

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.

We are seeking a proficient and dedicated Data Protection Officer (DPO) to join our team at Dataworks Analytics, the DPO will be responsible for working with our clients to ensure compliance with data protection regulations and standards while championing a culture of data privacy within their organizations.

Key Responsibilities:

Regulatory Compliance:

- Ensure the company's compliance with data protection laws, regulations (e.g., NDPR, GDPR), and internal policies.
- Monitor changes in data protection legislation and advise the organization on necessary actions.
- Develop, implement, and maintain data protection policies, procedures, and guidelines.
- Conduct data protection impact assessments (DPIAs) and ensure data processing activities align with legal requirements.

Training and Awareness:

- Provide training and awareness sessions to employees on data protection policies and procedures.
- Act as a point of contact for data protection queries from employees and external stakeholders.

Data Security, Incident Response & Reporting:

- Collaborate with IT and security teams to establish and enhance data security measures.
- Develop and oversee incident response plans and procedures in case of data breaches.
- Prepare and maintain documentation related to data processing activities, policies, and compliance efforts.
- Compile reports and communicate data protection metrics to senior management.

Requirements:

Education: Bachelor's degree in law, Information Technology, Computer Science, or a related field. Additional certification in Data Protection or Privacy (e.g., CIPP/E, CIPM) is highly desirable.

Experience:

- Proven experience (4 years) in a data protection or compliance role, preferably within [industry or sector].
- In-depth knowledge of data protection laws, regulations, and best practices.
- Familiarity with data processing operations, conducting data protection risk assessment, and using compliance frameworks.
- Strong analytical skills and the ability to interpret complex legal and technical documents.
- Excellent communication and interpersonal abilities.

Preferred Qualifications:

- Certification in Data Protection, GDPR or Privacy (e.g., CIPP/E, CIPM, CIPT, ISEB).
- Experience working in a similar role in a regulated industry.

Why Join Us:

- Opportunity to be a key driver in ensuring data protection and privacy compliance in a dynamic work environment.
- Competitive compensation package and benefits.
- Professional growth and development opportunities.

How to Apply:

If you are passionate about data protection and meet the qualifications outlined above, please submit your resume and a cover letter detailing your relevant experience and why you are well-suited for the role of Data Protection Officer at Dataworks