

We are currently seeking to recruit Compliance and Data Protection Officer

The successful candidate will be responsible for the following Duties and Responsibilities;

- Implementing measures and a privacy governance framework to manage data handling and use in compliance with all the relevant privacy laws that Amana Bank must be compliant with.
- To prepare and submit periodic reports on the compliance of the Act to the Commission.
- To provide information on violations of the provisions of the Data Protection Act or Regulations committed in the processing by the data controller or data processor and advise rectification measures.
- Collaborating with key internal stakeholders in the review of projects to ensure compliance with both local & international data privacy laws, and where necessary, complete and advise on privacy impact assessments.
- Serving as the primary point of contact and liaison for the Data Commission Office and other Data Protection Authorities.
- Serving as the primary point of contact for queries in the business regarding data Protection and Privacy.
- Reviewing Amana Bank vendor contracts and consents needed to implement projects in partnership with the Legal and Information Security functions, and ensuring filing requirements with local regulators are achieved.
- Ensure fulfilment of data Subject rights arising from the various touch points Amana bank has with the customer.
- Developing policies, standards and procedures that align to the requirements set out in the EU General Data Protection Regulation (GDPR), Data Protection Act, and Regulation 2023 and any other country laws and regulations.
- Collaborating with the Information Security and Data Governance functions to raise employee awareness of data privacy and security issues and providing training on the subject matter across the bank.
- Monitoring performance and providing advice on the impact of data protection efforts at Amana Bank.
- Maintaining comprehensive records of all data processing activities, including the purpose of all processing activities, which must be made public on request.
- Interfacing with Amana Bank customers to inform them about how their data is being used, their Rights and what measures the organization has put in place to protect their personal information.
- Collaborating with the Information Security and Legal functions to maintain records of all data assets, ensure data classification and maintaining a data security incident management plan to ensure timely remediation of incidents, security breaches, complaints, and claims.
- Identify and evaluate the Amana bank data processing activities.
- Perform on quarterly basis Data Protection Impact Assessments (DPIAs).
- Monitor data management procedures and compliance within Amana Bank.
- Participate in meetings with managers to ensure privacy by design at all levels.
- Ensure Amana bank addresses all queries from data subjects within legal timeframes (e.g. delete their information from our databases, update their personal information etc).
- Consult with other organizations that process data on behalf of Amana Bank.
- Write and update detailed guides on data protection policies.
- Perform audits and determine whether we need to alter our procedures to comply with regulations.
- Offer consultation on how to deal with data privacy breaches.
- Arrange for training on GDPR, Data Protection Act, Data Protection Regulation, and other local laws on data protection to ensure compliance for employees.
- Facilitate capacity building of staff involved in data processing operations.
- Follow up with changes in law and issue recommendations to ensure compliance.
- Prepare periodic reports on the Bank's compliance with Data Protection laws, regulations, and standards.
- Preparation and monitoring of compliance matrix across all functions of the bank.
- Periodic review of the Bank's compliance with various laws and our internal policies.
- Perform compliance risk assessments on periodic basis.
- Train staff on compliance with various laws and policies.
- Updates the Bank on new laws and their impact to the Bank's operations.
- Monitors all communications with outsiders to ensure they comply with the Bank's policies and procedures.
- Ensure that the Bank's policies and procedures are regularly updated and comply with the laws of the country.
- Perform any other duties as may be assigned by the supervisor.

Key Competency Requirements:

- Strong analytical skills
- Excellent and effective communications skills, both orally and in writing
- Be efficient and effective in problem solving.
- Expert knowledge and in-depth understanding of data privacy legislation (including GDPR) and local data protection laws.
- Experience in managing data incidents and breaches.
- Knowledge of cybersecurity risks and information security standards
- Knowledge of computer security systems.
- Good understanding of the data processing operations conducted, as well as the information systems, and data security and data protection needs of the controller.
- Ability to make good judgments regarding data privacy risks and to prioritize resources and activity around managing those risks.
- Able to conduct the role independently and with integrity and high professional ethics.
- Ability to plan, organize and prioritize tasks and projects.
- Good personal communication skills capable of dealing with wide range of stakeholders, including senior management.
- Proven ability to establish and maintain a high degree of confidentiality, respect, trust and credibility at all levels.
- Knowledge of data processing operations in the banking sector.

Qualifications and Experience required:

- Bachelor's degree in law, ICT, Finance, or related field.
- At least 2 years banking experience.
- A legal, Compliance, IT Security, Data Governance or Audit background.

Reports to: Head of Risk and Compliance

Deadline for submission of application is 26th March 2024

All applications (include application letter, Resume, academic and professional certificates) should be sent through jobs@amanabank.co.tz

Only shortlisted candidates will be contacted.