Job Profile for Officer, Database Administration

Expected to keep all databases in the group's domain up and running smoothly 24/7 and provide a seamless flow of information throughout the company, considering both backend data structure and frontend accessibility for end-users.

Role Qualification:

- **Academic/Professional:** Bsc degree in a computer discipline. OCP/OCA/MCSA or other relevant certifications will be an added advantage
- **Work Experience:** At least 4-6 years cognate experience in Database administration.

Key Responsibilities:

- Manages the Applications and application Database (MS SQL Server and Oracle) group wide for efficient performance and data integrity.
- Monitor database performance of all databases across the group, implement changes and apply new patches and versions when required.
- Configure Backup and Disaster Recovery Plans across all databases in line with Risk management disaster recovery plan.
- Use high-speed transaction recovery techniques and backup data.
- Communicate regularly with technical, applications and operational staff to ensure database integrity and security.
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner.
- Keeps proper documentation of application set-up procedures, maintaining and updating of IT documentation (software implementation issues, plan deliverables and user manuals).
- Collaborate with solution providers to ensure that application implementation is carried out in accordance with predefined standards and quality policies and in line with user requirements.
- Document and prepare periodic report on the events/activities, deliverables, issues and problems on the enterprise applications and databases.
- Facilitates the Training of Users and development of training materials to bridge knowledge gap.
- Determine, enforce, and document database policies, procedures, and standards.

Required Skills and Competencies

- Proven working experience as a Database Administrator.
- Excellent knowledge of data backup, recovery, security, integrity, SQL and PL/SQL
- Problem solving skills and ability to think algorithmically.

- Hands-on experience with database standards and end user applications
- Good understanding of programming languages (SQL, PL/SQL, T-SQL)
- Performance Management and Tuning
- Procedural Skills
- Data Modelling and Database Design
- Capacity Planning

Interested Applicants should send their CVs to **jobtalentrecruit@axamansard.com** stating the role applied for as subject of mail. e.g., **"Officer, Database Administration".**