



Office of the Services Commissions

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CIRCULAR No. 470 **OSC Ref. C. 6528¹³**

27th November, 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 **vacant** post of **Data Protection Officer (Level 6)** in the **Island Traffic Authority**, salary range \$3,501,526 – \$4,709,163 per annum.

Job Purpose

Under the general supervision of the Director General, the Data Protection Officer (DPO) is to advise and provide guidance to the Island Traffic Authority (ITA) on a range of privacy, data protection and technology related regulatory and compliance matters.

Key Responsibilities

Managerial/Administrative:

- Ensures that the Authority 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 Authority;
- 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;
- 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 Authority is dealt with;
- Co-ordinates the efforts of the Authority 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 Authority about the interpretation or application of the data protection rules;
- Handles queries or complaints on request by the Authority, the data controller, other person(s), or on their own initiative;
- Co-operates with the Office of the Information Commission (responding to requests about investigations, complaint handling, inspections conducted by the Office of The Information Commissioner (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 Service Hubs 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 problem solving and analytical skills; good judgment exercised
- Excellent planning and organizing skills
- Excellent oral and written communication skills
- Strong coaching, leadership and management skills
- Strong interpersonal skills
- Excellent teamwork/co-operation skills
- Strong presentation skills
- Demonstrated ability to develop new concepts and/or to conduct independent research
- Ability to work effectively in stressful and time-sensitive scenarios
- Ability to demonstrate a high level of professionalism
- Detail oriented

Technical:

- Sound knowledge of proposal and report writing;
- Knowledge of Cybersecurity Risks and Information Security Standards;
- Understanding of research methods and techniques;
- Good knowledge of Records and Information Management Systems;
- Knowledge and understanding of the Data Protection Act;
- Experience in managing data incidences and breaches;
- Proficiency in the use of relevant computer applications including spreadsheets and statistical software.
- In-depth knowledge and understanding of Data Protection Laws and Regulations, particularly the Data Protection Act, 2020.
- Demonstrable experience, knowledge and/or in-depth understanding of data privacy legislation in particular General Data Protection Regulations (GDPR).
- Experience or specialized training in Records and Information management systems;

Minimum Required Qualification and Experience

- Bachelor of Law Degree, IT Security, Audit or similar background
- Three (3) years' experience in Law, Audit and/or Risk Management, Compliance, or equivalent experience
- One (1) Data Protection and/or Privacy certification, such as Certified Information Privacy Professional (CIPP), Certified Information Privacy Technologist (CIPT), Information Systems Examinations Board ISEB, etc., (preferred).

Special Conditions Associated with the Job

- Twenty (20%) percent of the time spent traveling to conduct research, submit reports and file documents related to data compliance.

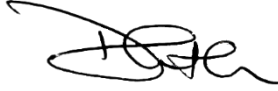
Applications accompanied by résumés should be submitted **no later than Tuesday, 10th December, 2024 to:**

**Senior Director, Corporate Services
Island Traffic Authority
97 B Church Street
Kingston**

Email: ita-hr@mtw.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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