TERMS OF REFERENCE

1. Introduction:

Post: Database Administrator

Post type: Permanent

(Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)

Department: Data Services

2. Reporting Relationships:

The Database Administrator (DBA) will report to the Manager, Data Services. He/she is also expected to work closely with the Software Engineering Department and other departments of the Division.

3. Overall Responsibilities:

The DBA will design, develop, administer and maintain all databases of the Pension Office and will ensure integrity, availability and confidentiality of all data.

4. Scope of Work:

- Supporting database design, creation, replication and testing activities.
- Managing Database Objects (Tables, Views, Stored Procedures, etc.).
- Managing users and security.
- Backing up the database and performing recovery operations when necessary.
- Monitoring the state of the instance and taking preventive or corrective action as required.
- Monitoring and tuning database performance.
- Maintaining quality service by establishing and enforcing organization standards and best practices.
- Develop and evaluate database infrastructure performance criteria and measurement methods.
- Writing and optimizing SQL statements.
- Developing and managing event schedulers.
- Review error logs related to database services.
- Review configuration and align with RTO and RPO requirements.
- Review configuration and alignment with organization's HA and DR requirements.
- Ensure integrity of all databases.
- Review standard database maintenance jobs such as index defragmentation and statistics updates.
- Troubleshoot database service outages as they occur, including after-hours and weekends.

- When performance issues arise, determine the most effective way to increase performance, server configuration changes, or index/query changes.
- Assist in developing data pipelines.
- Providing technical support and assistance.
- Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata).
- Any other relevant tasks assigned by the Chief Technology Officer (CTO) or the Pension Office management.

5. Qualification and Experience:

A Bachelor's Degree in Information Technology with specialization in Database Administration, with minimum 3 years of proven professional work experience in managing RDBMS and strong proficiency in MSSQL, MySQL or Google Cloud SQL database.

OR

A Diploma in Information Technology, with minimum 5 years of proven professional work experience in managing RDBMS and strong proficiency in MSSQL, MySQL or Google Cloud SQL database.

OR

A professional certificate related to RDBMS with 5 years of proven professional work experience in managing RDBMS and strong proficiency in MSSQL, MySQL or Google Cloud SQL database.

6. Desired Skills & Competencies:

- Database administration in a cloud environment.
- Experience with Big Data concepts and technologies, especially using AWS or GCP.
- Experience working in Cloud, Agile, CI/CD, DevOps environments.
- Experience writing and executing stress tests on databases and services.
- Experience in troubleshooting and resolving database problems.
- Good knowledge of indexes and index management.
- Familiarity with database monitoring tools.
- Experience with cloud database technologies.