

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. 35 **OSC Ref. C. 6528¹³**

27th January, 2025

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 to the following posts in the **Office of the Information Commissioner (OIC)**:

1. **Director, Legal Services (JLG/LO 4) (Vacant) - Legal Services Division**, salary range \$6,820,273 - \$9,172,509 per annum.
2. **Compliance Officer (GMG/SEG 1) (Vacant) - Complaints Resolution and Compliance**, salary range \$3,501,526 - \$4,709,163 per annum.
3. **Executive Secretary 1 (OPS/SS 4) (Not Vacant) - Executive Office**, salary range \$2,190,302 - \$2,945,712 per annum.

1. Director, Legal Services (JLG/LO 4)

Job Purpose

To monitor all legal affairs within the organization and provide legal advice in respect of the OIC's regulatory and supervisory activities, defending its interests in legal matters and advising the Commissioners and Organizational Units on matters of a legal nature.

Key Responsibilities

Management/Administrative:

- Ensures legal advice is provided to the Commissioners and Organizational Units, including issuing opinions and drafting contracts and other legal documents requested, which are assumed as working tools and support decision making;
- Ensures legal support is provided in the preparation of drafting instructions for legislation and regulations applicable to data protection, data privacy and access to information, as well as in amending them;
- Ensures legal support in the analysis of administrative processes;
- Ensures legal intervention in processes, actions and resources in which the OIC or members of its organs are intervening as such;
- Monitors draft agreements, protocols or contracts to be concluded by the OIC with other entities;
- Organizes and oversees the update of a database on Jamaican and international legislation, relevant to the OIC's activity;
- Monitors to ensure that up-to-date information is provided to the Organization, concerning the legal framework of data protection, data privacy and access to information;
- Analyzes and issues an opinion on legislative measures submitted to it by the Commissioner;
- Supports the Complaints Resolution Branch and the Compliance Branch in the verification of the fulfillment of the obligations of the respective data controllers or data processors;
- Instructs and organizes cases instituted as a result of violation of rules provided for in the legal regime applicable to data protection, data privacy and access to information areas and, in the same context, to investigate;
- Ensures the judicial support of OIC and the follow-up of the proceedings in Court, as well as to promote judicial enforcement of the decisions handed down in them;
- Informs and issues legal advice on actions or situations that involve matters within its attributions;
- Participates in various negotiations and meetings that call for legal expertise;
- Litigates civil cases and other claims involving the OIC;
- Manages implementation of laws, regulations, rules, contracts, agreements and other legal instruments;
- Vets all legal documents and contracts emanating from outside the Commission to determine their legal implications on the OIC and participates in and witnesses all contracts;
- Indicates any future legal risks;

- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Ability to use own initiative
- Good problem-solving and decision-making skills
- Good people management skills
- Good planning and organizing skills
- Good management skills
- Goal/result oriented
- Integrity
- Change management

Functional:

- Use of technology (relevant computer applications such as MS Word, Excel, Publisher, Outlook)
- Managing external relationships
- Strategic vision
- Impact and Influence
- Managing external relationships
- Good research and analytical thinking skills
- Knowledge of the legal framework of Government
- Knowledge of Contract negotiations and drafting
- Ability to analyse and interpret changes in the economic, political and social environment and the legal implications to the operations of the OIC
- Sound knowledge of Conveyance, Commercial Law
- Organizational awareness

Minimum Required Qualification and Experience

- Bachelor of Laws (LLB);
- Legal Education Certificate;
- Six (6) years' progressive experience at the Bar.

Special Conditions Associated with the Job

- Extended hours may be required to meet project deadlines;
- Ability to travel overseas and locally on work related business;
- Ability to work under pressure.

2. Compliance Officer (GMG/SEG 1)

Job Purpose

Under the directive of the Director of Complaints Resolution and Compliance, the incumbent will ensure proactive compliance by public and private entities (Data Controllers) with the Data Protection Act, code of practices and respective eight (8) data protection standards for processing personal data, as well as with legal and regulatory regimes in place to ensure an adequate level of protection of individuals, access to information and any regulation of the OIC taken in the exercise of its powers as a corporate body of the Sector.

Key Responsibilities

- Works in close collaboration with the Legal Services Division and the Information Systems Branch;
- Sets up an annual Inspection Plan to be carried out by the Complaints Resolution and Compliance Division;
- Verifies data controllers' compliance with specific requirements, including the provision of registration particulars, as stated in the Data Protection Act, when processing personal data, included in the OIC register of persons; the payment of respective annual fee; the

appointment of a Data Protection Officer (DPO) and the provision of relevant contact information;

- Verifies data protection impact assessment report from data controllers every year, in respect of all data in the custody or control of the data controller and issues directions and recommendations necessary to secure compliance with the Data Protection Act;
- Prepares and ensures the execution of its specific inspection plan and monitors and collaborates in the implementation of actions included in the Complaints Resolution Inspection Plan;
- Integrates and ensures, in collaboration with other departments, the establishment of multidisciplinary teams of specialists to oversee the compliance by public and private entities (data controllers) with the Data Protection Act, code of practices and respective eight (8) data protection standards for processing personal data within the framework of their attributions; and co-ordinate the execution of corresponding actions;
- Co-operates with external entities, in search processes or in matters requiring specific technical knowledge of data protection, data privacy, security, encryption, Internet networks and cloud computing;
- Carries out statistical treatment of the results of the monitoring of the Data Protection Act and Access to Information Act compliance by entities, in order to identify the needs for specific or additional regulatory measures;
- Analyzes the activities of entities/data controllers, as well as assess the integrity and reliability of information produced and disseminated;
- Conducts audits and inquiries ordered by the Commissioner;
- Informs and issues technical advice on actions or situations that involve matters within its attributions;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Good interpersonal skills
- Compliance
- Change management
- Ability to use own initiative
- Good problem-solving and decision-making skills
- Good planning and organizing skills
- Good leadership skills
- Goal/result oriented
- Integrity
- Confidentiality

Functional:

- Knowledge of related Legislation, Regulations and Policies
- Familiarity with operational, financial, quality assurance and human resource procedures and regulations;
- Use of technology (relevant computer applications such as Microsoft PowerPoint, Microsoft Publisher, Microsoft Word, Microsoft Access, Microsoft Project and Microsoft Excel)
- Strategic vision
- Impact and influence
- Managing partners
- Risk Management
- Methodical
- Negotiation

Minimum Required Qualification and Experience

- Bachelor's Degree required;
- Three (3) years of experience in investigations, regulation, policy, statutory and/or contract compliance, either in a dispute resolution service or in-house complaints resolution or legal Department, to include demonstrated leadership;
- Relevant experience in a compliance handling environment utilizing compliance methods;
- ICT industry experience is desirable.

Special Condition Associated with the Job

- Work will be conducted in a typical office environment.

3. Executive Secretary 1 (OPS/SS 4)

Job Purpose

Under the general direction of the Information Commissioner, the Executive Secretary provides personal and technical support to the functioning of the Information Commissioner, Deputy Commissioner and the OIC as a whole.

Key Responsibilities

Management/Administrative:

- Manages the office of the Information Commissioner by using initiative to determine the methods to be used to appropriately dispose of matters without bringing them to the attention of the Information Commissioner;
- Attends Management Committee meetings and other meetings; records, prepares and disseminate Minutes and action items, as directed by the Information Commissioner;
- Liaises with Senior Heads of Sections and personnel within the OIC to facilitate administrative support;
- Meets, greets and assists clients and visitors via the telephone and in person;
- Maintains office supplies inventory by checking stock to determine inventory level;
- Anticipates needed supplies, evaluates new office products, places and expedites orders;
- Maintains shared electronic folders containing calendar and contacts in Microsoft Outlook programme to ensure co-ordination;
- Takes dictation and reproduces confidential and other correspondences;
- Manually logs receipt and dispatch of correspondence and notes items for follow up;
- Ensures that all correspondence of a general or routine nature is received by the Information Commissioner in a timely manner;
- Handles routine correspondence on behalf of the Information Commissioner, by retrieving and sending correspondence from intranet and internet;
- Works closely with staff in the Division to follow up on assignments/tasks;
- Keeps the Information Commissioner up-to-date on the status of Project Assignments, Consultants Contracts and Annual Reports;
- Updates the Information Commissioner on impending deadlines and outstanding matters;
- Drafts letters and memoranda for the Information Commissioner's signature and updates records;
- Performs administrative duties for the Information Commissioner such as faxing, photocopying, mailing and collecting and delivering documents/correspondences;
- Creates and maintains an appropriate filing system for the recording and easy retrieval of information;
- Maintains the Information Commissioner's diary (both electronically and written), by recording appointments, meetings, visit etc.;
- Prepares weekly itinerary of all OIC Division activities and submits to the Information Commissioner;
- Records receipt of all official invites and other special activities that require the Information Commissioner's attendance and prepares summary sheet;
- Recommends changes in administrative policies or procedures to meet new circumstances.

Technical/Professional:

- Conducts research and prepares reports and draft responses to certain correspondences for vetting by the Information Commissioner;
- Establishes and maintains a records management system for safekeeping of secret and confidential reports and documents;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Creates, transcribes and/or formats a variety of documents, presentations and charts through the effective use of the Microsoft Office suite;
- Prepares requisition forms for internal expenditure and submits travel and other reimbursable claims to the appropriate Unit;
- Assists in the preparation of the Division's Corporate and Operational Plans and Annual Budget by using Microsoft Excel or any other related software;
- Manages the office details by relieving the Information Commissioner of routine requests and matters; follows established rules and procedures in responding to requests and queries; redirecting items and/or visitors to the relevant personnel;

- Interprets instructions and issues arising, and then implement actions according to administrative policies and procedures;
- Assists in the review of operational procedures and workflow and suggests improvements;
- Keeps abreast of the progress of activities within the OIC, providing background information, as well as preparing the Information Commissioner for participation in meetings;
- Prepares pre-conference papers and organizes meeting documents for the Information Commissioner;
- Ensures that Information Commissioner receives reports from the direct reports in relation to the Division's operations by due dates and in the correct format;
- Keeps the Information Commissioner abreast of relevant media information/coverage and public opinion as it relates to the OIC;
- Makes travel and accommodation arrangements for the Information Commissioner, when necessary;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Good oral and written communication skills
- Customer and quality focus
- Teamwork and co-operation
- Integrity
- Good interpersonal skills
- Compliance
- Change management
- Good problem-solving and decision-making skills
- Ability to use own initiative
- Good Planning and organizing skills

Functional:

- Use of technology (relevant computer applications - Microsoft Office Software)
- Sound command of the English Language
- Records maintenance skills
- Ability to record and transcribe meeting Minutes
- Ability to create, compose and edit written materials
- Ability to maintain calendars and schedule appointments
- Ability to work under pressure and meet deadlines

Minimum Required Qualification and Experience

- Graduate from an accredited school of Secretarial Studies or equivalent training/accreditation;
- Five (5) years' general office experience;
- Proficiency in typewriting at a speed of 50-55 words per minute and shorthand at a speed of 100-120 words per minute;
- CXC or GCE O'Level English Language;
- Proficient in the use of Microsoft Office and other computer applications.

Special Conditions Associated with the Job

- May be required to work beyond normal working hours;
- Prolonged use of computer.

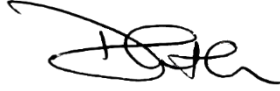
Applications accompanied by résumés and two named Referees should be submitted **no later than Friday, 7th February 2025 to:**

**Information Commissioner
Office of the Information Commissioner
1st Floor, PCJ Building
36 Trafalgar Road,
Kingston 10**

Email: hr@oic.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**