

<b>Job Title</b>	<b>Data Protection Specialist – Enforcement</b>
<b>Directorate</b>	Personal Data Protection Office (PDPO)
<b>Department</b>	Compliance and Investigations
<b>Reporting to</b>	Manager, Compliance and Investigations
<b>Salary Grade</b>	N4
<b>Job Purpose</b>	
<b>Primary purpose:</b> The Data Protection Specialist – Enforcement will be responsible for conducting enforcement activities under the Personal Data Protection Office (PDPO).	
<b>Key Accountabilities</b>	
a) Conduct assessments to determine entities' compliance levels with the Data Protection and Privacy Act, Cap. 97 and its Regulations. b) Process complaints and notifications related to non-compliance with the Data Protection and Privacy Act, Cap. 97 and its Regulations. c) Review annual compliance reports submitted by registered entities to confirm the adequacy and completeness of information provided. d) Carry out activities related to investigations and report on the observance of the right to privacy of a person and of personal data. e) Draft PDPO's orders to entities to comply with the law. f) Liaise with other Government agencies to ensure that criminal investigations are completed in a timely and effective manner. g) Perform any other responsibilities as may be assigned.	
<b>Qualifications and Experience</b>	
<b>Education</b> a) A Bachelor of Laws (Hons.) degree from a recognized university is required; b) Post Graduate Diploma in Legal Practice is required; c) A valid High Court Practicing Certificate is required; d) An internationally recognized Data Protection and Privacy certification is an added advantage.	
<b>Experience</b> At least four (4) years' post-qualification experience in legal practice or compliance, with strong skills in litigation, enforcement, or compliance.	
<b>Technical Expertise</b> a) Must have a solid understanding of key concepts in Data Protection and Privacy; b) Knowledgeable about the Cyber and Data Protection, and Privacy laws. c) Demonstrated trial advocacy skills.	
<b>Nature and Scope</b>	
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 negotiation skills. d) Excellent oral and written communication skills. e) Good organisational skills f) Strong analytical skills	