GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

Tel: (284)468-2730
Official Government Website:
https://gov.vg

Vacancy Notice Information Commissioner

Release Date: 27 August, 2025



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GOVERNMENT OF THE VIRGIN ISLANDS

VACANCY NOTICE

INFORMATION COMMISSIONER

JOB DESCRIPTION FOR INFORMATION COMMISSIONER

ROLE SUMMARY:

This role was established under the Data Protection Act, 2019, and serves as an independent authority within the Premier's Office to ensure compliance with data protection legislation. The role is responsible for promoting transparency, accountability, and data security across government, safeguarding citizens' privacy rights, overseeing data impact assessments, and preventing the unauthorised access, misuse, or loss of personal data.

ROLE RESPONSIBILITIES:

1. Monitor compliance by public and private bodies with the requirements of this Act.

2. Provide advice to public bodies and private bodies on their obligations under this Act.
3. Receive and investigate complaints about alleged violations of the data protection principles and in respect thereof, make reports to complainants.
4. Undertake educational programmes to promote understanding of the Data Protection Act.
5. Undertake research into, and monitor developments in data processing and information technology to ensure the continued protection of personal data through administrative, legislative or other methods, and to report to the Minister the results of such research and monitoring.
6. Exercise and perform such other functions as are conferred or imposed on the Information Commissioner by or under this Act or any other enactment.

QUALIFICATIONS:

Minimum Qualifications and Experience:

- Bachelor of Law Degree, (or equivalent), Public Administration, Political Science, Information Technology, or related field
- Seven (7) years working experience

Knowledge and Skills:

- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations and policies
- Sound knowledge of the use of office standard equipment and relevant computer applications
- Expert oral and written communication skills
- Strong legal research skills
- Ability to interpret legislation
- Excellent interpersonal and organisational skills
- Strong analytical and decision-making skills
- Ability to work well under pressure
- Sound supervisory and management skills

JOB:
Information Commissioner

PRIMARY LOCATION:
Road Town Tortola and Virgin Gorda

ORGANIZATION:
Human Resources Unit, Premier's Office

SCHEDULE:
Full-time

POSTING DATE:
19th August, 2025

CLOSING DATE:
2nd September, 2025

RECRUITER:
Symone Davis-Penn

RECRUITER EMAIL ADDRESS:
hrupo@gov.vg

RECRUITER CONTACT DETAIL:
284-468-2152

MAXIMUM SALARY:
$97,515.00

Additional Documents or Media

- vacancy_notice_information_commissioner_2sep25.pdf