

Data Protection Officer

The Radio Frequency Spectrum is the medium which facilitates wireless communication. The Spectrum Management Authority (SMA) is the regulatory body responsible for the efficient management of the radio frequency spectrum in Jamaica, which includes licensing spectrum users and regulating their use of the spectrum.

The SMA is seeking to identify a highly motivated, dynamic individual to fill the post of **Data Protection Officer** in the Human Resources Department.

Responsibilities

The Data Protection Officer is responsible for advising and providing guidance on a range of privacy, data protection and technology related regulatory and compliance matters. The incumbent will monitor internal compliance, inform and advise on data protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Office of the Information Commissioner. Principal duties include:

- Responsible for ensuring that the SMA complies with the provisions of the Act.
- Ensures that the SMA processes personal data in compliance with the data protection standards and in compliance with the Act and good practice.
- Consults with the OIC to resolve any doubt about how the provisions of the Act and any regulations made under it are to be applied.
- Ensures that any contravention of the data protection standards or any provisions of the Act by the SMA is dealt with.
- Co-ordinate the efforts of the SMA in the implementation of essential elements of the applicable data protection regulation, such as the principles of data processing, data subjects' rights, data protection by design and by default, records of processing activities, security of processing, and notification and communication of data breaches.

Minimum Required Education and Experience

- Bachelor of Law Degree OR Training/Qualification in Privacy or Corporate Security (CIPP/CIMP/CIPT/CISSP certification).
- Minimum three (3) years' experience in privacy laws, including drafting of privacy policies, technology provisions, and working on compliance.
- Experience or specialized training in records and information management systems.
- Experience advancing projects in an ICT environment is desirable.
- Experience in a similar type of role in a multinational business (dealing with DPAs, governments and industry bodies, cross-border transfers) will be considered an asset.

Applications must be submitted no later than June 18, 2025 to:

jobs@sma.gov.jm.

We thank all applicants for their interest in our company, but advise that only short-listed candidates will be contacted.