

Job Description

Job Title: Data Protection Officer

Date: ASAP

Reporting to: IT Manager

Location: Hybrid

Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja Nigeria. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development n niche-based brands to these individuals/ organizations

Purpose

We are looking to recruit a Data Protection Executive who would ensure our company is compliant with the General Data Protection Regulation (GDPR.)

The DPE will report to our senior management. Data Protection Executive responsibilities include advising on our compliance with GDPR and local data protection laws, monitoring our adherence to GDPR standards and acting as a point of contact with supervisory authorities and data subjects. You will also create policies that enforce compliance with legislation and deliver GDPR training to our staff to increase awareness of data protection measures.

To be successful in this role, you should have in-depth knowledge of GDPR and local data protection laws and be familiar with our industry and the nature of its data processing activities. You should also know how to perform audits to our current procedures.

Responsibilities

- Responsible for overseeing an organization's data protection strategy and implementation.
- Training organization for employees on GDPR compliance requirements.
- Conducting regular assessments and audits to ensure GDPR compliance.
- Serving as the point of contact between the company and the relevant supervisory authority.
- Maintaining records of all data processing activities conducted by the company.

- Responding to data subjects to inform them about how their personal data is being used and what measures the company has put in place to protect their data.
- Ensuring that data subjects' requests to see copies of their personal data or to have their personal data erased are fulfilled or responded to, as necessary.

Requirements

Essential:

- Background in Information Technology, Library Sciences, Legal or other relevant fields and 3-5 years of relevant experience in data protection and legal compliance is a must have.

Certification

- Data protection/ privacy certification is required. ISO/IEC 27001 Information Security Management certification is an added advantage.
- Expertise in national and other data protection laws and practices for serving countries and an in-depth understanding of the GDPR.
- Understanding of Health sector information management and data security & protection needs.
- Upholds high professional ethics

Skills:

- Establishes and maintains strong relationships and networks.
- Self-motivated, drives continued improvement and communicates/ engages confidently at all levels.
- Ability to handle confidential information.
- Ethical, with the ability to remain impartial and report all non-compliances.
- Organizational skills with attention to detail.
- Knowledge of data management and protection in the context of global health a plus.

Summary Terms and Conditions

Contract: 12-month fixed term contract

Salary: Very Competitive

Annual leave: 22 days holidays per annum pro rata excluding public holidays

Pension: Minimum 10% Employer contribution with minimum 8% Employee contribution

Healthcare: Company scheme subject to terms and conditions.

Life assurance: Company life assurance scheme.

Location: Abuja Nigeria

Notes: This post will be subject to background checks. A full statement of the main terms

and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment

How to apply

To apply for this job opportunity, please send a CV and covering letter to recruitment@prioclen.com

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion