



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Database Administrator	DEPARTMENT: IT - ZABSOLUTIONS
POSITION REPORTS TO: Manager ZABSOLUTIONS	
POSITION IS REPORTED BY: N/A	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Ensuring the full and differential backups on daily and weekly basis2. Sustaining the security and integrity of data3. Monitoring database efficiency4. Assisting in database design5. Updating and amending existing databases6. Creating complex query definitions that allow data to be extracted7. Training colleagues in how to input and extract data	
PERSON SPECIFICATION	
<p>(1) Academic Qualification Required BS degree in Computer Science or equivalent or having relevant certification or diploma courses.</p> <p>(2) Specific Job-related Skills Required</p> <ol style="list-style-type: none">1. Analytical Skills2. Communication Skills3. Interpersonal Skills4. Counseling Skills5. Computer Skills6. Problem-solving & Decision Making Skills7. Good hand on SQL Server, Mirroring, Replication, Clustering, SQL <p>(3) Specific Job-related Traits & Behaviors Required</p> <ol style="list-style-type: none">1. Attendance & Punctuality2. Initiative taking3. Intelligence and mental alertness4. Cooperativeness5. Policy and Procedure Compliance6. Ability to Plan, Organize and Supervise Work7. Discipline <p>(4) Experience Required At least 2 years of experience in the relevant field.</p>	