

Join Our Team



DATABASE ADMINISTRATION OFFICER

REPORTS TO: DATABASE ADMINISTRATOR

JOB SUMMARY

Coordinate the changes to computer databases, and servers, and implement security measures to safeguard computer databases, design and develop system reports.

MAJOR DUTIES & RESPONSIBILITIES

- Establish the needs of core banking system database users and other bank databases users.
- Testing of new database implementations / patches for both Core Banking data base Systems and other storage systems.
- Maintaining data standards according to existing bank policy and procedures to ensure the integrity and security of different databases.
- Ensure the high-level security to the data base systems and audit the necessary information and controls are in place.
- Generate and ensure that storage, archiving, backup and recovery procedures for all bank databases are functioning correctly.
- Design, develop and review system reports in line with the Departmental and Bank Policies and Business needs.
- Co-ordinate the Implementation of system upgrades, review and update software user guide and technical manuals with the changes or updates in the programs or systems in line with Departmental policies and Service Level Agreement (SLA).

- Design and maintain processes and flowcharts related data bases interconnection and the data flow representation.

MINIMUM EDUCATION QUALIFICATION

- B.Sc. in Computer Science, Bachelor of Information Technology or related disciplines

WORK EXPERIENCE

Minimum of 2 years demonstrated experience in database management and in handling MIS function.

KEY REQUIRED COMPETENCIES & SKILLS

- Analytical Skills/ Problem solving
- Good knowledge of database management tools
- Ability to interpret System errors and failure messages
- System investigation Tool
- Software upgrade procedures

To apply, send your application to;
recruit@orient-bank.com

Closing Date;
Friday, 24th September, 2021 at 5:00PM

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