

Job Title	Compliance Auditor
Directorate	Personal Data Protection Office (PDPO)
Department	Compliance and Investigations
Reporting to	Manager, Compliance and Investigations
Salary Grade	N5
Job Purpose	
Primary purpose: The Compliance Auditor will be responsible for providing assurance that data controllers and processors subject to the Data Protection and Privacy Act, Cap 97 and its Regulations have implemented effective technical and organisational measures to safeguard personal data.	
Key Accountabilities	
a) Carry out activities to monitor compliance and report on the observance of the right to privacy of a person and of personal data. b) Provide guidance to audited entities on closing gaps and embedding privacy-by-design principles. c) Contribute to compliance clinics, awareness and capacity building sessions. d) Participate in investigations, on-site inspections and evidence-gathering activities to ensure proportionate regulatory action. e) Represent PDPO at sector working groups, and standard-setting forums and gather input to refine PDPO's audit and inspection manual. f) Perform any other responsibilities as may be assigned.	
Qualifications and Experience	
Education a) Bachelor of Information Technology, Computer Science degree or related area from a recognized university is required; b) CISA or CISM is a requirement; c) An internationally recognized Data Protection and Privacy certification is an added advantage.	
Experience A minimum of three (3) years working experience in compliance, risk or auditing role in a reputable public or private organisation.	
Technical Expertise a) Knowledgeable about Cyber and Data Protection and Privacy laws; b) Familiarity with audit management tools and data analytics techniques; and c) Working understanding of Information Security controls.	
Nature and Scope	
a) Able to prioritize and co-ordinate work streams/projects to drive delivery of tasks. b) A resilient team player with a 'can do' attitude, who is willing to take responsibility leading and working with others to create breakthrough solutions to complex problems. c) Excellent interpersonal and communication skills (both oral and written).	