



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 164

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9th May, 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 the **vacant** post of **Data Protection Officer (GMG/SEG 3)** in the **Data Protection Unit, Executive Office (North Street), Ministry of Labour and Social Security**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) is responsible for providing technical advice and guidance to the Ministry of Labour and Social Security (MLSS) on a range of privacy, data protection and technology related regulatory and compliance matters.

The DPO will monitor internal compliance, inform and advise the MLSS on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Office of the Information Commissioner.

The Data Protection Officer will also support the MLSS through assisting with the introduction and implementation of its privacy programme.

Key Responsibilities

Technical/Professional:

- Provides strategic legal and regulatory guidance to senior management and other Divisions on privacy and data protection issues, law and trends;
- Ensures that the MLSS processes personal data in compliance with the data protection standards and in compliance with the Act and best practices;
- Provides advice and recommendations to the MLSS about the interpretation or application of the data protection rules;
- Provides overall management for the research, development and implementation of Data Protection policies and procedures in the Ministry;
- Drafts new and amends existing internal data protection policies, guidelines and procedures, in consultation with key stakeholders;
- 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 MLSS 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;
- Consults with the OIC to dispel any doubts about how the provisions of the Act and any regulations made under it are to be applied;
- Draws the Ministry's attention to any failure to comply with the applicable data protection rules and policy;
- Ensures that any contravention of the data protection standards or any provisions of the Act by the MLSS is dealt with;
- Oversees the maintenance of records required to demonstrate data protection compliance;
- Supports the data incident response and data breach notification procedures;
- 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;
- 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;
- Supports a programme of awareness-raising and training to deliver compliance and to foster a data privacy culture;
- 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 (responding to requests about investigations, complaint handling, inspections conducted by the OIC, etc.);
- Provides expert advice and educates employees on important data compliance requirements;
- Delivers training across all Divisions and Units to staff members who are involved in data handling or processing;
- Prepares and submits routine and special reports, as required;
- Participates in meetings, seminars, workshops and conferences, as required.
- Performs other related functions assigned.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills
- Excellent interpersonal and stakeholder engagement skills
- High level of confidentiality
- Detail oriented
- Goal/results oriented

Technical:

- Sound knowledge of the Data Protection Act and other applicable data protection policies and legislation
- Good knowledge of the GOJ Records and Information Management Policy
- Good knowledge of monitoring and evaluation frameworks
- Demonstrable skills in managing continuity, change and transition
- Knowledge of computerised systems and software, including the MS Office Suite

Minimum Required Qualification and Experience

- Bachelor of Laws Degree in Compliance, IT Security, Audit or a related field;
- Three (3) years' experience in Law, Audit and/or Risk Management and Compliance;
- Experience or specialised training in Records and Information Management Systems;
- Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc. (preferred).

Special Conditions Associated with the Job

- Required to travel to meetings/workshops in the Regions;
- Required to work beyond normal working hours in order to meet deadlines.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd May, 2025, to:**

**Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security
14 National Heroes Circle
Kingston 4**

Email: resume@mlss.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**