

Job Title	Manager Compliance and Investigations
Directorate	Personal Data Protection Office (PDPO)
Department	Compliance and Investigations
Reporting to	National Personal Data Protection Director
Salary Grade	N3
Roles that report to this role	<ul style="list-style-type: none"> a) Data Protection Specialist (Investigations) b) Data Protection Specialist (Intelligence) c) Data Protection Specialist (Enforcement) d) Compliance Auditor
Job purpose	
Responsible for the management of regulatory activities, including investigations and monitoring compliance by organizations and individuals in line with the Data Protection and Privacy Act, 2019, and other relevant laws.	
Key accountabilities	
<ul style="list-style-type: none"> a) Provide strategic direction and oversight of compliance management programs to strengthen adherence to the Data Protection and Privacy Act, Cap. 97, and related laws through effective audits, inspections, and enforcement actions across all sectors. b) Oversee the investigation and timely resolution of complaints under the Data Protection and Privacy Act, Cap. 97, and related laws, in observance of the principles of natural justice and fairness to ensure due process and accountability. c) Coordinate with law enforcement, regulators, and other competent authorities to facilitate joint investigations and ensure the timely and lawful conclusion of criminal or cross-border cases. d) Supervise the representation of the Office in litigation and enforcement proceedings, ensuring that matters before courts and tribunals are effectively managed and consistent with the Office's regulatory mandate. e) Monitor and report on the compliance performance of regulated entities and emerging risks, providing actionable insights and recommendations to inform policy, strengthen enforcement, and enhance operational effectiveness. f) Oversee implementation of departmental workplans and budgets, ensuring alignment with the Office's strategic objectives, and evaluate staff performance to promote operational excellence, integrity, and results-oriented teamwork. g) Perform any other duties as may be assigned from time to time to advance the objectives of the Office's Strategic Plan. 	

Qualifications and experience
Education <ul style="list-style-type: none"> a) An Honors Bachelor of Laws (LLB) degree from a recognized university, together with a Postgraduate Diploma in Legal Practice, is mandatory. b) Must be enrolled as an Advocate of the High Court with a valid practicing certificate. c) Professional certification or specialized training in compliance, data protection, investigations, or litigation is an added advantage. d) Master's degree in Law, ICT, Business Administration, or another relevant discipline is an added advantage.
Experience <ul style="list-style-type: none"> a) A minimum of five (5) years' post-enrolment experience in legal practice, compliance, or litigation with at least two (2) years at a supervisory or managerial level. b) Demonstrated ability to manage investigations or litigation and oversee compliance processes.
Technical expertise <ul style="list-style-type: none"> a) Sound understanding of data protection, privacy, and natural justice principles. b) Strong analytical, investigative, and problem-solving skills with sound legal judgment. c) Excellent trial advocacy, written and communication skills.
Level of responsibility
Direct supervision of four staff