



ALTIMA AFRICA

Consulting | Training | Recruitment

JOB TITLE DATABASE ADMINISTRATOR

REFERENCE DA_2013

ADVERT DETAILS

Recruiter: Altima Africa Ltd
Contract Permanent
Location: Nairobi
Category: Experienced

Updated on: 01-03-2013
Available: ASAP
Offer: Neg

PROFILE INTRODUCTION

Our Client, a leading services provider in the Kenya Capital Markets seeks to recruit a **Database Administrator** responsible for administration and maintenance of the firm's data and database systems as the custodian of the corporate data.

The Database Administrator will report to the Head of Information Communication and Technology.

MINIMUM REQUIREMENTS

- A Bachelor's degree in ICT.
- At least 7 years experience in a similar role, 2-3 years of which should have been in a supervisory capacity.
- Possession of relevant ICT professional certification.
- Excellent knowledge of PC/LAN operating systems, i.e. (Microsoft Windows and Unix).
- Experience in Database Administration, Database Tuning, Database Management, Database Security and RDBMS.
- Good working knowledge of, and confidence administering on Solaris/Linux platforms.
- Experience of Unix Scripting.

JOB SPECIFICATION- DATABASE ADMINISTRATOR

General Management

- Provide support in the design and implementation of department policies, goals, objectives, and procedures

- Coordinate section activities

Management of Business Systems

- Define and maintain data structures in the firm's databases.
- Ensure proper database services such as data storage and data warehousing are maintained and functioning effectively.
- Manage database performance and capacity, regularly performing optimization and tuning the database; and notification of relevant stakeholders should any issues arise.
- Specify and change physical data definition.
- Participate in the development of a comprehensive database design.
- Implement data and database designs in accordance with stipulated policies.
- Design and implements algorithms for database access.
- Work with the delivery teams to access requirements for data access.
- Define data backup and recovery requirements.
- Perform and manage backup and recovery.
- Determine and control access to data. Identify, authenticate and properly authorize all data users.
- Manage any change requests. Receive relevant requests and allocate resources, analyze and document user requirements, develop and test solution and document changes.
- Implement security standards to ensure confidentiality, availability and integrity of data.
- Respond swiftly to downtimes, disasters and other problems.
- Analyze trends in data usage and propose effective solutions to prevent system and server overloads.
- Monitor database resource utilization and propose solutions to management that will enhance efficiency.
- Prepare required reports and performance statistics.

ICT Procurement

- Monitor and track performance of the services provided by the unit and third party providers and address any under-performance that may result in failure to achieve the SLAs with the delivery teams. This includes the creation and monitoring of resolution action plans.

Disaster Recovery

- Participate in design and implementation of the firm's Business Continuity Plan (BCP) and Disaster Recovery Plans (DRP) and provide support in the technical sourcing, construction and implementation of the plans.
- Ensure compliance to all internal ICT and business policies and procedures, and with external laws and regulations.

ICT Projects

- Provide support in developing, tracking and revising ICT related projects.
- Work with various project teams to provide sound advice on database requirements for all applications being implemented.

ICT Support

- Provide timely end user support including addressing change requests, amendments, deletions and additions, queries etc.
- Provide required technical support.

Staff Management

- Lead, supervise and appraise staff in the unit.

COMPETENCIES

- Thorough knowledge of database management systems technologies.
- Good understanding of the firm's core database applications.
- Solid understanding of data and database security issues and remedies
- Good time management, communication and interpersonal skills.
- Strong analytical and problem solving capabilities.
- Strong planning and organizational skills.
- Demonstrated ability to build, lead and motivate effective and cohesive teams.

HOW TO APPLY

- If you are qualified and up to the challenge visit www.altimafrica.com/careers.php and apply online by **5pm, 14th March 2013**.
- Please note that only shortlisted candidates will be contacted.