

**EMPLOYMENT OPPORTUNITY:****DATA PROTECTION OFFICER****Job Purpose**

Under the Direction of the Chief Executive Officer, the Data Protection Officer (DPO) is responsible for monitoring the data practices of the National Irrigation Commission Limited (NIC) by way of ensuring that all functions carried out by the NIC are in accordance with the provisions of the Data Protection Act (2020).

The DPO will be accountable for monitoring internal compliance and providing guidance to the NIC 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 NIC.

**Key Areas of Responsibilities Include:**

- Designs and implements a comprehensive Data Privacy Governance Framework and strategies 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.
- Verifies that the NIC and its operational processes pertaining to data processing adhere to the established data protection standards and regulations.
- Implements strategies to enhance operational processes and ensures processes are in compliance with regulatory requirements.
- Designs and implements Data Protection policies and procedures within the NIC.
- Addresses breaches of the data protection standards or violations of the provisions outlined in the Data Protection Act.
- Reviews and updates the Data Protection Plan regularly to ensure it aligns with any changes in laws, regulations, and policies.
- Undertakes collection of data, analysis, and reporting of data on key performance measures.
- Maintains a robust system to address and respond to queries and complaints.
- Informs data controllers and data subjects about their rights, obligations, and responsibilities regarding data protection.
- Provides advice and recommendations to Management and staff regarding the interpretation and application of data protection rules.
- Collaborates with the Information Systems Unit to ensure compliance with the Data Protection Act in the NIC's ICT system.

- Collaborates with the Information Systems Unit 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 Chief Executive Officer 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, clarify or resolve any concern regarding the application of the act's provisions.
- Collaborates with key internal departments/units and other stakeholders to monitor, implement and analyze compliance programmes.
- Prepares and submits annual corporate operating plan for Board approval and routine and special reports as required.
  
- Attends and participates in meetings, seminars, workshops, and conferences, as required.
- Performs other duties from time to time as may be required by the Board of Directors.

**Minimum Requirements:**

- Bachelor's degree in Law, Risk Management, IT Security, Compliance Audit or a related field of study;
- 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 either legal training, data protection, privacy or a related field;
- Minimum three (3) years related work experience.
  - Flexibility to work outside of regular working hours to meet deadlines;
  - Positive attitude and excellent interpersonal skills.

**Application Requirements:**

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than **March 20, 2026** to.

**The Manager - Human Resources & Industrial Relations**

**P.O. Box 631**

**Kingston 6**

**Or email: [hr@nicjamaica.com](mailto:hr@nicjamaica.com)**

**Please note that only shortlisted candidates will be contacted.**