



WE ARE HIRING



Data Protection Officer

The Botswana Public Officers' Medical Aid Scheme (BPOMAS) is seeking a suitably qualified, experienced and results-driven professional to join the Scheme as Data Protection Officer.

The successful candidate will be responsible for providing oversight and guidance on data protection, records management, information management and privacy compliance across BPOMAS and relevant third-party service providers. The DPO will also act as a key point of contact for the Information and Data Protection Commission. The role will support the Scheme in strengthening its data protection framework, managing privacy-related risks and ensuring compliance with applicable data protection requirements.

Key Responsibilities

The successful candidate will be responsible for:

- Developing, implementing and maintaining appropriate data protection, records management and information management policies, frameworks and controls.
- Overseeing the management and protection of personal information and ensuring compliance with applicable data protection requirements.
- Develop, implement, and maintain effective data protection governance structures, processes, procedures and internal control mechanisms for BPOMAS Group.
- Reviewing and advising on Data Protection Impact Assessments and monitoring implementation of appropriate controls.
- Monitoring, investigating and reporting data breaches and ensuring that appropriate corrective and mitigation measures are implemented.
- Providing expert advice on data protection, privacy, information management and records management matters to BPOMAS Management and staff.
- Working closely with Information Technology and other stakeholders to strengthen information security and records management controls.
- Developing and maintaining data protection assurance programmes, including compliance monitoring and data protection audits.
- Promoting a strong data protection and privacy culture through awareness and training programmes for employees and third-party service providers.
- Ensuring that information systems and business processes incorporate appropriate privacy and data protection safeguards.
- Report and present quarterly updates to Management and Board Committees as required to provide assurance on internal compliance.

Qualifications and Experience

Applicants should possess:

- A relevant Bachelor's degree in Records Management, Information Management Systems, Law or a related field.
- A professional qualification and/or certification in Data Protection, Information Management Systems or a related discipline will be an added advantage.
- A minimum of five (5) years' relevant experience in records and data management, data protection compliance monitoring, information systems auditing and assessment and/or related areas.
- Strong understanding of the Data Protection Act of Botswana and best practise standards.
- A good understanding of the health care industry, regulatory environment and relevant legislative framework will be an added advantage.
- Experience in project management.
- Professional certification such as CIPP, CIPM, CIPT, CISA or CISM, with valid professional membership, will be advantageous.

Key Competencies

The ideal candidate should demonstrate:

- Sound knowledge of data protection laws and regulations.
- Strong knowledge of records management and process development.
- Data protection, privacy and information governance expertise.
- Strong analytical, risk assessment and problem-solving abilities.
- Knowledge of information systems monitoring, analysis and reporting.
- Ability to balance operational requirements with data protection and privacy risks.
- Excellent written and verbal communication skills.
- Strong stakeholder engagement and collaboration skills.
- High levels of integrity, confidentiality and professional judgement. data Protection-Role Profile

Application Process

Interested and suitably qualified candidates are invited to submit their application letter, detailed curriculum vitae and copies of relevant academic and professional qualifications to: Recruitment@Bpomas.co.bw.

- Applicants should clearly indicate "Application – Data Protection Officer" in the subject line.
- Closing Date: **13 October 2026**
- Only applications received by the closing date will be considered.

View the Privacy Notice on the website.



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Privacy Notice for Job Applicants

BPOMAS maintains a legitimate interest to process information of the applicant for purposes of recruitment of the abovementioned position. The personal information collected may include your name, contact details, qualifications, employment history, references, identity verification information, and any other information you choose to provide in your application.

Your personal information will be used to:

- Assess your suitability for the advertised position;
- Verify qualifications, references, and employment history where applicable;
- Communicate with you regarding your application; and
- Comply with legal and regulatory obligations.

Access to your personal information will be restricted to authorised personnel and, where necessary, recruitment service providers involved in the hiring process. Your information will not be used for any purpose unrelated to recruitment without your consent or unless required by law.

Your personal information may be retained for a reasonable period in accordance with our records retention requirements and applicable data protection laws, after which it will be securely deleted or anonymised.

You have the right to request access to, correction of, or deletion of your personal information, subject to applicable legal and regulatory requirements.

By submitting your application, you acknowledge that BPOMAS will collect and process your personal information for the purpose of managing and administering the recruitment and selection process as stated above.