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(CENTRAL GOVERNMENT)
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CIRCULAR No. 168
OSC Ref. C.6593⁴

22nd April, 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 to the following posts in the **Ministry of Tourism (MOT)**.

1. **Data protection Officer (GMG/SEG 3) - (Vacant)**, salary range \$5,198,035 – \$6,990,779 per annum.
2. **Public Procurement Officer (GMG/AM 3) - (Not Vacant)**, salary range \$2,190,302 – \$2,945,712 per annum.

1. Data Protection Officer (GMG/SEG 3)

Job Purpose

Under the general supervision of the Permanent Secretary, the Data Protection Officer (DPO) is to advise and provide guidance to the Ministry of Tourism (MT) on a range of privacy, data protection and technology related regulatory and compliance matters.

Key Responsibilities

Administrative/Technical:

- Ensures that the Ministry 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 Ministry;
- 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 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 Ministry is dealt with;
- Co-ordinates the efforts of the Ministry 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 Ministry about the interpretation or application of the data protection rules;
- 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.).
- 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 Divisions 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

- Excellent oral and written communication skills;
- Excellent planning and organizing skills;
- Excellent critical thinking skills;
- Good judgment and decision-making skills;
- Excellent customer and quality focus skills;
- Good analytical and problem-solving skills;
- Excellent knowledge of modern business practices and office procedures;
- Good understanding of research methods and techniques;
- Proficiency in the use of computer applications;
- Sound knowledge and understanding of the Data Protection Act;
- Experience in managing data incidences and breaches;
- Knowledge of cybersecurity risks and information security standards;
- Ability to pay keen attention to detail.

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;
- 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;
- At least one 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 Condition Associated with the Job

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

2. Public Procurement Officer (GMG/AM 3)

Job Purpose

Under the general direction of the Director 3, Public Procurement (GMG/SEG 3), the Public Procurement Officer (GMG/AM 3) is responsible for assisting in the procurement processes required for the acquisition of goods and services essential for the operation of the AGD. The incumbent will ensure that all procurements are conducted in accordance with the Government of Jamaica's Procurement Guidelines and Procedures (Public Procurement Act, 2015).

Key Responsibilities

- Prepares tender notices and advertisements;
- Prepares Requests for Quotations (RFQs) for goods, general services and minor works;
- Obtains quotations/tenders from appropriately qualified suppliers;
- Represents the Procurement Branch at tender closing and opening exercises as Tender Officer;
- Maintains procurement records in good order to facilitate audit and other reviews;
- Prepares Quarterly Contracts Award Report to be submitted to the Contractor General's Office (QCA Report);
- Maintains a database of all bonds and insurances, and ensures that they are current at all times and takes responsibility for the safekeeping and return of all relevant documents.

Procurement Process Management:

- Prepares and reviews technical specifications in collaboration with stakeholders, refines Terms of Reference (TOR) and prepares Request for Proposals (RFP) and bidding documents;
- Reviews and evaluates proposals and bids received and assists with the process of engaging consultants and suppliers;

- Prepares and reviews TORs and bidding documents for all required procurement activities;
- Liaises with relevant Departments and stakeholders to have RFPs and bidding documents prepared, approved and issued in a timely manner according to the approved Budget;
- Manages the advertising process for procurements, procurement correspondence, bid receipt and bid opening in strict accordance within the mandated procurement procedures;
- Maintains procurement filing system in a systematic manner;
- Receives, compiles and processes Purchase Requisition Forms for all wards and Departments for the procurement of goods.

Vendor Management:

- Maintains list of vendors and contractors supplying various items and services;
- Liaises with service contractors to ensure that service to Office and equipment are being affected as agreed;
- Develops and executes measurement tools to accurately gauge vendor's performance (quality, delivery times etc.) and communicates results internally and externally as necessary;
- Checks invoices to ensure correct price, follows through to ensure that materials ordered have been received, examines the condition of materials received and recommends invoices for payment;
- Maintains Procurement records such as items or services purchased, costs, delivery, product quality or performance and inventories, compiling data on these for internal monthly reports;
- Ensures all completed Purchase Orders are taken to the Tax Administration Jamaica, to be zero-rated.

Procurement Reporting:

- Monitors and reports the procurement implementation status and progress as required;
- Follows up with relevant Government Agencies to obtain the approval of proposed Contract Awards in a timely manner;
- Prepares reports of and for Procurement Meetings.

Required Knowledge, Skills and Competencies

Core:

- Sound integrity;
- Good oral and written communication skills;
- Good interpersonal relations;
- Ability to work in a team;
- Ability to display good initiative;
- Good people management skills;
- Good problem solving and decision-making skills;
- Good time management skills.

Technical:

- Extensive knowledge of Government Procurement guidelines and procedures;
- Excellent knowledge of Contract Administration;
- Ability to research and evaluate technical proposals and recommend contracts for award;
- Excellent knowledge of office management principles, practices and procedures;
- Excellent knowledge of accounting practices as applied to procurement procedures;
- Working knowledge of computer applications.

Minimum Required Qualification and Experience

- Associate Degree/Diploma in Business Administration or other related field from a recognized tertiary institution;
- Certification in Public Procurement (e.g. INPRI- Level 2-3/UNDP/CIPS etc.);
- Two (2) years related work experience.

Special Conditions Associated with the Job

- Pressured working conditions with numerous critical deadlines;
- May be required to work long hours, including weekends and public holidays.

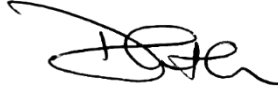
Applications accompanied by résumés should be submitted **no later than Friday, 3rd May, 2024 to:**

Director
Human Resource Management & Development Ministry of Tourism
64 Knutsford Boulevard
Kingston 5

Email: hrm@mot.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