JOB DESCRIPTION
Database Administrator (DBA)

ROLE SUMMARY:

- The post holder will be responsible for the performance, integrity, and security of the university's databases. The role also includes involvement in the planning and development of the database, as well as troubleshooting any issues on behalf of users. The ideal candidate will ensure that data remains consistent across the database, is clearly defined, accessible as needed, and recoverable in the event of failure.

EDUCATION AND EXPERIENCE:

- Bachelor's or master's degree in Computer Science, Information Systems, or a related field.
- 3+ years of proven experience as a Database Administrator or in a related role.
- Hands-on experience with database platforms such as Oracle, Microsoft SQL Server, MySQL, or PostgreSQL.
- Experience in database design, installation, configuration, upgrading, and patching.
- Proficiency in SQL and experience with scripting languages (e.g., Shell, Python, PowerShell).
- Familiarity with database performance tuning and optimization (PTO).
- Understanding of data backup, recovery, security, and integrity practices.
- Knowledge of high availability (HA) and disaster recovery (DR) options.
- Experience with database monitoring tools and automation frameworks.
- Experience managing cloud-based databases and services such as AWS RDS, Azure SQL Database, or Google Cloud SQL
- Excellent problem-solving, organizational, and analytical skills.

ACCOUNTABLE TO:

- Head, Information Systems

DEPARTMENT HEAD:

- Director, Information Technology and Cyber Security Center

1 MAIN RESPONSIBILITIES:

1.1 Install, configure, and maintain the university's database systems to ensure their stability, reliability, and performance.

1.2 Monitor database performance and implement changes to improve speed and efficiency.

1.3 Perform regular tests and evaluations to ensure data security, privacy, and integrity.

1.4 Develop, implement, and maintain database backup and recovery strategies.

1.5 Troubleshoot database issues and provide timely solutions to users and other IT team members.

1.6 Plan and coordinate data migrations, conversions, and database upgrades.

1.7 Collaborate with software developers and system administrators to design and support application-related database requirements.

1.8 Create and maintain documentation related to database configuration, procedures, and security policies.

1.9 Ensure compliance with university policies, legal, and regulatory requirements related to data storage and usage.

1.10 Stay updated with the latest database management technologies, industry trends, and best practices.

1.11 Participate in the development and enforcement of standards and procedures for database administration.

1.12 Manage and maintain cloud-based database solutions (e.g., AWS RDS, Azure SQL, Google Cloud SQL).

1.13 Ensure secure and optimized connectivity between on-premises and cloud databases.

1.14 Monitor and manage costs associated with cloud database usage.

1.15 Collaborate with cloud architects and DevOps teams to support database deployments in cloud environments.

1.16 Implement cloud-native features such as automated backups, high availability, and scaling.

1.17 Evaluate and recommend cloud database technologies to support evolving institutional needs.

2 STAFF DEVELOPMENT

2.1 Act as a role model by presenting a positive and dynamic image.

2.2 Participate in relevant in-service education and induction programs.

2.3 Actively participate in Staff Development and Performance Review.

3 CONFIDENTIALITY

3.1 Ensure that confidentiality is maintained at all times in conjunction with the organizations confidentiality policy.