



**GOVERNMENT OF JAMAICA  
JOB DESCRIPTION AND SPECIFICATION**

**JAMAICA ANTI-DOPING COMMISSION**

<b>JOB TITLE:</b>	<b>Data Protection Officer</b>
<b>JOB GRADE:</b>	<b>GMG/SEG 2</b>
<b>POST NUMBER:</b>	<b>343942</b>
<b>DIVISION:</b>	<b>Executive Management</b>
<b>REPORTS TO:</b>	<b>Executive Director</b>
<b>ACCOUNTABLE TO:</b>	<b>Executive Director</b>
<b>MANAGES:</b>	<b>N/A</b>

This document will be used as a management tool and specifically will enable the classification of positions and evaluation of the performance of the post incumbent.

**This document is validated as an accurate and true description of the job as signified below:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

\_\_\_\_\_  
Date Created/Revised

Data Protection Officer Job Description  
Jamaica Anti-Doping Commission  
Revised May 2024

May 2024

## **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.

## **KEY OUTPUTS:**

- Data Protection Framework, Policies and Guidelines of the Commission implemented and adhered to.
- Systems and internal control mechanisms established and maintained.
- Data compliance monitored and audits conducted.
- Queries and complaints resolved.
- Reports prepared and submitted.
- Records of data processing activities managed and maintained in accordance with the Data Protection standards.
- Breaches of the Data Protection Act addressed.
- Training and sensitization sessions held.

## **KEY RESPONSIBILITY AREAS:**

### **Strategic**

- Assists with the development of the Commission's strategic and operational plans and budget.
- Participates in the implementation of the Corporate Plan as well as quarterly reviews of the Commission's performance.
- Participates in the formulation and review of policies, as a member of the Commission's senior management team.
- Provides senior management team with advice pertaining to the data protection act, regulations and systems.
- Assist Division managers to improve their systems and processes by providing guidance on the set specific objectives, and the establishment of measures to comply with the data protection act, regulations and standards.
- Ensures staff compliance with relevant laws, regulations, policies, procedures and instructions governing the data protection programme of the Commission.
- Establishes and implement systems for reporting of work done against stated and agreed Work Plans for the unit.
- Establishes internal control processes required to manage the unit.
- Conducts research and recommend changes to policies, procedures and systems to enhance the functioning of the divisions to ensure compliance with the data protection laws.

### **Management/Administrative:**

- Manages the development of the unit's Corporate/Operational Plans, Budget and Individual Work Plan.
- Prepares Monthly, Quarterly, Annual and Special Reports on the data protection programme.
- Prepare and conduct presentations on the data protection laws.
- Conduct training for others as the need arises.

### **Technical/Professional Responsibilities**

- Design and implement 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.
- Design and implement Data Protection policies and procedures within JADCO.
- Establish and maintain appropriate systems and internal control mechanisms that align with the prescribed standards of the Data Protection Act.
- Design and implement the Data Protection Plan for JADCO.
- Review and update the Data Protection Plan regularly to ensure it aligns with any changes in laws, regulations, and policies.
- Ensure that JADCO and its operational processes pertaining to data processing adhere to the established data protection standards and regulations.
- Implement strategies to enhance operational processes and ensure processes are in compliance with regulatory requirements.
- Ensure that breaches of the data protection standards or violations of the provisions outlined in the Data Protection Act are addressed promptly.
- Ensure the timely collection of data, analysis, and reporting of data on key performance measures.
- Establish and maintain a robust system to address and respond to queries and complaints.
- Ensure proper management and maintenance of personal data records, in compliance with data protection standards.
- Sensitize and train staff on the components of relevant Acts, Regulations and Policies related to data.
- Develop content to inform JADCO stakeholders about their rights, obligations, and responsibilities regarding data protection.
- Inform data controllers and data subjects about their rights, obligations, and responsibilities regarding data protection.
- Provide advice and recommendations to staff and the Executive Director regarding the interpretation and application of data protection rules.
- Collaborate with the Information and Communication Technology (ICT) Unit to ensure compliance with the Data Protection Act in the Commission's ICT system.
- Collaborate with the Information and Communication Technology (ICT) Unit to manage data security incidents and ensure timely resolution of issues such as security breaches, complaints, or subject access requests.

- Conduct the Data Protection and Privacy Impact Assessment for the Commission.
- Provide legislative advice and guidance to the Executive Director regarding any gaps identified from the outcome of the Data Protection and Privacy Impact Assessment.
- Design and implement a system to capture reported data breaches.
- Design and implement a reporting system for complaints and tracking cases of data breaches.
- 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.
- Collaborate with the Enterprise Risk Management Unit, Internal Audit Unit, Legal Services Unit, and other key stakeholders to monitor, implement and analyze compliance programmes.
- Prepare and submit routine and special reports, as required.
- Attend and participate in meetings, seminars, workshops, and conferences, as required.

**Customer Service:**

- Maintains customer service principles, standards and measurements.
- Identifies and incorporates the interests and needs of customers in business process design.
- Ensures critical success factors are identified and meets expectations.

**Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

**AUTHORITY**

The incumbent has the authority to: -

- Access records relating to the JADCO.
- Communicate with internal and external stakeholders.
- Access approved administrative, financial and technical records.

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal**

Contact (Title)	Purpose of Communication
Permanent Secretary	<ul style="list-style-type: none"> <li>• Receive directives and advice.</li> </ul>
Information and Communication Technology Unit	<ul style="list-style-type: none"> <li>• To collaborate on the management of data security incidents to ensure timely resolution of issues.</li> <li>• To ensure JADCO's ICT system is in compliance with the data protection policies, act, and guidelines.</li> </ul>

Enterprise Risk Management Unit	<ul style="list-style-type: none"> <li>To collaborate on the implementation and monitoring of risk programmes.</li> </ul>
Legal Services Unit	<ul style="list-style-type: none"> <li>To obtain legal advice.</li> </ul>
Internal Audit Unit	<ul style="list-style-type: none"> <li>To collaborate to monitor compliance of JADCO</li> </ul>
Compliance Unit	<ul style="list-style-type: none"> <li>To collaborate on the implementation and monitoring of compliance programmes.</li> </ul>
Divisional Heads, Managers and Supervisors	<ul style="list-style-type: none"> <li>To ensure that the requests for information and the dissemination of information are compliant with the relevant data policies, guidelines and Act.</li> </ul>
General Staff	<ul style="list-style-type: none"> <li>To ensure that the requests for information and the dissemination of information are compliant with the relevant data policies, guidelines and Act.</li> </ul>

### **External**

<b>Contact (Title)</b>	<b>Purpose of Communication</b>
Office of the Information Commissioner	<ul style="list-style-type: none"> <li>Obtain and share information regarding the application of the act's provisions.</li> </ul>
Ministries/Departments/Agencies of Government	<ul style="list-style-type: none"> <li>Clarifying submissions and providing guidance.</li> </ul>
Auditors, Clients, Shareholders, Consultants	<ul style="list-style-type: none"> <li>Requests for information and responses to queries compiled and dispatched.</li> </ul>

### **PERFORMANCE STANDARDS:**

- Data Protection Guidelines and Policies for the Commission are developed and adhered to by all processes, systems, and staff members.
- Regular training and education sessions conducted for staff members to ensure their obligations are understood and the components of the Data Protection Acts, Regulations and Policies are adhered to.
- Records of all data processing activities, operational procedures, and policies are maintained in accordance with established standards.
- Timely legislative and technical advice is provided on all matters relating to data protection and privacy.
- Queries and complaints are promptly addressed within agreed timeframes.
- Regular data compliance audits are conducted to ensure compliance with policies, procedures, and guidelines.

- Mechanisms and systems are implemented and monitored to ensure compliance.
- Notes, Policy Recommendations, and Briefs on technical matters are appropriately prepared and submitted within the required timeframe.
- Comprehensive reports are prepared within the required timeframe.
- Confidentiality, integrity and professionalism maintained at all times in the delivery of duties.

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Pressured working conditions with numerous critical deadlines.
- Will be required to work long hours, after work and on weekends and public holidays when the need arises.
- May be required to travel locally and overseas.

### **REQUIRED COMPETENCIES (Core and technical to be specified):**

#### **Core**

- Excellent critical reasoning, quantitative and qualitative analysis skills
- Strong environmental scanning, analysis, and interpretive skills
- Strong negotiating and persuasive presentation skills
- Leadership
- Planning and Organizing
- Problem Solving & Analysis
- Communication
- Initiative & Judgment
- Integrity/Ethics
- Interpersonal Skills
- Priority Management
- Teamwork

#### **Technical**

- Expert knowledge of the data protection law and practices
- Proficiency in the use of the relevant computer applications
- Knowledge of change management principles and practices
- Expert knowledge of auditing techniques and practices
- Good knowledge of risk management techniques and strategies
- Sound knowledge and understanding of GOJ policies and programmes and the machinery of government
- Sound knowledge of applicable laws, policies, regulation and procedures

### **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.