

TERMS OF REFERENCE

Post: Database Administrator
Department: Information Technology
Division: Operations Division

Reporting Relationships

The Database Administrator (DBA) will report to the IT Manager. He/she is also expected to work closely with the Software Development Department, and in general, with other departments of the division.

Overall Responsibilities

The DBA will administer and maintain all databases of MPAO, Koshaaru system and other applications of MPAO.

Scope of work

- Ensure all databases are backed up in a way that meets the business's Recovery Point Objectives (RPO)
- Test backups to ensure to meet the business' Recovery Time Objectives (RTO)
- Troubleshoot SQL Server service outages as they occur, including after-hours and weekends
- Configure SQL Server monitoring utilities to minimize false alarms
- Install and configure new SQL Servers
- Deploy database change scripts provided by third party vendors
- When performance issues arise, determine the most effective way to increase performance, server configuration changes, or index/query changes
- Finding DMV queries to answer questions about server-level performance
- Using free tools like sp_Blitz® and sp_WhoIsActive to diagnose server reliability and performance issues
- Maintains quality service by establishing and enforcing organization standards
- Contributes to team effort by accomplishing related results as needed
- writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- Write stored procedures and functions in Microsoft SQL Server 2008 or above versions
- Ensure integrity of all databases
- Controlling database and MPAO Pension Management system (KOSHAARU) Interface access permissions and privileges
- Establishing the needs of users and monitoring user access and security;

- Further refining the physical design to meet system storage requirements
- Installing and testing new versions of the DBMS
- Perform daily KOSHAARU operation tasks
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security
- Providing technical support and assistance to MPAO staff.
- Assisting in official events and functions organised by other departments of MPAO.
- Any other relevant tasks assigned by the IT Manager or the MPAO management.

Qualification and Experience

- A Bachelor's Degree in Information Technology with specialization in Database Administration, with minimum 3 years of professional work experience in managing Microsoft SQL Server 2008 or above versions in enterprise level.

OR

A Diploma in Information Technology, with minimum 5 years of professional work experience in managing Microsoft SQL Server 2008 or above versions in enterprise level.

- A professional certificate or proven experience in Microsoft SQL Server 2008 or above versions management.

Date: 22 February 17