



## Office of the Services Commissions

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### **CIRCULAR No. 65** **OSC Ref. C. 5851<sup>17</sup>**

**30<sup>th</sup> March, 2026**

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 **temporary** post of **Data Protection Officer (GMG/SEG 2)**; in the **University Council of Jamaica**, salary starting at \$4,266,270 per annum.

#### **Job Purpose**

To ensure that the Organization operates in accordance with the Data Protection Act 2020. To provide technical advice and coordinate all aspects relating to data privacy. The incumbent will play a critical role in safeguarding the privacy rights of individuals whom data is held or processed by the UCJ and to ensure that sensitive data is protected in accordance with the law.

#### **Key Responsibilities**

##### ***Technical Professional***

- Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, including developing templates for data collection, and assisting with data mapping;
- Ensures that the University Council of Jamaica (UCJ) processes personal data in compliance with the data protection standards and the Data Protection Act and good practice;
- Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the UCJ is dealt with in accordance with the provisions of the Data Protection Act;
- Keeps abreast of Jamaica Data Protection laws and regulations, and industry best practices and international laws including the European Union's General Data Protection Regulations (GDPR), Electronic Privacy Act and other international data protection laws;
- Notifies in writing, the Data Controller of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Investigates and respond to data security breaches or security incidents promptly, ensuring appropriate notices are provided to the regulatory authorities, affected individuals, and other relevant parties as required by law;
- Reports any contravention by the UCJ of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the UCJ;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the UCJ's privacy policies and procedures;
- Provides advice/information to the UCJ and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the UCJ's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the UCJ's staff to be aware as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weakness and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analysis and findings;

- Conducts a data protection Impact Assessment in respect of all personal data in the custody or control of the UCJ;
- Conduct periodic assessments to identify potential risks, gaps, or breaches in data protection and develop strategies to mitigate these risks;
- Conduct sensitization sessions for staff on the components of the Data Protection Act, Regulations and Policies;
- Collaborates with the UCJ's ICT Division in the maintenance of a data security incident management plan to ensure timely remediation of incidents including impact assessments, security breach response, complaints, claims or notifications and responding to subject access requests;
- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Monitors to ensure that the UCJ's ICT systems and procedures conform with the relevant data privacy and protection law, regulation and policy;
- Participates in the collection of data, analysis and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Provide regular reporting to the Executive Director and the Management Team of the UCJ on data protection activities, compliance status and emerging privacy risks;
- Monitors changes to local privacy laws and makes recommendations, where necessary.

### **Required Knowledge/Skills/Competencies**

- Excellent oral and written communication
- Excellent presentation skills
- Excellent analytical, judgement, decision making and problem solving skills
- Excellent planning and organizing skills
- Excellent interpersonal skills to foster harmonious working environment
- Strong customer service and quality focus skills
- High level of integrity and confidentiality

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Computer Science, Audit or equivalent qualification from a recognized tertiary institution.
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred).
- Exposure to legal training would be an asset.
- Sound knowledge of the Data Protection Act and other applicable data protection policies
- One (1) year work experience.

Applications accompanied by résumés should be submitted **no later than Tuesday, 14<sup>th</sup> April, 2026 to:**

**Executive, Director  
The University Council of Jamaica  
31 Windsor Avenue  
Kingston 5**

Email: [jobs@uci.org.jm](mailto:jobs@uci.org.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.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**