



## THE UNIVERSITY OF THE WEST INDIES

### **The University Data Protection Office (UDP Office)** (Based at the Regional Headquarters, Kingston, Jamaica)

APPLICATIONS ARE INVITED FOR THE POST OF

#### **RESEARCH AND PROJECT OFFICER**

The position is responsible for ensuring that the UDP Office is kept abreast of changes in the various privacy/data protection legislation and best practices, pertinent to The UWI, and managing ad hoc projects within The UDP Office. The Research and Project Officer might be called upon to work alongside other professionals in other functional areas across, and/or outside, The UWI.

The UDP Office is located in The UWI Regional Headquarters and is a part of the Vice Chancellor's Office. The UDP Office is responsible for upholding the principles outlined in The UWI Data Protection Policy (February 2020), performing the core activities required for Data Protection University-wide, and providing support services for the University Data Protection Officer (UDPO).

The Office's core Data Protection activities include: creating the various compliance roadmaps and frameworks; monitoring staff and other agents of the University to ensure compliance; being the communication hub for Data Protection at the University; spearheading the culture change required; and managing Personal Data breaches when they occur. The support services performed range from keeping abreast of the global Data Protection (or Privacy) legislation that might affect The UWI, to providing the secretariat services required by the UDPO. The UDPO will, from time to time, be involved in projects - whether as project manager or participant - designed to implement/undertake activities associated with The UWI's Data Protection thrust. The UDP Office will, when required, also provide project coordination services.

#### **Responsibilities**

##### **Research (60%)**

- Review existing privacy legislation keeping abreast of changes to these and keeping abreast of new ones as they emerge.
- Work alongside University DPO and other team members to identify research goals, research methods, variables and research parameters.
- Coordinate with the University DPO and other team members to ensure that research tasks are scheduled and executed in accordance with the agreed timelines and requirements. This includes both individual and team-based research activities.
- Manage research schedules and, where required, monitor activities of support staff.
- Analyse and resolve research issues in a timely and accurate manner.
- Review gathered research data as required.
- Prepare and present reports of information collected.
- Complete other research tasks as assigned.

##### **Project Support (30%)**

- Develop, either alone or alongside other team members, grant proposals and assist in grant completion and submission process.
- Lead the organisation, quality assurance, and management of projects undertaken by the unit.
- Organise project work plans, timelines, deliverables.
- Coordinate with internal and external stakeholders to ensure that project objectives are met.
- Lead or participate in project meetings.

##### **Content Creation (10%)**

- Propose and write content for the unit's various media platforms (website, social media, etc.)
- Assist with maintaining the repository of information for the UDP Office.

### **Qualifications and Experience**

- A Master's degree, (preferably in Management, or related Social Sciences discipline) or LLB;
- Applicants with a certification in Data Protection or Privacy will enjoy an advantage
- Professional Supervisory Training Certificate or equivalent
- Minimum of three (5) years relevant working experience at the Supervisory/Management level.

Kingston Jamaica: A vibrant city for living and working Kingston, Jamaica is the perfect place to experience an authentic Caribbean lifestyle thanks to its vibrant culture, beautiful beaches, and diverse cuisine. Since its founding 75 years ago, The UWI has focused on creating an excellent and ethical university, offering an unrivalled range of academic programmes, producing research of global significance, and developing strong leadership skills across all of its campuses. The Regional Headquarters has a picturesque view of the blue mountain, located at Mona, the oldest campus of the university, which encompasses 653 acres of land nestled in a lush valley that was once home to two large sugar estates. Several statues and murals depict its vibrant artistic community and the university's landscape is dotted with historical ruins such as the aqueduct and water wheel, reflecting its plantation origins.

Detailed application and full curriculum vitae should be sent under confidential cover to the **University Registrar**, Office of Administration, The University of the West Indies, Regional Headquarters, 2A Hermitage Road, Kingston 7, Jamaica. Fax No. (876) 977-1422; e-mail: [hrapplications@uwimona.edu.jm](mailto:hrapplications@uwimona.edu.jm) Three (3) referees (one of whom should be from your present organisation) must be indicated. References should also be sent under CONFIDENTIAL cover DIRECTLY to the University Registrar at the above address without waiting to be contacted by The University.

**Deadline for applications is July 19, 2024**

*The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.*