

# Job Description



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| <b>Job Title:</b>   | <b>Data Security Officer</b>  |                       |                                |
| <b>Cluster:</b>   | Operations  |                       |                                |
| <b>Salary:</b>  | USD \$41 984 per annum (including benefits)   | <b>Contract Type:</b> | One year (subject for renewal) |
| <b>Location:</b>  | Remote  |                       |                                |
| <b>Reports to:</b>  | Head of Operations  |                       |                                |
| <b>Direct Reports:</b>  | N/A   |                       |                                |
| <b>Job Role</b>   |   |                       |                                |
| <b>Role Overview:</b>   | <p>Provide technical, logistical and project management support for CIVICUS' data security and privacy objectives. The role will serve as subject matter expert for data protection, privacy and security awareness for the organisation and project networks. The role will help analyze data protection and privacy needs of the organisation and identify opportunities for improvement. As well as assist with content development, presentations, and trainings as we promote a culture of data protection and compliance across all units of the organisation.</p>          |                       |                                |
| <b>Areas of Responsibilities</b>  | <b>Key Activities</b>   |                       |                                |
| <b>Design and implement data protection policies and practices</b>      | <ul style="list-style-type: none"> <li>• Provide technical, logistical and project management support as part of implementing the organization's Data Protection and Privacy activities.</li> <li>• Analyze data protection and privacy needs of the organisation and identify opportunities for improvement.</li> <li>• Implement, manage, and improve the organization's data protection protocols.</li> <li>• Support with IT migrations and integrations. Also support with the configurations of IT platforms to improve data security settings and traceability.</li> </ul> |                       |                                |
| <b>Maintain records of all data processing activities</b>               | <ul style="list-style-type: none"> <li>• Update and manage the organisation's Records of Processing Agreements – which is a cross organisational registry of data processing activities.</li> <li>• Coordinate the organisation's data retention policy and schedules.</li> <li>• Document and report incidents of data breaches.</li> </ul>  |                       |                                |
| <b>Serve as organisational focal point on data security and privacy</b> | <ul style="list-style-type: none"> <li>• Lead cross-organisational data security meetings and planning exercises.</li> <li>• Review and advise on data sharing agreements from or with third parties, and work with others to develop templates and guidance on the data sharing agreement process.</li> <li>• Serve as point of contact for data protection authorities.</li> </ul>  |                       |                                |

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| <b>Conduct audits to ensure compliance and address potential issues</b> | <ul style="list-style-type: none"> <li>• Ensure compliance with regional and/or national data protection laws as they apply to CIVICUS, such as the GDPR and South Africa’s Protection of Personal Information Act.</li> <li>• Conduct risk analysis with data processing practices and platform use.</li> <li>• Conduct privacy impact assessments.</li> </ul>  |
| <b>Training and capacity building</b>                                   | <ul style="list-style-type: none"> <li>• Serve as point of contact for data protection authorities.</li> <li>• Create or co-create responsible data program materials, documentation, and templates for the use of other organisational units.</li> <li>• Provide trainings.</li> <li>• Work with CIVICUS Members and programmatic partners to improve data security practices at the grassroots level.</li> </ul> |
| <b>Person Specification</b>   |  |
| <b>Education, Language &amp; Qualifications</b>                         | <ul style="list-style-type: none"> <li>• A degree in information security, computer science or a similar field. Alternatively, a bachelor’s degree or JD or the equivalent work experience in privacy, compliance, information security, auditing, or a related legal field will also be considered.</li> <li>• Certificates related to data protection and international standards</li> </ul>                     |
| <b>Essential Knowledge, skills and Experience</b>                       | <ul style="list-style-type: none"> <li>• Extensive knowledge of the regulatory environment for data privacy</li> <li>• Experience managing or advising on an organisation’s IT system.</li> <li>• Ability to meet deadlines.</li> <li>• Fluent English</li> </ul>  |
| <b>Desirable Knowledge, skills and Experience</b>                       | <ul style="list-style-type: none"> <li>• Experience working with privacy tools and security software applications.</li> <li>• Speak additional languages</li> </ul>  |