



## Office of the Services Commissions

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### **CIRCULAR No. 30** **OSC Ref. C. 5166<sup>8</sup>**

**9<sup>th</sup> February, 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/be assigned to the following posts in the **Office of the Services Commissions (Central Government)**:

1. **Director, Corporate and Special Services (GMG/SEG 4) – (Not Vacant)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Data Protection Officer (GMG/SEG 3) – (Vacant)**, salary range \$5,198,035 - \$6,990,779 per annum.

#### **1. Director, Corporate and Special Services (GMG/SEG 4)**

##### **Job Purpose**

Under the direction of the Chief Personnel Officer, the incumbent will oversee the operation of the Corporate Office including Human Resource (HR), Finance and Information Technology and the development and maintenance of the Organization's business practices, policies and procedures in achieving its overall goals and objectives.

##### **Key Responsibilities**

###### ***Policy and Strategic Management:***

- Leads the development and implementation of the Office's Business Plan, Corporate/Operational Plan and Strategic goals and objectives;
- Develops and maintains the Office's business practices, policies and procedures and associated functions of each;
- Leads the preparation of the Annual and Supplementary Budgets for the Office through a process of co-ordination and consultation with the Budget Officer in accordance with the established budget ceilings and guidelines;
- Facilitates the integration of the planning and budgeting processes and ensures that Units have measurable outputs and targets and monitors the processes to ensure direct linkages with the Corporate Plan, Budget and Cash Flow;
- Develops and implements a Succession Planning Programme in collaboration with Human Resource, to ensure continuity of skills and competencies in the Office and personal development and career advancement of employees;
- Plans, organizes and directs the work of the Units and provides senior management with a rational and systematic approach to the development of Operational Plans, allocation of human and financial resources, monitoring and programme evaluation;
- Participates in the periodic reviews of Human Resource policies as outlined in the Staff Orders and Public Service Regulations and makes recommendations for changes, where necessary to maintain currency and relevance with changes in Government policies and contemporary Human Resource practices;
- Develops and evaluates policies and procedures in relation to Human Resource Management matters to ensure optimal efficiency and effectiveness in keeping with the needs of the Public Service;
- Manages the operations of the various Sub-Units;
- Prepares and submits reports, position papers and other documents, as required;
- Represents the Public Service Commission at local and international meetings, conferences and other fora, as required.

**Technical/Professional:**

**To provide advice on policies and technical guidance to the Chief Personnel Officer and other members of the Senior Management Team in order to achieve the goals and objectives of the Office and maintain good working relationships with key stakeholders:**

- Provides advice to the Chief Personnel Officer and other Directors on matters relating to the acquisition, allocation, utilization and disposition of financial, human, physical, material or information resources;
- Provides advice on the implementations of key decisions on financial, human, physical, material or information resources;
- Consults with the Chief Personnel Officer on programme monitoring results and recommends strategies for correcting variances from planned targets;
- Provides policy interpretation and technical advice to the Chief Personnel Officer and Unit Heads to ensure effective co-ordination of functions and compliance with Government rules and regulations;
- Initiates innovation or changes in internal management practices, systems and policies with a view to improve efficiency and reduce costs;
- Disseminates information to staff regarding changes in policies and procedures and other matters to ensure that high levels of compliance are maintained;
- Prepares Performance Management Reports relating to various Corporate Services matters and submits same to the Chief Personnel Officer;
- Forges strategic alliance with Senior Managers in Ministries, Departments and Agencies that fosters collaboration and partnership with a view of improving the efficiency and effectiveness of services provided;
- Attends Finance Committee, Public Accounts Committee Meetings and Budget Debates at the Ministry of Finance and the Public Service and the Houses of Parliament, as necessary.

**To oversee and ensure the effective management of the Human Resource Management and Administration functions to support the efficient and effective operations of the Office to facilitate the achievement of the Corporate Objectives:**

- Ensures that proper Human Resource Management procedures are being followed and that staff satisfaction is achieved;
- Monitors the development and effective implementation of a performance management system to continuously evaluate and monitor the progress of individuals and Office;
- Assists with organizational reviews on systems and controls with a view to ensure their soundness, effectiveness and compliance with Government policies;
- Monitors the performance of the Units and makes recommendations for corrective action and changes in plans, where necessary;
- Assists in the restructuring and reorganization of Units to meet the changing requirements of Corporate Objectives and Strategies as identified in the Corporate and Strategic Planning process;
- Directs the preparation of the Quarterly Reports across Units and compiles draft submission to the Chief Personnel Officer;
- Determines administration gaps and co-ordinates the standardization of procedures throughout the Office;
- Ensures that adequate supplies/amenities are available and office equipment is in good working order;
- Oversees the procurement of goods and services for the Office in accordance with Government's Procurement policies and procedures;
- Analyzes documents tendered by Companies for supply of goods and/or services, in consultation with technical experts and prepares recommendations and makes presentations to the Procurement Committee and the Chief Personnel Officer;
- Examines and co-ordinates submissions to the Procurement Committee and advises the Unit making submissions of the decisions of the Committee.

**To oversee and ensure the effective management of financial functions throughout the Office to facilitate the achievement of the Corporate Objectives:**

- Develops and administers systems and procedures that provide effective control over financial and human resources;
- Oversees the preparation of Cash Flow Statements across Units and manages the containment of expenditure within Warrant limits through commitment planning and control;
- Co-ordinates the preparation of responses to audit queries across the Office for the attention of the Chief Personnel Officer;
- Ensures that adequate financial resources are available prior to funds being committed and that the required documentation is provided to support payments in compliance with the Government's Accounting principles and practices.

**To facilitate the provision of Information Technology Systems to support the efficient and effective operations of the Office:**

- Oversees the provision of information requirements to all internal and external customers of the Office in a timely, responsive, and cost-effective manner;
- Oversees the development, upgrade and implement of information systems in accordance with the needs of the Office;
- Participates/initiates plans and implements strategies that will ensure the achievement of the Office's Information Technology objectives and goals;
- Ensures the optimum use of the Office's Information Technology resources.

***Human Resource Management:***

- Provides leadership and guidance to Direct Reports through effective planning, delegation, communication, training, mentoring, coaching and performance assessment;
- Ensures staff is aware of, and adheres to organizational policies and procedures;
- Ensures the effective utilization of staff in the Team to maximize productivity and enhance personal development;
- Ensures the welfare and developmental needs of Direct Reports are clearly identified and addressed.

***Other:***

- Leads/participates in internal and external cross-functional teams to represent the views and interests of the Office, as required;
- Acts as resource person on selection panels service wide;
- Oversees the processing of applications for permission to accept paid employment and/or auditorship/directorship of a company/society or operate personal business;
- Performs any other related duties that may be assigned from time to time by the Public Service Commission and/or the Chief Personnel Officer.

**Required knowledge, Skills and Competencies**

- Excellent knowledge of Human Resource Management framework and regulations (eg. Public Service Regulations, Staff Orders, Accountability Agreements) and Labour Laws of Jamaica
- Excellent knowledge of Government Administration and Financial Accounting and Procurement
- Excellent problem-solving, strategic thinking and analytical skills
- Excellent human resource/people management skills
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Excellent leadership skills
- Good planning and organizing skills
- Sound personal and professional integrity
- Sound technical knowledge and expertise
- Confidentiality and integrity
- Ability to think and manage strategically
- Computer literacy (Microsoft Office Suite)

**Minimum Required Qualification and Experience**

- Master's Degree in Business Administration, Management Studies, Human Resource Management or any other related discipline;
- Six (6) years' experience in the Public Sector, three (3) years of which must be at the managerial level.

**Special Condition Associated with the Job**

- Position requires travelling and occasional overnight stays.

**2. Data Protection Officer (GMG/SEG 3)**

**Job Purpose**

Under the general direction of the Chief Personnel Officer, the Data Protection Officer (DPO) is to advise and provide guidance to the Office of the Services Commissions (Central Government) on a range of privacy, data protection and technology related regulatory and compliance matters.

The DPO is responsible for monitoring internal compliance, informing and advising the OSC on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and acting as a contact point for data subjects and the Office of the Information Commissioner.

The DPO will support the success of the OSC through assisting with the introduction and the implementation of its privacy programme. Both legal knowledge and technical fluency are highly desired as this role will work closely with staff across all areas of the portfolio.

### **Key Responsibilities**

#### ***Administrative:***

- Aligns the Section's Corporate/Operational Plans and Budget with the Office's strategic objectives and priority programmes;
- Maintains mechanisms to effectively co-ordinate the alignment of plans, programmes and projects of the Section to ensure a cohesive and complimentary execution of policy and programme initiatives;
- Develops Individual Work Plans based on alignment with the Plan for the Section;
- Participates in and co-ordinates the development of the strategic direction of the Office.
- Prepares and submits performance and other reports relating to the achievement of targets for the Office, as required and ensures timely submission of all documents/information requested from the Section;
- Participates in meetings, seminars, workshops, and conferences, as required;
- Maintains customer service principles, standards, and measurements;
- Identifies and incorporates the interests and needs of customers in business processes designed.

#### ***Technical:***

- Ensures that the OSC 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 Office;
- 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 doubts 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 OSC is dealt with;
- Co-ordinates the efforts of the OSC 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;
- Gives advice and recommendations to the OSC about the interpretation or application of the data protection rules;
- Handles queries or complaints on request by the Office, 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;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

#### ***Core:***

- Excellent oral and written communication skills
- Good planning and organizing skills
- Good judgement and decision-making skills
- Customer and quality-focused skills
- Analytical and problem-solving skills
- Compliance
- Integrity
- Adaptability
- Ability to use own initiative

#### ***Technical/Functional:***

- Knowledge of modern business practices and office procedures
- Understanding of research methods and techniques
- Proficiency in the use of computer applications
- Knowledge and understanding of the Data Protection Act
- Experience in managing data incidences and breaches
- Knowledge of cybersecurity risks and information standards
- Good report-writing skills
- Excellent priority-setting skills
- Ability to manage internal and external partners and relationships

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

- Bachelor of Law Degree in Compliance, IT Security, Audit, or similar background;
- Three (3) years of experience in law, audit and/or risk management, compliance, or equivalent experience;
- Demonstrable experience, knowledge and/or in-depth understanding of data privacy legislation (GDPR);
- Experience or specialized training in records and information management systems;
- At least one Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc. (preferred).

### **Working Environment**

- Work will be conducted in an office equipped with standard office equipment and specialized software;
- Required to travel in the execution of official duties;
- Job entails working in the field;
- The environment is fast paced with ongoing interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.

### **Special Condition Associated with the Job**

Specifically, the Data Protection Officer must:

- Handle queries or complaints on request by the Ministry, the Controller, other persons, or on his/her initiative;
- Ensure that any other tasks or duties assigned to the DPO, do not result in a conflict of interest with his/her role as a DPO.

Applications accompanied by résumés should be submitted **no later than Tuesday, 17<sup>th</sup> February, 2026 to:**

**Director  
Human Resource Management and Development  
Office of the Services Commissions (Central Government)  
30 National Heroes Circle  
Kingston 4**

Email: [hrm@osc.gov.jm](mailto:hrm@osc.gov.jm)

Please note that only short-listed 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 'M. Greene', with a long horizontal stroke extending to the right.

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