

Terms of Reference

Post:	Database Administrator
Post Type:	Contract-based, Full time
Duration:	Initial contract period is 1 year. Contract can be extended based on performance.
Department:	IT Department
Division:	Operations Division

Reporting Relationships

The Database Administrator will report to the Manager, Information Technology. He/she will also work closely with other members of the IT Department and IT Software Development Team.

Scope of Work

- Providing database administration of SQL Server Databases.
- Being responsible for the performance, integrity and security of all databases.
- Being involved in the planning and development of all databases as well as troubleshooting any issues on behalf of the users.
- Providing performance and tuning of all SQL Databases, following best practice.
- Providing architectural advice and technical consultancy for all Database systems.
- Ensuring Databases are backed up to the required level and sufficient regularity.
- Ensuring data integrity by applying sufficient security models for all databases.
- Upgrading and maintenance of all databases.
- Providing project support to all projects that require databases or interfaces.
- Data migration between systems during system implementations and upgrades.
- Monitoring the Databases.
- Applying application derived Database changes.
- Monitoring Database performance.
- Providing a test environment for application support /development

Technical Competencies

- Significant knowledge of database systems, in particular MSSQL (2008/2012).
- Experience in troubleshooting and resolving database problems.
- Experience in Performance Tuning and Optimization (PTO), using native monitoring and troubleshooting tools.
- Experience with backups, restores and recovery models.
- Experience in implementing operational automation using scripts.
- Experience working with Windows server, including Active Directory and proper disk configurations.
- Knowledge of High Availability (HA) and Disaster Recovery (DR) options for MS SQL Server.
- Requires knowledge of database performance factors, monitoring tools and tuning procedures.
- Requires knowledge of maintenance tools and procedures relating to DBA activities.

- Desired knowledge of productivity factors and ability to understand impact of problem on overall database performance.
- Good organisation skills with a logical, analytical approach to solving IT problems and the ability to prioritize work to meet demands and deadlines of both IT support and IT development
- Ability to work on your own initiative whilst at the same time adhering to strict IT policies and procedures.
- Good understanding of SSIS.
- Knowledge of indexes, index management, and statistics.

Other Competencies

- Team worker and great communicator at all levels.
- Documentation skills.
- Strong interpersonal, communication and negotiation skills.
- Ability to work effectively under pressure.
- Self-starter with a positive “can do” attitude.
- Results driven and pragmatic.
- Manages own time successfully, prioritizes effectively and meets tight deadlines.
- Takes ownership and responsibility for quality.
- Proven project management experience.

Qualifications

- Microsoft Certified IT Professional (MCITP) with SQL Server or/and
- A Bachelor's Degree or equivalent professional qualification in Database Administration or Information Technology.

Work Experience

- A minimum 3 years of professional work experience in the field of Database Administration using MSSQL Server.
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