

# EMPLOYMENT OPPORTUNITY

**Job Title:** DATA OFFICE SPECIALIST

**Reports To:** CHIEF INFORMATION OFFICER

**Location:** NAIROBI

## About

### Liberty Life

Liberty Life is a leading insurance services and wealth management company represented in several African countries. We use our knowledge and action to guide our customers on their journey to financial freedom. We believe in responding to the changing consumer and market needs through innovative solutions and technologically efficient processes. To help us advance this goal, we are seeking talented, self-motivated and skilled individuals of high personal integrity to fill the positions below.

### Heritage

We are a leading Insurance Company, affiliated to Liberty Group, a wealth management company represented in 18 African countries. We use our knowledge and action to guide our customers on their journey to financial freedom. We believe in responding to the changing consumer and market needs through innovative solutions and technologically efficient processes.

## Job Summary

We are a leading Insurance company affiliated to Liberty Group; a wealth management company represented in 18 African countries. We have a solid employee value proposition in place, and we are proud to be among Kenya's top 10 employers. We use our knowledge and action to guide our customers on their journey to financial freedom. We believe in responding to the changing consumer and market needs through innovative solutions and technologically efficient processes. To help us advance this goal, we are seeking a talented, self-motivated, and skilled individual of high personal integrity to fill the position of **Data Office Specialist**.

## Main Purpose

The purpose of the job is to align and directing the management, development, and integration of data privacy requirements, data analytics and business intelligence necessary for supporting the goals of business

## Key Responsibilities

### Strategic Alignment

- Participate in formulating data-driven departmental/business decisions and demonstrate delivery against the business' overall objectives.
- Build, maintain, and improve the existing business intelligence and analytics tools across the business.
- Maintain the Data Privacy Framework - covering strategy, policy, process, procedures, standards, guidelines, training, objectives, metrics and governance.
- Ensure compliance with the Data Protection Act as well as principles of the relevant policies and standards issued by the Liberty Group Privacy Office and Group Compliance.
- Participate as required to identify Liberty policies, procedures or codes of conduct required for review and communication to employees as it pertains to appropriate personal information handling and protection.
- Provide guidance on aspects relating to Data Management and offer expertise in the form of knowledge, specialty skills and experience.
- Keep abreast of and analyze relevant legislative and regulatory developments in collaboration with key stakeholders.
- Provide specialist advice and guidance to stakeholders and clients as it pertains to Data Privacy. Where necessary provide training to targeted business areas or internally. Engage in the appropriate forums and workshops to convey relevant matters to wider audiences when required.
- Participate in applicable training/ skills development courses as required. Role-based courses will be assigned via the Learner Management System.
- Participate in any regulatory forums and communicate with any applicable information regulator on any data privacy matters.
- Accountability and responsibility for ensuring alignment of business operations with the Data Protection Act and policies.
- Privacy Subject Matter Expertise
- Acquire knowledge about all data privacy priorities and resolution/maintenance thereof (Compliance Risk Management Plan (CRMP) and subsequent processes) relevant to the business unit. This will be in conjunction with the in-country Risk and Compliance Officer.
- Identify potential areas of resistance to the changes associated with the Data Protection Act and Data Privacy policies.
- Execute and maintain reasonable measures to comply with the Data Protection Act and Data Privacy policies.
- Perform your role in accordance with all applicable legislation, applicable policies, procedures and guidelines of Liberty and specified terms and conditions of your employment.

## Qualifications

- Information Technology; Computer Science or Bachelor of Commerce
- CISSP; CISA; CISM; CRISC; CDPSE or any privacy related or Information Technology Certification(s)

## Experience

- Minimum 4 years' experience in the business

## Competencies

- General insurance and/or financial services knowledge, including processes from an operational point of view
- Information management
- Good understanding of legislative framework related to data compliance
- Understanding of processes and controls
- Risk management policies
- Knowledge of insurance regulatory requirements

## Application Procedure

If you meet the above requirements you are encouraged to forward your application and updated CV to **hr@libertylife.co.ke** by **26<sup>th</sup> October 2022** clearly stating, the job title on the subject heading. Liberty is an equal opportunity employer and actively encourages diversity. Please note only shortlisted candidates will be contacted.