

Job Title	Legal Services Officer
Directorate	Personal Data Protection Office (PDPO)
Department	Licensing and Legal Affairs
Reporting to	Manager, Licensing and Legal Affairs
Salary Grade	N5
Job Purpose	
The Officer is responsible for providing professional advice on legal issues pertaining to personnel management, administration and legal matters related to the Office.	
Key Accountabilities	
a) Review registration applications to verify completeness and accuracy of required documents and information. b) Participate in stakeholder engagements aimed at raising awareness and promoting sensitization regarding the Data Protection and Privacy Act, Cap. 97. c) Draft and review contracts and agreements, ensuring compliance with statutory and legal requirements. d) Provide corporate secretarial support for the Office, including documentation and meeting coordination, and perform any other duties, which may be assigned from time to time. e) Support in the establishment of collaboration with key actors in the data protection and privacy ecosystem to promote compliance with the Data Protection and Privacy Act, Cap. 97 and its Regulations. f) Provide legal and regulatory guidance to entities and the general public on all matters relating to the Data Protection and Privacy Act, Cap. 97 and its Regulations. g) Monitor and review the legal and regulatory regime, emerging industry trends and support preparation of reports on the same to management. h) Perform any other responsibilities as may be assigned.	
Qualifications and Experience	
Education	
a) A minimum of a Bachelor's degree in Law is a requirement; b) Post Graduate Diploma in Legal Practice is a requirement; c) Must be an enrolled advocate with a valid practicing certificate. d) An internationally recognized data protection and privacy certification is an added advantage.	
Experience	
At least three (3) years' post-qualification experience in legal practice or corporate legal services, with strong skills in compliance, stakeholder engagement, and regulatory advisory.	
Technical Expertise	
a) Good analytical skills; b) Ability to produce results with minimal supervision and handle multiple tasks simultaneously, and soft skills like presentation and listening skills.	
Nature and Scope	

- a) Able to prioritize and coordinate work streams/projects to drive delivery of the overall programme objectives and goals
- b) A resilient team player with a 'can-do' attitude.

