CAREER OPPORTUNITY

JAMAICA SOCIAL INVESTMENT FUND (JSIF)

The Jamaica Social Investment Fund is seeking a suitably qualified individual for the position of

DATA PROTECTION OFFICER

Job Summary:

Reporting to the Chief Legal Officer, the Data Protection Officer (DPO) provides strategic leadership and oversight to ensure the organisation's full compliance with the Data Protection Act (2020) Jamaica and all other relevant legislation, as well as the fiduciary, legal, and operational requirements of national oversight bodies and international development partners, including but not limited to the World Bank and Green Climate Fund (GCF), stakeholder requirements, regulatory obligations, and established best practice. Additionally, the DPO leads in the development of compliance initiatives and programmes to comply with all relevant laws, operational compliance with laws, regulations and corporate policies. The Data Protection Officer has enterprise-wide responsibility and accountability for the establishment, implementation, and oversight of a robust Data Protection Framework that ensures adherence to donor-imposed conditions, funding agreements, and GoJ standards, while safeguarding sensitive personal information and promoting transparency, accountability, and ethical conduct. *Inter alia*, the incumbent serves as the principal point of accountability and liaison with regulatory authorities, including the Office of the Information Commissioner (OIC), as well as external auditors and donor compliance missions.

Key Responsibilities

1. Leads the design and execution of a comprehensive Data Protection and Compliance Framework aligned with the Data Protection Act (2020), GoJ regulatory and fiduciary requirements, and applicable international donor standards, including those of the World Bank and the GCF
2. Monitors the JSIF's continuous compliance readiness for external audits, donor supervision missions, and regulatory inspections
3. Establishes and enforces internal controls to manage strict adherence to data protection laws, Financial Administration and Audit Act, Public Bodies Management and Accountability Act, and AML/CTF regulations
4. Conducts *Due Diligence* activities, including execution, assessment, reporting and remediation
5. Delivers legal and compliance training sessions, using interactive methods, such as case studies scenario-based discussions and practical exercises to enhance team understanding and engagement

6. Verifies the documentation, implementation and dissemination of regulatory/compliance policies and procedures
7. Strengthens the organization's ethics and compliance culture, by partnering with key stakeholders, and implementing compliance initiatives that enhance compliant behaviours through effective policies
8. Leads and oversees the identification, escalation, and resolution of compliance breaches, including the timely mandatory reporting to regulators and donors in accordance with statutory, regulatory, and contractual timelines
9. Oversees Data Protection Impact Assessments (DPIAs) and manages the consistent application of *"privacy by design and by default"* principles across all JSIF systems and projects
10. Integrates compliance controls into the project lifecycle to ensure all JSIF- and donor-funded projects fully meet regulatory, fiduciary, and donor standards
11. Provides strategic oversight of AML/CTF compliance, monitoring alignment with national legislative requirements and international obligations
12. Oversees the implementation of technology-enabled compliance monitoring solutions, including AI-driven risk detection, as appropriate

Requirements:

- Bachelor's Degree in Law, Information Technology, Data Management, or a related field
- Post-graduate certification in Compliance & Risk Management
- Minimum five (5) years of demonstrable experience in data privacy, legal compliance, and/or data management
- Training and/or certification in CIPP, CIPM, or CIPT is desirable
- Strong knowledge of data privacy laws and regulatory frameworks
- Expert understanding of governance, risk, and compliance (GRC) principles
- Thorough knowledge of Government of Jamaica legal and regulatory framework guidelines and requirements
- Expert knowledge of industry standards for compliance and data protection
- Proficiency in Data Protection Act, GDPR, Access to Information Act, and anti-corruption laws
- Strong Analytical skills
- Strong capacity to operate independently and objectively audit organizational processes
- Strong Problem-Solving and Investigative skills
- Proficiency in data security
- Excellent Policy Formulation skills
- Excellent Report-Writing skills
- Strong Leadership skills
- Strong oral and written Communication skills
- Ability to work under pressure and manage complex regulatory requirements
- Knowledge of Project Management principles and practices
- Excellent Training & Presentation skills

- Sound Technical Literacy (Understanding of IT systems, security measures, and data storage solutions)
- Sound Computer skills, particularly Microsoft Office (Excel, PowerPoint, Word)
- High Level of Integrity and Confidentiality

If you meet the requirements, please submit your application by **Friday, November 27, 2026**, to:

Deputy Managing Director, Corporate Services
Jamaica Social Investment Fund (JSIF)
8 Richmond Avenue
PBS Building (Off Half-Way-Tree Road)
Kingston 10

or email: jobs@jsif.org

We thank all interested applicants. However, only persons shortlisted for interview will be contacted.