

WE ARE HIRING



The Bank of Botswana invites applications from suitably qualified and self-driven citizens of Botswana to fill the following vacancy: **Data Protection Manager**

DATA PROTECTION MANAGER

(a) Main Purpose of the Job

Oversees implementation of the Data Protection Act and provides compliance advice to Management on protection and processing of personal data in line with the Act.

(b) Job Requirements

A master's degree in law (LLM) plus at least six (6) years post qualification experience in data protection laws. Out of the six (6) years, at least three (3) years should have been experience served at middle management in a medium to large scale organisation. Data protection/privacy certification would be an added advantage **OR** A bachelor's degree in law (LLB) plus at least eight (8) years post qualification experience in data protection laws. Out of the eight (8), at least three (3) years should have been experience served at middle management in a medium to large scale organisation. Data protection/privacy certification would be an added advantage.

(c) Duties

- Informs and advises the Bank and its employees of their compliance obligations under the Data Protection Act. Provides expert guidance and oversight and challenge on all aspects of data protection & other privacy and compliance matters.
- Develops the Bank's data protection management framework.
- Reviews all agreements, contracts and other formal arrangements relating to the Bank's operational activities for compliance with data protection requirements.
- Monitors trends with relevant domestic and international data protection laws and regulations and recommends appropriate modifications and amendments to ensure that the Bank is compliant with such laws and regulations.
- Develops and enforces strong internal system of controls to achieve compliance with data protection laws and international best practice.
- Monitors internal compliance with data protection laws, regulations, and international standards.
- Defines and implements comprehensive data protection strategies and programs to prioritise and mitigate cyber risk relevant to confidential information.
- Partners with other departments for risk assessment and remediation plans to reduce risk related to processing of personal data.
- Provides awareness on ethics and compliance advice to staff to ensure protection of personal data. Develops and delivers training to all departments in the Bank on the Data Protection Act.
- Addresses requests and complaints related to processing of personal data and conducts enquiries into alleged ethical and compliance related misconduct relating to protection of personal data.
- Reports and shares information with the Information and Data Protection Commission on data protection issues.
- Collaborates with critical stakeholders such as the Information Security section to raise employee awareness of data privacy and security issues. Acts as a contact point between the Bank and the Information and Data Protection Commission.

(d) Competencies

- Advanced knowledge of the Data Protection Act, 2018
- Knowledge of data processing operations
- Data privacy
- Data analytics
- Information security management
- Risk Management
- Policy Development

REMUNERATION

The Bank of Botswana offers commensurate package equivalent to market pay.

- Candidates who meet the above criteria should submit their applications to **recruitment@bob.bw** by **22 September 2024**.
- Correspondence will only be entered into with shortlisted candidates only.



Gaborone Headquarters

17938, Khama Crescent, Gaborone, Botswana

Private Bag 154, Gaborone, Botswana

Tel: (267) 360 6000