



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	% of Total Work-load
<ol style="list-style-type: none"> 1. Ensuring the full and differential backups on daily and weekly basis 2. Sustaining the security and integrity of data 3. Monitoring database efficiency 4. Assisting in database design 5. Updating and amending existing databases 6. Creating complex query definitions that allow data to be extracted 7. 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 Skills 2. Communication Skills 3. Interpersonal Skills 4. Counseling Skills 5. Computer Skills 6. Problem-solving & Decision Making Skills 7. 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 & Punctuality 2. Initiative taking 3. Intelligence and mental alertness 4. Cooperativeness 5. Policy and Procedure Compliance 6. Ability to Plan, Organize and Supervise Work 7. Discipline <p>(4) Experience Required At least 2 years of experience in the relevant field.</p>	

(Signatures of the Employee)

(Signatures of the HoD)

(Head of Human Resources)