



Office of the Services Commissions

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CIRCULAR No. 130
OSC Ref. C.6608¹⁰

30th June, 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 **Ministry of Culture, Gender, Entertainment and Sport**:

1. **Data Protection Officer (GMG/SEG 3) – (Vacant)** – salary \$5,198,035 per annum.
2. **Transport Manager (GMG/AM 4) – (Not Vacant)** – salary 2,803,771 per annum.

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

Job Purpose

Under the direction of the Permanent Secretary, the Data Protection Officer (DPO) is responsible for monitoring the Ministry's data practices, ensuring that all functions carried out by the Ministry are in accordance with the provisions of the Data Protection Act (2020). The incumbent will be accountable for monitoring internal compliance and providing guidance to the Ministry on data protection obligations. Additionally, the DPO will serve as a primary point of contact for supervisory authorities, such as Office of the Information Commissioner, and individuals whose data is processed by the Ministry.

Key Responsibilities

Management/Administrative:

- Contributes to the development of Operational Plans and Budget;
- Prepares and submits reports, as required;
- Represents the Permanent Secretary at local and regional meetings, conferences and other fora, as directed;
- Keeps abreast of best practices within the information technology so as to remain informed of current information;
- Provides guidance/sound-technical advice on matters relating to the work of the Ministry and its portfolio Agencies and Departments.

Technical/Professional:

- Designs and implements a comprehensive Data Privacy Governance Framework and strategy to effectively manage the use of personal data, in accordance with the provisions of the Data Protection Act;
- Establishes and maintains appropriate systems and internal control mechanisms that align with the prescribed standards of the Data Protection Act;
- Ensures that the Ministry and its operational processes pertaining to data processing, adhere to the established Data Protection Standards and Regulations;
- Implements strategies to enhance operational processes and ensure processes are in compliance with regulatory requirements;
- Designs and implements Data Protection policies and procedures within the Ministry;
- Ensures that breaches of the Data Protection Standards or violations of the provisions outlined in the Data Protection Act, are addressed promptly;
- Reviews and updates the Data Protection Plan regularly, to ensure it aligns with any changes in laws, regulations and policies;
- Ensures the timely collection of data, analysis and reporting of data on key performance measures;
- Maintains a robust system to address and respond to queries and complaints;
- Ensures proper management and maintenance of personal data records, in compliance with Data Protection Standards;
- Sensitizes and trains staff on the components of relevant Acts, Regulations and Policies related to data;
- Apprises Data Controllers and Data Subjects about their rights, obligations and responsibilities regarding data protection;

- Provides advice and recommendations to staff and the Permanent Secretary regarding the interpretation and application of Data Protection rules;
- Collaborates with the Information and Communication Technology Branch to ensure compliance with the Data Protection Act in the Ministry's ICT System;
- Collaborates with the Information and Communication Technology Branch to manage data security incidents and ensure timely resolution of issues, such as security breaches, complaints or subject access requests;
- Provides legislative advice and guidance to the Permanent Secretary regarding any gaps identified from the outcome of the Data Protection and Privacy Impact Assessment;
- Liaises with the Office of the Information Commissioner to address data protection matters and clarify or resolve any doubts regarding the application of the Act's provisions;
- Collaborates with the Internal Audit Division, Legal Services Division and other key stakeholders to monitor, implement and analyze compliance programmes;
- Performs any other reasonable duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Technical:

- Sound knowledge and understanding of GOJ policies and programmes and the machinery of Government
- Sound knowledge of applicable laws, policies, regulation and procedures
- Expert knowledge of the Data Protection Law and practices
- Knowledge of Change Management principles and practices
- Expert knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Excellent customer and quality focus skills
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Core:

- Excellent oral and written communication skills
- Analytical thinking skills
- Excellent problem solving and decision-making skills
- Flexibility and adaptability
- Teamwork and cooperation
- Ability to act on own initiative
- Sound integrity
- Excellent interpersonal skills

Minimum Required Qualification and Experience

- Bachelor's Degree in Law, Computer Science, Audit or equivalent qualification from a recognized Tertiary Institution;
- Experience or knowledge in Data Privacy Legislation (in particular GDPR);
- Experience or specialized training in Records and Information Management Systems;
- Certification in Information Security, Data Protection and/or Privacy Certification, such as CIPP, CIPT, ISEB, etc. (preferred);
- Exposure to Legal training;
- Three (3) years related work experience.

2. Transport Manager (GMG/AM 4)

Job Purpose

Under the supervision of the Asset Manager, the Transport Manager manages the utilization and maintenance of the Ministry's fleet of vehicles and supervises drivers assigned to the Ministry.

Key Responsibilities

Management/Administrative:

- Assists in the preparation and implementation of the Unit's Operational Plan and Annual Budget;
- Drafts Budget for the Transport Unit;
- Manages the Ministry's fleet of vehicles;
- Ensures that drivers and officers assigned to vehicles adhere to the policies and procedures for utilisation of vehicles.

Technical/Professional:

- Develops and manages a Schedule for the Ministry's fleet of vehicles;
- Prepares and monitors the Ministry's fleet of vehicles Maintenance Schedule;
- Prepares and monitors a plan for the cyclical licensing of the Ministry's fleet, along with other duties attached to operations of the fleet;
- Makes arrangements for the insurance, registration and other routine certification of vehicles, and ensures that the relevant documents are up to date, and copies kept in all vehicles;
- Establishes and maintains a life cycle management system for the fleet, ensuring optimal use and efficiency in the delivery of service, and makes recommendation for disposal/acquisition, when necessary;
- Requests and reviews the collection of report(s) on motor vehicle accidents, from Drivers and other personnel, as required;
- Investigates and reports all accidents to the Police and other relevant authorities, in accordance with established Government Regulations;
- Prepares reports, as required, on motor vehicle maintenance or accidents, for submission to the Director, the Auditor General and the Attorney General, if necessary;
- Manages the update of motor vehicle documents for the Ministry and those assigned to the Political Directorate;
- Oversees the proper maintenance of records for motor vehicle fuel and lubricants;
- Manages the daily assignment of Drivers, and verifies Transportation Log Book;
- Manages the security of Ministry's fleet of motor vehicles assigned, in accordance with GoJ policies and procedures;
- Verifies Overtime/Subsistence Claims submitted by Drivers, and submits approved Claims to the Ministry's Finance and Accounts Unit, for processing;
- Liaises with service providers for the repairs/servicing of vehicles and verified invoices submitted;
- Collaborates with the National Works Agency for the assessment of major repairs to vehicles;
- Provides assistance with the collection and/or delivery of emergency mail, supplies, etc., as requested;
- Assists with the transportation logistics for special assignments outside the Office;
- Prepares and submits reports and other documents, as required.

Required Knowledge, Skills and Competencies**Technical:**

- Sound knowledge of Government of Jamaica Transportation regulations, policies and procedures
- Sound knowledge of the GoJ Road Traffic Act and policies and procedures in operating a Government vehicle
- Proficiency in the use of Microsoft Office Suite and other relevant computer applications and systems

Core:

- Good oral and written communication skills
- Good problem solving and decision-making skills
- Good planning and organizing skills
- Teamwork and cooperation
- Good leadership skills
- Sound integrity
- Good interpersonal skills
- Ability to act on own initiative

Minimum Required Qualification and Experience

- Undergraduate Degree in Business Administration, Management Studies or equivalent, from a registered institution;
 - Training in Supervisory Management/Human Resource Management;
 - Three (3) years' experience in Motor Vehicle Fleet Management;
- OR**
- Associate Degree in Business Studies/Business Administration;
 - Training in Supervisory Management/Human Resource Management;
 - Five (5) years' experience in Motor Vehicle Fleet Management.

Special Conditions Associated with the Job

- Position requires moderate driving;
- Extended working hours are expected, this may include working on weekends and Public Holidays.

Applications, accompanied by résumés, should be submitted ***via email no later than Monday, 13th July, 2026, to: careeropportunities@mcges.gov.jm***, to the attention of:

**Director, Human Resource Management and Development
Ministry of Culture, Gender, Entertainment and Sport
4-6 Trafalgar Road
Kingston 5**

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)**