



JOB ADVERTISEMENT

POSITION: - DATABASE ADMINISTRATOR

Reporting to the Information Technology Manager, the Database Administrator will be responsible for the performance, integrity and the security of the company's database

RESPONSIBILITIES

- Ensure General performance, integrity and security of the Core banking system database and any other database as may be assigned
- Undertake in house database design, development and maintenance by Identifying database requirements through interviewing System Users; analyzing department applications, programming, and operations; evaluating existing systems and designing proposed systems.
- Systems support and maintenance by installing revised or new versions of the Sacco system and also installation of new software to the machines.
- Ensure high levels of performance, availability, sustainability, monitor systems health and security
- Configure and maintain database servers and processes.
- Control and monitor user access to the database.
- Conduct user training and provide information on revised and new applications.
- Supporting system users and troubleshooting issues raised,
- Automate regular processes, resolve support issues raised, track and document changes.
- Writing reports, documentation and operating manuals.
- Work together with system vendor and other technical staff and partners in the development and maintenance of existing and new software's and applications.
- Assisting in Network Administration as may be assigned.
- Maintain quality service by establishing and enforcing organizational standards and ensuring implementation of regulatory and industry requirements and standards.
- Conduct, record and store periodic backups of the core banking system database as well as random test backups
- Develop and implement a contingency plan to ensure business continuity in case of disaster.

- Setting up of work stations in terms of networks, power and system access for new machines and other hardware.
- Opening of accounts: sometimes assisting potential clients in describing the services offered by the Sacco assist them in opening accounts and document their details in the system.
- Assisting in the general operations department as may be assigned.
- Any other duty that maybe assigned.

JOB QUALIFICATION AND PERSON SPECIFICATION

Qualifications

- Degree in computer science/ Information Technology.
- Oracle certification, MySQL or Microsoft SQL server database certification will be an added advantage.
- Experience in Microsoft Navision will be an added advantage.
- At least two (2) years' work experience in the same field.

Person Specification

- Strong analytical Skills
- Good-decision making skills
- Excellent interpersonal Skills
- Excellent Communication Skills
- Integrity
- Detail oriented
- Knowledge in KYC/AML Procedures.

Kindly indicate your current salary as well as your expected salary. Also indicate the position applied for as the subject line.

- **NOTE:** All successful candidates will be required to produce a HELB clearance certificate, a good conduct certificate, a tax compliance certificate as well as a clearance certificate from the CRB- Credit Reference Bureau
- IF YOU ARE INTERESTED AND MEET THE ABOVE QUALIFICATIONS, KINDLY SEND YOUR CV AND APPLICATION LETTER TO careers@dimkessacco.co.ke BY **15TH MAY 2020**

