# Data Protection Officer

**Company:** Dataworks Analytics

**Location:** Lagos

## About Us

Dataworks Analytics & Consultancy Services is a niche IT and Data consulting firm, with the drive, expertise and focus to protect, secure, and unlock the hidden value in an organisation's data and information assets.

**Job Description:**

We are currently seeking a meticulous and proactive Data Protection Analyst to join our team Dataworks. The Data Protection Analyst will play a key role in supporting data protection initiatives with our clients and ensuring compliance with relevant regulations and policies.

**Key Responsibilities:**

**Data Compliance Monitoring:**

o   Assist our clients in monitoring and ensuring compliance with data protection laws, regulations, and internal policies.
o   Review data processing activities to ensure alignment with established data protection standards.
o   Conducting NDPR Audits
o   Maintain documentation related to data processing activities, data flows, and compliance efforts.
o   Generate NDPR Compliance reports and metrics on data protection compliance for stakeholders.
o

**Support Data Privacy Measures:**

o   Aid in the implementation and maintenance of data protection policies, controls and procedures.
o   Assist in conducting data protection impact assessments (DPIAs) and ensuring adherence to regulatory requirements.

**Incident Response Assistance:**

o   Collaborate with the Data Protection Officer (DPO) and relevant teams in responding to data security incidents and breaches.
o   Support the development and enhancement of incident response plans.

**Training and Awareness:**

o   Assist in organizing and delivering data protection training sessions for employees.
o   Serve as a point of contact for data protection-related queries from internal staff.

**Requirements:**

**Education:**

- o Bachelor's degree in information technology, Computer Science, Law, or a related field.

**Experience:**

- o Prior experience (3 years) in a data protection, compliance, or similar role.
- o Knowledge of data protection laws, regulations, and privacy best practices.

**Skills:**

- o Understanding of data processing operations and privacy principles.
- o Strong analytical and problem-solving skills.
- o Excellent communication and documentation abilities.

**Preferred Qualifications:**

- o Certification or coursework in Data Protection or Privacy.
- o Experience working with data governance frameworks.

**Why Join Us:**

- o Opportunity to contribute to data protection initiatives in a supportive work environment.
- o Competitive compensation package and opportunities for professional development.
- o Work with a dedicated team committed to ensuring data privacy and security.

**How to Apply:**

If you possess a passion for data protection and compliance and meet the qualifications outlined above, please submit your resume and a cover letter highlighting your relevant experience for the role of Data Protection Analyst at Dataworks.