

# Information Commission is Hiring!

## Data Protection Officer (1 Post) (Full-time based on Mahe)

### Key Responsibilities

1. Ensure internal and external administrative compliance of the Data Protection Act, 2023 and regulations;
2. Act as the primary liaison between the public and the Information Commission;
3. Provide information, preparing information materials, giving presentations and promote public awareness;
4. Establish monitoring systems, Data Protection audits, and prepare reports;
5. Handle complaints and conducting investigations.
6. Give advice and recommendations to the institution about the interpretation or application of the data protection rules;
7. Provide guidance, oversight and challenge on all aspects of data protection & other privacy and compliance matters;
8. Monitor data management procedures and compliance within the Commission;
9. Addresses all queries from data subjects within legal timeframes;
10. Write and update detailed guidance documents on data protection policies;
11. Offer consultation on how to deal with privacy breaches;
12. Follow up with changes with the Data Protection Act and issue recommendations to ensure compliance;
13. Supervise consultants or support staff engaged;
14. Perform any other duties required by the job.

### Recognized Qualifications and Requirements for the Post

- Bachelor's degree in Law, Business Admin, Economics, or in a compliance related field plus 2-3 years relevant working experience
- Comprehensive knowledge and experience of Data Privacy and Information Governance and a working knowledge of the applicable laws.
- Ability to apply logical analysis to complex risks and issues and design appropriate procedures and controls to mitigate them.
- Strong ability to balance technical knowledge with wider Authority or departmental considerations, and work collaboratively to formulate a pragmatic, risk-based solution.
- Knowledge of data processing operations of the Authority would be considered an asset.
- Familiarity with IT/Cyber security methodologies.
- Ability to handle confidential information.
- Ethical, with the ability to remain impartial and report all non-compliances.
- Superior organizational skills with attention to detail.
- Good level of spoken and written English

### APPLICATION SHOULD BE ADDRESSED TO THE CHIEF EXECUTIVE OFFICER AND SENT TO:

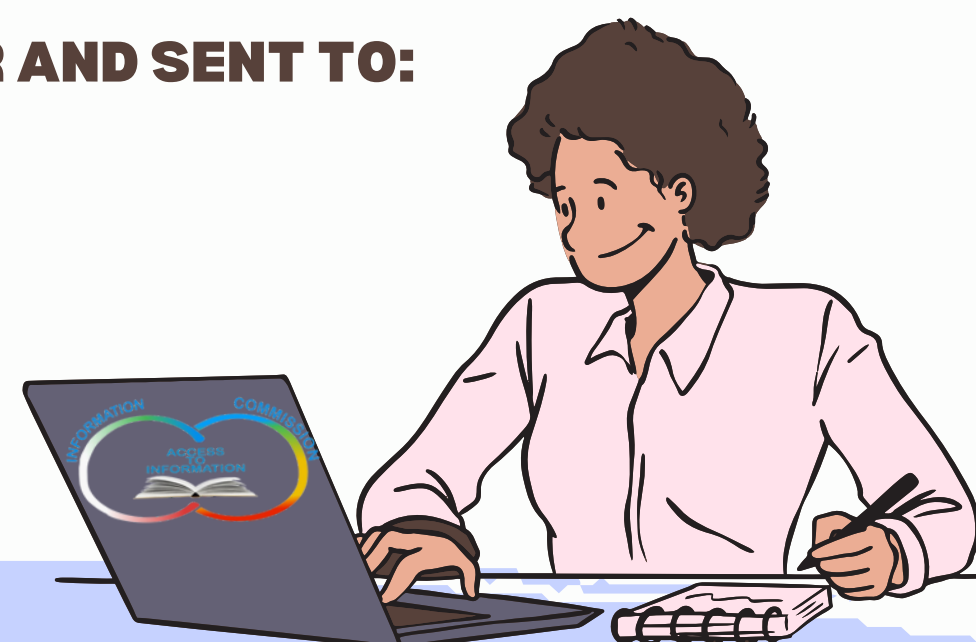
✉ rdidon@infocom.sc

📍 Information Commission, PO Box 1342, KLA  
Residence 3rd Floor, Room 9, Mont- Fleuri

### MORE INFORMATION:

Phone: 4303188

Website: [www.infocom.sc](http://www.infocom.sc)



**CLOSING DATE: WEDNESDAY 31ST JANUARY 2024**