



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

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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 of in the **Jamaica Intellectual Property Office (JIPO)**:

1. **Data Protection Officer (Level 7)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Driver (Level 2)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Data Protection Officer (Level 7)

Job Purpose

The incumbent is required 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 Responsibilities

The effective management of personal data in accordance with the Data Protection Act and Regulations in supporting the execution of (Organisations) core business processes:

- Develops and maintains data protection policies, procedures, and good practices in accordance with the Data Protection Act and approval of the Information Commissioner;
- Develops appropriate technical and organisational measures to prevent unauthorised or unlawful processing of personal data;
- Develops and proposes the best internal and external best practices to the Executive Director to provide the highest quality of data protection guidance available;
- Reports any breach of personal data to the Office of the Information Commissioner;
- Reports any breach of personal data to the Executive Director and/or any authorized person so designated;
- Consults with the Information Commissioner to resolve any doubt about how the provisions of the Data Protection Act and Regulations;
- Prepares and submits annually the Data Protection Impact Assessment to the Information Commissioner;
- Implements any directions and/or policies and/or procedures issued by the Information Commissioner and ensures compliance of the Office, in accordance with the Data Protection Act and/or such guidance;
- Ensures that the rights of the data subject are maintained in accordance with the Data Protection Act and Regulations;
- Prepares and renders advice on matters relating to interpreting the Data Protection Act, directives, rights and liabilities that may affect the Office;
- Acts as the main point of contact with the Information Commissioner and the officers of the Information Commission;
- Serves as the Office representatives when collaborating with international agencies, GOJ officials, MDAs local or international stakeholders. Attends meetings, overseas missions, conferences, seminars, committees, public awareness activities in relation to the functions of the Data Protection Officer;
- Prepares correspondence to the data subjects in relation to their personal data;
- Co-ordinates resources to ensure that the Office's staff have sufficient resources and appreciate physical tools to enable them to undertake their duties efficiently and effectively;
- Oversees and manages the general functions of the Data Protection Officer and ensures future needs are met within the Office;
- Develops and implements standard operational procedures;
- Contributes, as and when required, advice to members on the data protection and provides guidance and training on the Data Protection Act to all stakeholders.

Develop a Strong and Capable Data Protection Infrastructure:

- Conducts security audits to test and measure the infrastructure of the Office,
- Signs on the Performance Commitments of the different technical Units in relation to complying with the Data Protection Act;

- Designs, develops and implements a professional development programme for JIPO's staff;
- Supports the Agency's internal Training and Staff Development programme;
- Determines the Office's training needs and designs/sources the appropriate modules;
- Conducts own performance self-assessment and signs off on same;
- Conducts security checks with the Data Protection Committee.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy:

- Commits to continual improvement and updating of the Quality Management Systems Policy;
- Communicates the Quality Management Systems Policy and ensures it is maintained as documented information, understood and applied within the Office, whilst enabling its availability to relevant interested parties, as deemed appropriate;
- Ensures that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented;
- While the people-management and budget responsibilities are not significant outputs of this highly-skilled professional team, it is noted that it will have a major impact on the success of the Office in achieving its strategic goals.

Required Knowledge, Skills and Competencies

- Knowledge of the Data Protection Act, and all other applicable Acts/Legislation and policies that govern data protection and the operation of the Office;
- Thoroughly computer literate and skilled in the use of Microsoft Office applications;
- Skilled in the use of Document Management and workflow applications and the associated reporting tools;
- Demonstrates 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;
- Detail-oriented approach needed to recommend and implement strategic improvements on a range of data privacy and data protection issues;
- Shares the Office's values, mission and vision;
- Excellent oral and written communication skills;
- 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.
- One (1) Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred);
- Three (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.

Special Conditions Associated with the Job:

- Subject to Polygraph tests and Vetting (inc. background checks);
- Adhere/Maintain Critical deadlines for completion of projects;
- Ability to cope under pressured working conditions;
- May be required to work extended working hours, on weekends and public holidays.

2. Driver (Level 2)

Job Purpose

The incumbent undertakes the collection and delivery of mail and documents on behalf of the Office. Also, to transport staff and equipment to and from assignments, and conduct routine daily/weekly maintenance of the vehicle.

Key Responsibilities

Mail Delivery and Transportation of Staff:

- Collects and delivers mail, goods, materials, furniture and equipment to and from various locations, suppliers and other organizations, and ensures that Delivery Books are signed, and delivery made by daily schedule;
- Transports and collects goods;
- Transports staff members to meetings, training and other important engagements, when required;
- Participates in the unloading of goods and equipment from vehicles.

Maintenance of Fleet Vehicles:

- Completes and submits daily assignment log;
- Records data for fuel and oil requested on daily assignment record;
- Ensures that all documents (insurance, fitness certificate etc.) are current and that they are kept in the vehicle;
- Ensures that motor vehicle is logged out and in on a daily basis;
- Conducts routine maintenance of vehicle by checking engine oil, brake fluid etc. on a regular basis;
- Reports mechanical and other defects of vehicle to Supervisor;
- Takes vehicle to garage for repairs and to the Examination Depot for certification of fitness;
- Checks that the work done by repairer or inspector is satisfactorily completed.

Other:

- Reports accidents to relevant authorities and prepares reports within established timeframe;
- Uses gas cards in accordance with established regulations;
- Assists with arranging and moving goods, boxes, files and equipment, as required;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of the operations of the Authority's transportation procedures;
- Excellent driving skills;
- Excellent skills in defensive driving;
- Proficiency in basic mechanics;
- Ability to exercise good judgment;
- Good knowledge of the road network in Jamaica;
- Knowledge of basic motor vehicle maintenance;
- Good time management skills;
- Good organizing and planning skills;
- Good customer relations and interpersonal relationship-building skills;
- Ability to exercise a high level of Integrity and confidentiality.

Minimum Required Qualification and Experience

- Completion of secondary level education, with at least two (2) CSEC/GCE O'Level passes;
- General Driver's License no less than 7,000 kg;
- Approval to operate a motor vehicle from appropriate authority;
- Three (3) years' experience in a similar position.

Special Conditions Associated with the Job

- Work will be conducted mainly outdoors;
- Involves working in a fast-paced environment with ongoing interactions with critical stakeholders;
- Subject to a certain amount of dust, heat, and danger;
- Must possess the ability to lift at least 50 lbs.

Applications accompanied by résumés should be submitted **no later than Tuesday, 9th July, 2023 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.

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**