

Job Title	Management Trainee – Data Protection Enforcement
Directorate	Personal Data Protection Office
Department	Compliance and Investigations
Reporting to	Data Protection Investigation Specialist
Salary Grade	N7
Job Purpose	
Primary purpose: To support in conducting enforcement activities under the Personal Data Protection Office.	
Key Accountabilities	
<ul style="list-style-type: none"> a) Conduct follow up activities to establish level of implementation of recommendations made in prior audits, assessments and investigations b) Preparing reports and related document briefs c) Support in drafting the Personal Data Protection Office's orders to the collector(s)/ controller(s)/ processor(s) to comply with data subject's requests to exercise his or her rights pursuant to the Act d) Participate in field enforcement activities to ensure delivery of efficient, well informed and timely enforcement action and for the delivery of proportionate outcomes. e) Receive Data Protection and privacy related complaints. f) Liaise with other agencies to ensure that criminal investigations are completed in a timely and effective manner and in accordance with criminal law and the Data Protection and Privacy Act. g) Carry out, in the context of mutual assistance with other Data Protection authorities, or upon request, inspections and investigations concerning personal data of residents of such countries. h) Perform any other duties, which may be assigned from time to time. 	
Qualifications and Experience	
Education	
<ul style="list-style-type: none"> a) Bachelor of Laws (Hons.) degree from a recognized university is required; b) Training in Data Protection and Privacy is an added advantage 	
Experience	
A minimum of one (1) years' working experience in direct work within a regulatory or compliance environment in reputable organization.	
Technical Expertise	
<ul style="list-style-type: none"> a) Knowledge of Data Protection and Privacy laws. b) Excellent oral and written skills 	
Nature and Scope	
<ul style="list-style-type: none"> a) Result oriented with a passion to innovate to deliver results. b) Excellent interpersonal and networking skills that will enable a good working relationship with key stakeholders. c) Good organizational skills d) Strong analytical skills 	