

JOB DESCRIPTION



Job Title: Database Administrator

Reports To: Manager, Information Communications and Technology

Job Overview

The **Database Administrator** will be required to assist the Manager, Information Communications and Technology in developing and implementing a data management strategy for information storage, sharing, analysis and publishing. He/she will be responsible for the installation, configuration, upgrade, administration, monitoring and maintenance of physical databases and the efficient and effective analysis of textual, numerical and audio visual information at NEDCO.

Responsibilities and Duties

- Recommends and assists with the implementation of strategies of data management, within established Information Architecture, that supports NEDCO's business model.
- Liaise with Business Managers and the Manager, Information Communications and Technology to establish ICT related business requirements at the Branches and identify, propose, initiate and lead ICT improvement programmes.
- Conduct database configuration including installations and upgrades.
- Configure software and test platform-specific versions of one or more software products as directed by the Manager, Information Communications and Technology.
- Test software – including SharePoint, Microsoft Dynamics CRM and the loan management system - using supplied test procedures and diagnostic tools.
- Apply data analysis and data modeling techniques to establish, modify or maintain a data structure and its associated components (entity descriptions, relationship descriptions, attribute definitions).
- Investigate corporate data requirements, and apply data analysis, data modeling and quality assurance techniques, to make recommendations on, modification or maintenance of data structures and their associated components.
- Manipulate and analyze numerical and text data to discover and quantify information patterns that satisfy various user needs.
- Assess issues (such as “Islands of Information”) which might prevent NEDCO from making maximum use of its information assets.
- Investigate and recommend modification of existing software process improvement approaches and/or develop new approaches to achieving improvement.
- Assist ICT Assistant in handling difficult or complex problems, and in investigating escalated complaints, disputes or queries.

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Qualifications & Experience

- A degree in Management Information Systems or Information Technology
- At least three (3) years in a similar position
- Certification is highly desired - including but not limited to MCSA, MCSE, MCSM.
- A thorough knowledge of the latest techniques and software developments used for systems planning, development and operation.
- Experience with Microsoft SQL Server 2008, 2012 and 2013
- Understanding of Structured Query Language (SQL)
- Knowledge of relational database management systems (RDBMS), object oriented database management systems (OODBMS) and XML database management systems.
- Experience with database software/web applications and Java Scripting
- Ability to work quickly under pressure and to deadlines
- Ability to work well in a fast-paced environment where technology is constantly changing
- Familiarity with operating systems, language processors, utility programs and system control files.
- Data management experience will be a distinct advantage.
- An equivalent combination of education, training and experience in database administration.

Competencies

- Advanced proficiency in relevant hardware and software applications.
- Strong analytical and organisational skills
- Eye for accuracy and detail
- Complex problem solving
- Customer service
- Systems analysis and evaluation
- Advanced written and spoken communication skills.
- Advanced interpersonal relationship building and employee coaching skills

This document is intended to reflect only the main details considered necessary to describe the principal functions of your job and should not be construed as a detailed description of all work requirements that may be inherent in the position.