

Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: communications@osc.gov.jm

Website: www.osc.gov.jm

CIRCULAR No. 84
OSC Ref. C. 6276¹⁵

29th April, 2026

Permanent Secretaries, Heads of Departments and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies, to fill **VACANT** posts in the **Maritime Authority of Jamaica**, as detailed in the attached Vacancy Notice.

Applications accompanied by résumés should be submitted **no later than Friday, 8th May, 2026 to:**

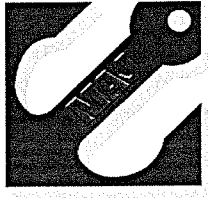
**Human Resource Manager
Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Boulevard
Kingston**

Email: hr@jamaicaships.com

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)**



The Maritime Authority of Jamaica

Applications are invited from suitably qualified persons to fill the following **vacant** posts in **The Maritime Authority of Jamaica**:

1. **Data Protection Officer, Level 7**, salary range \$4,826,892 - \$6,491,634 per annum.
2. **Manager, Public Procurement, Level 7**, salary range \$4,826,892 - \$6,491,634 per annum.

1. Data Protection Officer, Level 7

Job Purpose

The incumbent is required to support the Authority's strategic objectives by monitoring in an independent manner the Authority's compliance with the provisions of the Data Protection Act.

Key Responsibilities

The effective management of personal data in accordance with the Data Protection Act and Regulations in supporting the execution of (Organizations) core business processes:

- Develops and maintains data protection policies, procedures, and good practices in accordance with the Data Protection Act and approval of the Information Commissioner;
- Develop appropriate technical and organizational measures to prevent unauthorized or unlawful processing of personal data;
- Develop and propose the best internal and external best practices to the Director General to provide the highest quality of data protection guidance available;
- Reports any breach of personal data to the Office of the Information Commissioner;
- Reports any breach of personal data to the Director General and/or any authorized person so designated;
- Consults with the Information Commissioner to resolve any doubt about the provisions of the Data Protection Act and Regulations;
- Prepares and submits annually, the Data Protection Impact Assessment to the Information Commissioner;
- Implements any directions and/or policies and/or procedures issued by the Information Commissioner and ensures compliance with the Authority, in accordance with the Data Protection Act and/or such guidance. Ensures that the rights of the data subject are maintained in accordance with the Data Protection Act and Regulations;
- Prepares and renders advice on matters relating to interpreting the Data Protection Act, directives, rights and liabilities that may affect the Authority;
- Acts as the main point of contact with the Information Commissioner and the officers of the Information Commission;

- Serves as the Authority representative when collaborating with international agencies, GOJ officials, MDA's local or international stakeholders;
- Consults with the Authority's Legal Affairs Directorate on matters related to the Data Protection Act;
- Attend meetings, overseas missions, conferences, seminars, committees, public awareness activities in relation to the functions of the Data Protection Officer;
- Prepares correspondence to the data subjects in relation to their personal data;
- Co-ordinates resources to ensure that the Authority's staff have sufficient resources and appreciate physical tools to enable them to undertake their duties efficiently and effectively;
- Oversee and manage the general functions of the Data Protection Officer and ensure future needs are met within the Authority;
- Develop and implement standard operational procedures;
- Contributes, as and when required, advice to members on data protection and provides guidance and training on the Data Protection Act to all stakeholders.

Develop a Strong and Capable Data Protection Infrastructure:

- Conducts security audits to test and measure the infrastructure of the Authority;
- Sign-off on the Performance Commitments of the different Technical Units in relation to complying with the Data Protection Act;
- Designs, develops and implements a professional development programme for MAJ's staff;
- Supports the Authority's internal Training and Staff Development programme;
- Determines the Authority's training needs and designs/sources the appropriate modules;
- Conducts own performance self-assessment and signs off on same;
- Conducts security checks with the Data Protection Committee.

Demonstrate Leadership and Commitment to the Quality Management Systems Policy:

- Commit to continual improvement and updating of the Quality Management Systems Policy;
- Communicates the Quality Management Systems Policy and ensures it is maintained as documented information, understood and applied to the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate;
- Ensures that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented;
- While the people-management and budget responsibilities are not significant outputs of this highly skilled professional team, it is noted that it will have a major impact on the success of the Authority in achieving its strategic goals.

Required Knowledge, Skills and Competencies

- Knowledge of the Data Protection Act, and all other applicable Acts/Legislation and policies that govern data protection and the operation of the Authority.
- Thoroughly computer literate and skilled in the use of Microsoft Office applications.
- Skilled in the use of Document Management and workflow applications and the associated reporting tools.
- Demonstrates a high level of confidentiality in the execution of duties with the ability to act in an independent manner, free of any real or perceived conflicts.
- Sufficient knowledge of information technology, data management and compliance.
- Has due regard to the risk associated with processing operations, considering the nature, scope, context and purposes of processing.

- Detail-oriented approach needed to recommend and implement strategic improvements on a range of data privacy and data protection issues.
- Shares the Authority's values, mission and vision.
- Excellent oral and written communication skills.
- Manage continuity, change and transition and know how to influence and enable others.
- Knowledge of Government of Jamaica (GOJ) Procurement Rules, Governance and Risk Management.
- Knowledge of ISO 9001 2015 Quality Management System.

Minimum Required Qualification and Experience

- Undergraduate Degree in Law, Compliance, IT, Audit or similar background.
- One (1) Data Protection and/or Privacy certification such as, CIPP, CIPT, ISEB, etc., (preferred).
- Three (3) years' experience in IT, Law, Audit and/or Risk Management, compliance, or equivalent experience.

2. Manager, Public Procurement, Level 7

Job Purpose

Under the direct supervision of the Director, Corporate Services, the Manager, Public Procurement has the responsibility to ensure that goods and services required by the Authority are procured and delivered as requested in accordance with Government of Jamaica Public Procurement Act 2015 and Regulations.

Key Responsibilities

Administrative:

- Acts as eProcurement Coordinator and Lead Evaluator;
- Coordinates and conduct procurement compliance reviews;
- Coordinates and conduct organization procurement training seminars/workshops;
- Coordinates reports for submission to the MOFP, OCG, PPC and Cabinet;
- Ensures that tender documents are prepared in accordance with GOJ standards, disseminated timely and accurately;
- Monitors the Authority's procurement activities to ensure conformity to the Procurement Plan;
- Oversees the contract award process;
- Oversees the tendering process;
- Provide advice on public procurement matters to officers;
- Represents Unit at Procurement and Contract Award Committees and Board Meetings;
- Represents the Authority at PPC Sector Committee, PPC, Cabinet Infrastructure Committee meetings;
- Reviews and approve contract award recommendations within the specified threshold;
- Reviews procedure for the procurement of works, goods & services carried out by the Authority;

- Provides the Finance and Accounts Division with the necessary assistance and information as it relates to preparation of cheques for payments and reconciliation of accounts;
- Manages, monitors and controls the procurement of goods and service and ensures that the objectives and basic principles of procurements guidelines and procedures and complied with;
- Procures goods and services on a competitive basis without compromising quality and ensures proper storage;
- Monitors the issuing of purchase orders and follows up for receipt/delivery of goods and /or services;
- Prepares Budget for the Unit;
- Prepares the Annual Procurement Plan for the procurement of goods, works and services;
- Certifies all invoices, payment orders and commitment vouchers prior to submitting to the Finance and Accounts Division;
- Acquires clearance letter from N.I.S and National Housing Trust and Tax Compliance Certificate from the collector of Taxes for the organization to be exempted from these taxes;
- Ensures that funds are allocated to meet the expenditure for goods prior to placement of orders and ensures that the procurement practices conform to procurement guidelines of the FAA Act;
- Monitors and maintains contacts in the commodity market to keep abreast of price movements, technological improvement and changes to ensure that orders for supplies are procured in the most efficient and economic manner;
- Informs the relevant offices of changes in the Government Procurement Guidelines and Procedures and ensure implementation is effected within the Authority;
- Liaises with representatives of funding agencies and Government Departments on matter relating to purchases and external payments for goods to ensure that established guidelines, rules and regulations are adhered to;
- Assists Directors in developing guidelines for establishing priorities in the allocations of resources;
- Liaises with customs brokers to ensure that imported goods are cleared from wharves and airports in time and accordance with established Government Regulations;
- Prepares and submits reports to the Ministry of Finance and Public Service for all goods purchased by the entity inclusive of cost and locations supplied;
- Monitors orders and re-orders levels in order to minimize incidence of extravagance and waste;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Excellent leadership and interpersonal skills.
- Good customer relations skills.
- Excellent oral and written communication skills.
- Excellent problem solving and negotiation skills.
- Sound knowledge of the Government Public Procurement Act 2015 & Regulations.
- Sound knowledge of the FAA Act.
- Sound Knowledge of Supplies Management.
- Knowledge of Project Management.
- Knowledge of Budget Preparation.
- Knowledge of Contract Management.
- Knowledge of Tender Management.

- Proficiency in the relevant computer application software.

Minimum Required Qualification and Experience

- B.Sc. in Business Administration, Management Studies, Public Administration, Public Sector Management Economics, Accounts or any related field
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Five (5) years related work experience in procurement of goods and services
- OR**
- ACCA Level 2
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Five (5) years related work experience in procurement of goods and services
- OR**
- Diploma in Accounting, Business administration or any related fields
 - Certificate in Public Procurement: UNDP/CIPS Level 3 or INPRI Level 4 and MIND
 - Seven (7) years related work experience in procurement of goods and services

Application accompanied by resume should be submitted **no later than Friday, May 8th, 2026 to the:**

**Human Resource Manager
Maritime Authority of Jamaica
2nd Floor, The Office Centre Building
12 Ocean Boulevard
Kingston
Email: hr@jamaicaships.com**

For full details on the position, please visit our website at www.maritimejamaica.com

Please note that only shortlisted candidates will be contacted.