



Office of the Services Commissions

(Central Government)
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CIRCULAR No. 382 **OSC Ref. C. 6272¹⁸**

25th September, 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/be assigned in the following posts in the **Office of the Cabinet**:

1. **Chief Policy Analyst – Economic Sector (GMG/SEG 4) (Not Vacant), Policy Analysis and Review Unit**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Data Protection Officer (GMG/SEG 3) (Vacant), Corporate Affairs Division**, salary range \$5,198,035 - \$6,990,779 per annum.

1. Chief Policy Analyst (GMG/SEG 4)

Job Purpose

Under the general direction of the Principal Director, the Chief Policy Analyst-Economic Sector, is responsible for leading a team of Policy Analysts in providing technical support to Cabinet and its Committees, assisting assigned Ministry in Policy Development, and the monitoring of the implementation of policies and programmes in specified Ministries within the Economic Sector.

Key Responsibilities

- Supervises the collection, analysis and compilation of technical and management reports from assigned Ministries;
- Analyzes data to ensure that goals or specified objectives are accomplished in accordance with prescribed priorities, time limitation and funding conditions, and makes recommendations for corrective action, where necessary;
- Organizes and facilitates consultations between Permanent Secretaries, Chief Executive Officers and private sector counterparts, to clarify contentious policy areas to generate greater understanding and acceptance of Government policies;
- Prepares reports on the implementation of decisions, and the status of programmes and projects;
- Monitors the implementation of decisions on inter-sectoral issues and facilitates collaboration among economic sector Ministries;
- Identifies inter-sectoral/inter-ministerial policy issues, maintaining close contact with Ministry officials, identifying areas for future integration and ensuring that adequate planning is done;
- Identifies issues and defines their implications for the economic sector;
- Tracks trends and changes in the sector and evaluates their impact on government policy;
- Evaluates policies and prepares projections and alternate scenarios in collaboration with Ministry staff;
- Assesses economic conditions to evaluate the efficacy of different kinds of economic programmes to estimate the effect of specific changes in legislation or public policy and the impact of proposed policies, in consultation with selected economists, development specialists, public and private sector technical experts;
- Prepares the draft Legislation Programme for review and to facilitate its submission to Cabinet for approval;
- Monitors the Legislation Programme and prepares regular updates for publication;
- Identifies and brings to the attention of Legislation Committee, priority items of legislation which are lagging;
- Conducts quality assurance on Cabinet Submissions and designs training programmes to address deficiencies;
- Delivers training to relevant staff in Ministries to create awareness of the procedures involved in developing Cabinet Submissions;
- Conceptualizes and leads the design of policy tools;
- Conducts training seminars with policy staff in Ministries in the application of new policy tools;
- Participates in setting the agenda of, and identifies areas for discussion at the Policy Analysts' Network (PAN) meetings;
- Makes contributions to the PAN based on outcomes from research;
- Ensures direct reports comply with the policies and procedures of the Unit and the Ministry;

- Supervises the production of draft Ministry Papers on Cabinet deliberations;
- Provides guidance and leadership to direct reports through example and sharing of knowledge/skills;
- Manages the performance management process in relation to direct reports, by preparing performance appraisals and recommending training and other developmental programmes;
- Performs miscellaneous duties related to job function, as required, from time to time.

Required Knowledge, Skills, and Competencies

- Knowledge of Government policies and programmes
- Excellent planning, organizing and analytical skills.
- Knowledge of the principles and practices of economic analysis.
- Ability to gather and analyze economic data and present findings.
- Knowledge of economic indicators relative to national and local economic trends.
- Excellent judgment, decision making and problem-solving skills.
- Good research skills
- Excellent presentation, oral and written communication skills.
- Good interpersonal skills

Minimum Required Qualification and Experience

- Postgraduate Degree in Public Administration, Policy Analysis, Economics, Development Studies or related field
- Specialized Training in Modern Approaches to Policy
- Four (4) years' experience at a Senior Technical level
- Experience in Public Sector budget and financial processes

2. Data Protection Officer (GMG/SEG 3)

Job Purpose

Under the general supervision of the Permanent Secretary, through the Chief Technical Director, the Data Protection Officer (DPO) is responsible, in an independent manner, for:

- designing and overseeing the implementation of an effective data protection/data privacy programme in keeping with the Data Protection Act (DPA) and attendant regulations and other relevant legislation;
- monitoring the organisation's compliance with the DPA and attendant regulations, other relevant legislation, and the organisation's internal data protection/privacy policies and procedures;
- facilitating the conduct of risks assessments to, among other things, inform the preparation of Data Protection Impact Assessments (DPIA);
- informing and advising the organisation on its data protection/data privacy obligations pursuant to the DPA;
- building awareness of data privacy/data protection by all staff through training and sensitization initiatives.

The DPO serves as the primary point of contact within the organisation for members of staff, the Office of the Information Commissioner (OIC), data subjects and any relevant entity on issues related to data protection/data privacy.

Key Responsibilities

Management/Administrative:

- Provides overall management for the development and implementation of an effective data protection/data privacy programme, in keeping with the DPA and attendant regulations and other relevant legislation;
- Assesses the organisation's business processes and workflows;
- Participates in the Organisation's strategic planning process;
- Prepares strategic and operational plans and budget, ensuring the work is performed according to plan and agreed targets;
- Participates, as a member of the management team, in planning, problem resolution and reviewing the performance and compliance of functional areas;

- Provides guidance to Executive and Senior Managers on matters relating to Data Protection/Data Privacy, to include the DPA and attendant regulations and other relevant legislation;
- Participates in meetings, seminars, workshops, conferences, and other fora, as required;
- Prepares Annual/Quarterly/Monthly and other reports as required.

Technical/Professional:

- Provides technical, legal and regulatory advice to senior management on data protection/data privacy issues, laws and trends;
- Drafts new and/or amends existing internal data protection/data privacy policies, guidelines and procedures, in consultation with key stakeholder;
- Informs and advises employees who carry out processing of their obligations under the DPA and other relevant data protection policies and procedure provisions;
- Monitors compliance with the DPA and attendant regulations, other relevant data protection provisions, and the organisation's policies and procedures relating to data protection/data privacy, including how the organisation assigns responsibilities, raises awareness and trains staff involved in processing operations and related audits;
- Ensures that any contravention of the data protection standards or any provisions of the DPA by the organisation is dealt with;
- Supports the organisation's contravention and security breach notification procedures;
- Co-operates with competent authorities and/or the OIC, responding to requests about complaint handling, investigations or inspections;
- Acts as the contact point for competent authorities and/or the OIC on issues relating to processing and consulting, where appropriate, with regard to any data protection related matter;
- Highlights or draws the organisation's attention to any failure to comply with the DPA and attendant regulations and applicable data protection/data privacy policies and procedures;
- Reports to the OIC where the organisation fails to rectify, within a reasonable time, any area of non-compliance with the DPA and attendant regulations which have been highlighted;
- Supports/manages a programme of awareness-raising and training to enable staff compliance and to foster a Data Protection/Data Privacy culture within the organisation;
- Trains and/or sensitises employees on the DPA's compliance requirements;
- Develops the relevant training material for dissemination;
- Conducts regular assessments and audits to ensure compliance with the DPA and attendant regulations;
- Serves as the point of contact between the organisation and the OIC;
- Consults with the OIC to resolve any doubt about how the provisions of the DPA and attendant regulations are to be applied;
- Ensures the conduct of risks assessments to, among other things, inform the preparation and submission of annual DPIAs to the OIC;
- Maintains records of relevant data processing activities conducted by the organisation.
- Assists data subjects in the exercise of their data protection rights;
- Handles queries or complaints received by responding to data subjects to inform them, among other things, about how their personal data is being processed and what measures the organisation has put in place to protect their data; and ensuring that requests are addressed in compliance with the DPA and attendant regulations;
- Keeps abreast of changes in the legislative environment and adjusts the organisation's data protection/data privacy programme accordingly;
- Participates in security incident response procedures;
- Provides statements, attends court or tribunal proceedings and gives evidence, as required;
- Provides reports in relation to various proceedings/hearings, as required;
- Performs miscellaneous duties related to job function, as required, from time to time.

Required Knowledge, Skills, and Competencies

Core:

- Excellent written and oral communications skills
- Leadership and management skills
- Interpersonal and customer relations skills
- Problem solving and analytical skills
- Teamwork and co-operation skills
- Judgment and decision-making skills
- Consultation and issues management skill
- Tact and diplomacy to manage issues with key stakeholders
- Planning, organizing and time management skills

- Stakeholder engagement, relationship management and networking skills
- Negotiating skills
- Integrity
- Adaptability
- Confidentiality
- Initiative

Technical:

- Sound knowledge of Data Protection/Data Privacy Laws and practices
- Knowledge of international standards and best practices in Data Protection/Data Privacy Policy Development and Implementation
- Knowledge of Data Security Systems
- Ability to evaluate and assess business processes and business operations
- Ability to communicate with and understand the requirements of professional staff within their area of specialization
- Knowledge of current Data Protection developments/trends
- Knowledge of cybersecurity risks and information security standards
- Proficient in the use of current/relevant computer applications especially Microsoft Office Suite (Word, Excel, PowerPoint)

Minimum Required Qualification and Experience

- Graduate Degree in Law, Information Technology/Computer Science, Accounting, Risk Management or related discipline from an accredited tertiary institution
- Three (3) years' experience in Law, Information Technology/Computer Science, Audit or Risk Management or equivalent related experience
- Knowledge of Data Protection/Data Privacy Law and Practices
- Experience or specialised training in Records and Information Management Systems would be an asset
- At least one (1) Data Protection/Data Privacy certification such as, CIPP, CIPT, CIPM, etc. (preferred)

OR

- Undergraduate Degree in Law, Information Technology/Computer Science, Accounting, Risk Management or related discipline from an accredited tertiary institution
- Five (5) years' experience in Law, Information Technology/Computer Science, Audit or Risk Management or equivalent related experience
- Experience or specialised training in Records and Information Management Systems would be an asset
- At least one (1) Data Protection/Data Privacy certification such as, CIPP, CIPT, CIPM, etc. (preferred)

Applications accompanied by résumés should be submitted **no later than Tuesday, 8th October, 2024 to:**

**Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10.**

Email: jobs@opm.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**