

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Data Protection Officer

Job Summary

The Data Protection Officer is responsible for monitoring in an independent manner the Integrity Commission's compliance with the provisions of the Data Protection Act.

Major Responsibilities

1. Ensure that the Integrity Commission processes personal data in compliance with the data protection standards and in compliance with the Data Protection Act and good practice.
2. Consult with the Office of the Information Commissioner to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied.
3. Ensure that any contravention of the data protection standards or any provisions of the Data Protection Act by the Integrity Commission is dealt with in accordance with the provisions of the Data Protection Act.
4. Notify the Integrity Commission of any contravention of the data protection standards or any provisions of the Data Protection Act.
5. Report any contravention of the data protection standards or any provisions of the Data Protection Act to the Office of the Information Commissioner.
6. Assist data subjects in the exercise of their rights under the Data Protection Act, in relation to the Integrity Commission.
7. Assist the Integrity Commission with the development of internal policies and procedures related to the processing of personal data.
8. Make recommendations for the appropriate organisational and technical measures to ensure the security of personal data.
9. Act as the primary contact point for the Office of the Information Commissioner on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter.
10. Monitor changes to local privacy laws and make recommendations where necessary.

Minimum Required 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, etc., (preferred).
- At least 3 years' experience in law, audit and/or risk management, compliance, or equivalent experience.
- Sound knowledge of the Data Protection Act and other applicable data protection policies.

Other Desirable Qualifications & Experience that would be an asset

- Master's Degree in Data Protection, Business Administration, or similar background from a recognized tertiary institution; and
- Sound knowledge of the anti-corruption laws.

Desired Skills & Competencies

1. Demonstrate a high level of confidentiality in execution of duties with the ability to act in an independent manner, free of any real or perceived conflicts.
2. Sufficient knowledge of information technology and data management sus
3. Has due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.
4. Detail-oriented approach needed to recommend and implement strategic improvements on a range of data privacy and data protection issues.
5. Shares the Commission's values, mission and vision.
6. Consistently displays integrity, model's behavior, develops people and builds teams.
7. Excellent oral and written communication skills.
8. Manages continuity, change and transition and knows how to influence and enable others.

Specific Knowledge

- Knowledge of the Data Protection Act, Integrity Commission Act and all other applicable Acts/ Legislation and policies that govern data protection and the operation of the Integrity Commission and the discharge of the Commission's mandates.

Working Conditions

- Typical office environment.
- Irregular hours from time to time.
- Travel required periodically.
- Some mental pressure due to demand by the General Public.
- Occasional exposure to hostile environment.

EMOLUMENTS PACKAGE

Basic Salary: \$6,649,966.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, October 16, 2026 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
6th Floor Sagicor Sigma Building
63-67 Knutsford Boulevard
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted. Please be advised that the successful candidate will be subjected to background checks.