



**Management Institute for
National Development**

An Agency of the Office of the Cabinet, Government of Jamaica

Building Capability for Public Service Excellence

ISO 9001: 2015 CERTIFIED

STAFF VACANCY

Applications are invited to fill the following vacancy

Data Protection Officer, Level 7

The Data Protection Officer (DPO) is responsible for monitoring in an independent manner, internal compliance with the provision of the Data Protection Act, informing and advising the Agency on data protection obligations and providing advice regarding Data Protection Impact Assessment (DPIAs). The DPO will support the success of the Agency through assisting with the introduction and implementation of its privacy programme.

Responsibilities include:

- Monitor the Agency's compliance with the Data Protection Act, 2020 and other data protection regulations.
- Conduct regular audits to assess and improve data protection practices.
- Develop and maintain policies, procedures and standards for data protection and privacy.
- Monitor changes to local privacy laws and make recommendations where necessary.

The successful candidate should possess the following competencies:

- High level of Confidentiality
- Detailed oriented
- Integrity
- Time Management Skills
- Sound Knowledge and appreciation of Project Management
- Ability to train staff of Data Protection
- Organization and Administrative Skills

Minimum Qualifications and Experience:

- Undergraduate Degree in Law, Compliance, IT Security, Audit or similar background
- At least one Data Protection and or Privacy Certification such as CIPP, CIPT, ISEB
- Three (3) years' experience in law, audit, risk management or compliance
- Sound knowledge of Data Protection Act and any other applicable data protection policies.

Qualified applicants are invited to address their applications and résumés to:

- Director Finance, Human Resource Management and Administration
- hr@mind.edu.jm
- **Application Deadline: Monday, September 1, 2025**

MIND Kingston

235A Old Hope Road, Kingston 6, Jamaica W.I.

Phone: 876 927-1761 | Fax: 876 977-4311



marketing@mind.edu.jm



website:
www.mind.edu.jm

