

EXTERNAL ADVERTISEMENT



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MANAGER - DATA PROTECTION

The mandate of the Botswana Open University (BOU) is to make education accessible to all Batswana, especially out-of-school youth and adults, using open and distance learning (ODL) methods. This means providing flexible learning environments that cater for diverse needs and preferences, allowing individuals to study at their own pace and convenience. The University's mission is to offer quality education, research, and community engagement through ODL solutions.

Main Purpose of the Job

To ensure that the University complies with data protection laws and regulations, including Botswana's Protection Act. To act as a central liaison in safeguarding personal data, mitigating data privacy risks, and fostering a culture of data protection across the University.

Qualifications, Experience & Competencies

- Bachelor's Degree in Law/ Information Technology/ Data Science/ Data Management or related field.
- Hold at least one Data Protection and/or Privacy certification such as Certified Information Privacy Professional (CIPP), Certified Information Privacy Manager (CIPM) and other relevant certification.
- A Masters Degree is an added advantage.
- At least 7 years work experience in data protection, privacy, risk management, compliance or related field;
- Proficient in the use of computers and software relevant to the position

Key Performance Areas

- Ensure compliance with data protections laws and regulations.
- Develop and implement data protection policies, strategies, guidelines and procedures to enable compliance to the Data Protection Act.
- Undertake and commission data protection audits.
- Protect the rights and freedom of data subjects and thereby ensuring that they are not adversely affected by processing operations.
- Handle queries and complaints from clients and staff and serve as the point of contact for the Information and Data Protection Commission.
- Provision of training and raising awareness regarding data protection within the institution.

- Work towards building positive workplace and team culture within the department.
- Research and apply best practices in own specialised area of work, and maintain high level of knowledge in order to effectively undertake the duties of the post

Competencies

- Communication
- Interpersonal
- Negotiation, networking and relationship building
- Organisational (planning, budgeting, time management, work prioritisation)
- Research, critical thinking, analytical, problem-solving

BOU offers a competitive salary package for qualified/ competent candidates.

Interested persons who meet the above stated requirements should e-mail their applications together with copies of their current Curriculum Vitae, relevant certified copies of certificates, Omgang and two recent references to recruitment@staff.bou.ac.bw

Applications should be addressed to:

Director, Human Resources
Botswana Open University
Private Bag BO 187, Gaborone
Tel: 3646000/24/29/133

Only short-listed candidates will be responded to.

Closing Date: 29th July 2025