

# 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 audiovisual 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 modelling 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 modelling and quality assurance techniques, to make recommendations on, modification or maintenance of data structures and their associated components.
- Manipulate and analyse 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.

# JOB DESCRIPTION



## 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 organizational 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

### **Submit your applications to:**

*Human Resource & Administration Manager, NEDCO Head Centre,  
#38 New Street, Port-of-Spain*

Or via email to ***contactus@nedco.gov.tt***

All applications must be submitted on the Employment Application Form and should include the name of the position in the subject line of the email/cover letter and be submitted by no later than **January 13, 2019**.