



CAREER OPPORTUNITY

**Applications are invited from suitably qualified persons to fill the post of:
DATA PROTECTION ADMINISTRATIVE ASSISTANT (Executive Department)**

ROLE AND FUNCTIONS OF JOB:

To provide crucial support to the Data Protection Officer in ensuring compliance with data protection regulations and maintaining the organization's commitment to safeguarding sensitive information.

CORE DUTIES & RESPONSIBILITIES:

- Coordinating and maintaining accurate records of data protection activities, including gap analysis
- Assisting in the maintenance of various spreadsheets and databases.
- Coordinating data protection training sessions
- Coordinating periodic internal audits to ensure adherence to data protection regulations.
- Support the Data Protection Officer in responding to data subject requests among other things
- Collaborating with cross-functional teams to ensure data protection is integrated into various processes.

QUALIFICATIONS & EXPERIENCE:

- A Diploma in Administrative Management or certification in Business Administration
- A Bachelor's Degree in a Law, Project Management or relevant field would be an asset
- Prior experience in administrative roles, preferably with exposure to data protection, project management gap analysis and compliance matters.
- Strong organizational skills and attention to detail, enabling efficient management of data protection processes and documentation.
- Excellent communication skills, both written and verbal, to facilitate effective collaboration with various stakeholders.
- Proven ability to work collaboratively, with a proactive and adaptable approach.
- Familiarity with the healthcare sector and its data protection requirements would be a plus.

Applicants are invited to submit their applications no later than Monday, October 9, 2023 to:

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers
25 Dominica Drive
Kingston 5

Apply Here: <https://nhf.orangehrmlive.com/recruitmentApply/46/view>

NB. We appreciate all responses, but only short listed candidates will be contacted.