



Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

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19th June, 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 following **vacant posts** in the **General Administration Division, Post and Telecommunications Department**:

1. **Data Protection Officer (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
2. **Auditor (FMG/AS 2) – (2 posts)**, salary range \$4,266,270 - \$5,737,658 per annum.

1. Data Protection Officer (GMG/SEG 2)

Job Purpose

The Data Protection Officer (DPO) will be responsible for overseeing, monitoring and ensuring that the Post and Telecommunications Department is compliant with the provisions of the Data Protection Act. The DPO will also lead across Branch/Unit boundaries to ensure compliance with relevant policies and process flows of the Department's legal, regulatory and compliance obligations.

The DPO will provide specialist advice and support to the Department's senior management team and will work closely with key internal stakeholders such as Legal Services, Information and Communications Technology, Human Resource Management and Development, Procurement, Finance and Accounts, Corporate Communications and Public Relations and managing relationships with key external stakeholders.

Key Responsibilities

Administrative/Managerial:

- Contributes to the development and implementation of the Department's Strategic Plan, Operational Plan and Budget;
- Develops Unit and Individual Work Plans;
- Prepares and submits activity/performance and other reports, as directed;
- Represents the Department at meetings/conferences and other fora, as directed;
- Provides strategic legal and regulatory guidance/advice to the Postmaster General and Senior Management on matters under purview including privacy and data protection issues, laws and trends;
- Enforces policies and programmes ensuring consistency, equity and the adherence of the Data Protection Act;
- Keeps abreast of evolutions, trends, changes and best practices in data protection in keeping the Department's operations and makes recommendations for their adoption, where applicable/necessary.

Technical:

- Ensures that the Department processes personal data in compliance with data protection standards and in compliance with the Data Protection Act and good practices;
- Provides overall management for the research, development, and implementation of Data Protection policies, procedures and strategies for the Department;
- Coordinates the efforts of the Department in the implementation of essential elements of the applicable data protection regulations, such as the principles of data processing, data subject's rights, data protection by design, records of processing activities, security of processing, and notification and communication of data breaches.
- Manages systems that ensure appropriate assignment of responsibilities regarding the management of data and information and the processing and protection of personal data.
- Maintains communication and consults with the Office of the Information Commissioner to resolve concerns regarding the provisions of the Data Protection Act and any Regulations made thereunder;
- Ensures that contraventions of the data protection standards or any provisions of the Data Protection Act by the Department are processed appropriately in accordance with the provisions of the Act with long term mitigation plans in place;

- Notifies the Department of contraventions of the data protection standards or any provisions of the Data Protection Act;
- Reports contraventions of the data protection standards or any provisions of the Data Protection Act to the Office of the Information Commissioner;
- Assists data subjects in exercising their rights under the Data Protection Act;
- Provides and recommends appropriate organizational, technical and professional advice on information and records management processes including data protection and freedom of information legislation;
- Acts as the primary point of contact for the Office of the Information Commissioner on issues relating to the processing of data, and any other matter/s;
- Monitors changes to local privacy laws;
- Reviews protection compliance policies;
- Collaborates with the Human Resource Development Section, conducts training/sensitization sessions regarding data compliance to ensure that the Department adheres to the related standards;
- Conducts systematic compliance audits within the Department to identify breaches of the Act and takes the necessary corrective action/s;
- Submits findings of audit reports; highlighting any failure to comply with the applicable data protection rules and policies and the necessary actions required;
- Partners with all key business areas, in particular, the Information and Communications Technology Branch to ensure data privacy;
- Assists in managing the data privacy network across the Department;
- Monitors and reviews the Department's data compliance arrangements to include creating and updating policies and guidance, centralising processes and putting in place robust, time-bound remedial plans where necessary;
- Collaborates with key business areas to ensure data privacy issues are considered at the outset of new projects, products and initiatives;
- Processes inquiries and issues relating to data privacy practices, withdrawal of consent, the right to be forgotten and related rights;
- Develops and maintains the Department's Information Asset Register and Information Risk Action plans.

Other:

- Serves on designated Management Committees in the Department.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Behavioural:

- Good oral and written communication skills;
- Teamwork and co-operation;
- Good interpersonal skills;
- Ability to use own initiative;
- Customer and quality focus;
- Compliance;
- Adaptability;
- Integrity;
- Methodical;
- Good problem-solving and decision-making skills;
- Good planning and organizing skills;
- Goal/Result oriented;
- Managing external relationships;
- Good leadership skills;
- Impact and influence;
- Managing partners;
- Good analytical thinking skills.

Technical:

- Use of information, communication and technology;
- Change Management;
- Strategic Vision;
- People Management;
- Knowledge of the Data Protection Act;
- Knowledge of the Access to Information Act;
- Knowledge of the Anti-Corruption laws;
- Knowledge of the Public Service Regulations, Staff Orders for the Public Service, the Financial Administration and Audit Act Financial Instructions and other GoJ policies;
- Knowledge of the Department's regulatory standards and compliance requirements;

- Current trends in data protection management;
- Data privacy, data handling and data classification;
- Global and local data protection laws and practices;
- Conducting data privacy compliance reviews and audits;
- Reviewing, analyzing and organizing documentary and factual evidence.

Minimum Required Qualification and Experience

- First Degree in Information Security, Law, Computer Science, Information Technology, Data Privacy, or a related field from an accredited tertiary institution;
 - One (1) International Association of Privacy Professionals (IAPP);
 - Certified Information Privacy Professional (CIPP);
 - Certified Information Privacy Manager (CIPM);
 - Certified Information Privacy Technologist.
- OR**
- One (1) ISACA certification in governance and risk management:
 - Certified in Risk and Information Systems Control (CRISC);
 - Certified in Governance of Enterprise IT (CGEIT);
 - Certified Information Security Manager (CISM);
 - Three to five (3-5) years' work experience in Privacy, Compliance, Information Security, Auditing, or a relevant field (Finance, Law, Business Administration, Information Technology);
 - Experience in the following is an asset:
 - Mapping/understanding business processes, data handling and processing needs in a relevant/related industry; and
 - Cybersecurity, dealing with real security incidents, Risk Assessments, countermeasures and data protection impact assessments.

Special Conditions Associated with the Job

- May be required to work beyond regular working hours;
- Spend long hours sitting and using office equipment;
- Required to travel island wide;
- May be required to travel overseas .

2. Auditor (FMG/AS 2) – (2 posts)

Job Purpose

Under the general direction of the Senior Auditor, the Auditor (FMG/AS 2) examines and analyses accounting records to determine the financial status of the Department.

The Auditor also inspects items in books of original entry to determine if accepted accounting procedures were followed in recording transactions and determines whether relevant laws, regulations, policies and rules governing the Department are adhered to and evaluates the adequacy, efficiency and effectiveness of management controls.

The officer also, where necessary, recommends appropriate corrective action to be taken.

Key Responsibilities

Technical:

- Interprets and conducts assignments given by the Senior Auditor;
- Conducts reviews of assigned organizational and functional activities in accordance with the instructions given by the Senior Auditor in keeping with the prescribed audit programme;
- Conducts operational, financial and value for money audits using established audit requirements;
- Analyzes and appraises evidential data to determine the adequacy, efficiency and effectiveness of activities being reviewed and compliance with relevant laws and regulations;
- Conducts special assignments as directed by the Senior Auditor;
- Liaises with internal and external clients with regard to pre and post audit issues;
- Ensures that working papers are properly prepared and submitted for review;
- Consolidates audit findings and submits significant issues to Senior Auditor for review;
- Clears any queries on working papers prepared;
- Makes preliminary recommendations with respect to weaknesses or deficiencies noted;
- Assists with the preparation of draft reports;

- Assists Senior Auditor to follow-up on responses;
- Ensures security of audit files.

Human Resource:

- Assists and gives guidance to Assistant Auditors;
- Attends and participates in Unit/Departmental Staff meetings;
- Ensures self-awareness and adherence to policies, procedures and regulations of the Department;
- Performs other related functions assigned by the Senior Auditor and the Chief Internal Auditor.

Required Knowledge, Skills and Competencies

Core:

- Customer and quality focus;
- Good oral and Written communication skills;
- Good interpersonal skills;
- Good planning and organizing skills;
- Ability to use own initiative;
- Integrity;
- Good problem-solving and decision-making skills;
- Adaptability;
- Teamwork and co-operation;
- Goal/Result oriented;
- Compliance.

Function/Technical:

- Use of technology;
- Methodical;
- Good analytical thinking skills;
- Strategic Vision;
- Knowledge of the research and analytical skills;
- Knowledge of the Government administration systems, laws and policies and other Knowledge of instructions governing financial and operational aspects of the Ministries and portfolio Agencies such as the Staff orders, Public Service Regulations, Procurement Guidelines, Financial Administration and Audit Act;
- Knowledge of the Accounting and auditing standards, principles and practice;
- Knowledge of the current auditing techniques.

Minimum Required Qualification and Experience

- First Degree in Accounting, Finance, Business Administration, Management or Economics.
- ACCA Fundamentals or; equivalent and no experience.
- Associate Degree, AAT Diploma, ACCA-CAT Level 3 or equivalent qualification; plus at least two (2) years auditing or accounting experience.

Special Conditions Associated with the Job

- Required to travel island wide in the performance of official duties;
- May be required to work under adverse condition from time to time;
- May be required to work beyond normal working hours.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd July, 2024 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road, Kingston, CSO**

Email: recruitment@jamaicapost.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**