

CAREER OPPORTUNITY

The **Jamaica Anti-Doping Commission (JADCO)** an agency of the Ministry of Culture, Gender, Entertainment and Sport (MCGES) invite applications from suitably qualified persons to fill the full-time position indicated below:

Executive Division

1. Data Protection Officer (GMG/SEG 2) (Level 8) (vacant)

JOB PURPOSE

The Data Protection Officer (DPO) is responsible for monitoring JADCO's data practices ensuring that all functions carried out by the Commission are in accordance with the provisions of the Data Protection Act (2020). Under the general direction of the Executive Director the DPO will be accountable for monitoring internal compliance and providing guidance to the Executive Director 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 Commission.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Law, Computer Science, Audit or equivalent qualification from 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.
- Minimum three (3) years related work experience.

You are welcome to visit <http://jadco.gov.jm/about/career-opportunities> for more details.

Applications accompanied by resumes should be submitted **NO LATER THAN August 23, 2024, addressed to:**

**Executive Director
Jamaica Anti-Doping Commission
1 Ballater Avenue
Kingston 10**

Email: execdirector@jadco.gov.jm

Further details of the post may be obtained from the HRMA Division and the Website of the Jamaica Anti-Doping Commission. We thank all for responding, however only shortlisted applicants will be contacted.