG/SEG 3) is to advise and provide guidance to the Ministry and its portfolio entities on a range of privacy, data protection, and technology-related regulatory and compliance matters. The Data Protection Officer is responsible to oversee the enforcement, implementation, and monitoring (in an independent manner), of data protection and privacy compliance in the Ministry and its portfolio entities with the provisions of the Data Protection Act. Informing and advising the Ministry on data protection obligations, including processes, policies, and standards; maintaining the security of and managing the Ministry's data, educating employees on data compliance, and performing regular data security audits; providing advice regarding Data Protection Impact Assessments (DPIAs), leading investigations into potential or actual data breaches, and acting as a key contact point for data subjects and the Office of the Information Commissioner. The incumbent will support the success of the Ministry and its portfolio entities by assisting with the introduction and implementation of its privacy and data protection 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:***

- Aligns the Section's corporate/operational plans and budget with the Ministry's strategic objectives and priority programmes;
- Maintains mechanisms to effectively coordinate the alignment of plans, programmes and projects of the Section to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Develops Individual Work Plans based on alignment with the overall plan for the section;
- Participates in and coordinates the development of the strategic direction of the Ministry;

- Prepares and submits performance and other reports relating to the achievement of targets for the ministry and its agencies as required, and ensures timely submission of all documents/information requested from the Section
- Participates in meetings, seminars, workshops and conferences as required.
- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design.

**Technical/Professional:**

- Ensures that the Ministry and its entities process personal data in compliance with the data protection standards and in compliance with the Act and good practice.
- Consults with the Office of the Information Commissioner (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 Ministry is dealt with in accordance with said Act.
- 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 Frameworks and strategies to manage the use of personal data, in compliance with the requisite standards and guidelines;
- Co-ordinates the efforts of the Ministry 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;
- Conducts regular audits to ensure data protection and privacy compliance and address potential data protection issues;
- Oversee data protection governance for both new and existing initiatives/projects;
- Co-ordinates with portfolio entities to ensure their compliance with the provisions of the Data Protection Act and Regulations;
- 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, laws, and trends;
- Performs/oversees the initial and periodic privacy impact assessment, risk analyses, mitigation, and remediation;
- Ensures that the Ministry 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.
- Leads a programme that raises awareness and training to deliver compliance; and to foster a culture of data privacy and protection across the Ministry;
- Gives advice and recommendations to the Ministry about the interpretation or application of the Data Protection Regulations;
- 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 regarding requests concerning investigations or any such action or activities required by the Office;
- Notifies the Ministry and its entities of any non-compliance with the applicable data protection Regulations and Act;
- 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;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Acts 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;
- Monitors changes to local privacy laws and makes recommendations where necessary;
- Performs other related functions assigned from time to time by the Permanent Secretary.

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

### **Core:**

- Excellent oral and written communication skills
- Excellent presentation skills
- Good Planning and Organising skills
- Excellent analytical thinking skills with meticulous attention to detail
- Good problem-solving and decision-making skills
- Good customer and quality focus skills
- Excellent leadership skills
- Of excellent integrity
- Ability to demonstrate initiative.
- Compliance

### **Technical:**

- In-depth knowledge and understanding of the Data Protection Act and related legislations.
- Experience in managing data incidences and breaches
- Knowledge of cybersecurity risks and information security standards
- Ability to manage internal and external partners and relationships
- Excellent priority-setting skills
- Good report-writing skills
- Good understanding of research methods and techniques
- Knowledge of modern business practices and office procedures
- Proficiency in the use of computer applications

## **Minimum Required Qualification and Experience**

- Bachelor's degree in Law, Compliance, IT Security, Audit or similar background;
- At least one Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).
- Minimum of three (3) years' experience in law, audit and/or risk management, compliance, or equivalent experience.
- Demonstrable experience, knowledge and/or in-depth understanding of data privacy legislation (in particular GDPR).
- Sound knowledge of the Data Protection Act and other applicable data protection policies.
- Experience or specialized training in records and information management systems.
- Experience with data management or legal compliance would be an asset.

## **Special Conditions Associated with the Job**

- Required to work in air-conditioned Server Room with lower temperatures than a typical office environment;
- May be required to work long hours, when the need arises

Applications accompanied by résumés should be submitted **no later than Wednesday, 12<sup>th</sup> June, 2024 to:**

**Senior Director  
Human Resource Management and Development Division  
Ministry of Agriculture, Fisheries and Mining  
Hope Gardens  
Kingston 6**

Email: [jobopportunities@moa.gov.jm](mailto:jobopportunities@moa.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**