



Serving You - Serving the Nation
Re Sebeletsa Uena – Re Sebeletsa Sechaba

JOB PROFILE

1. JOB DESCRIPTION

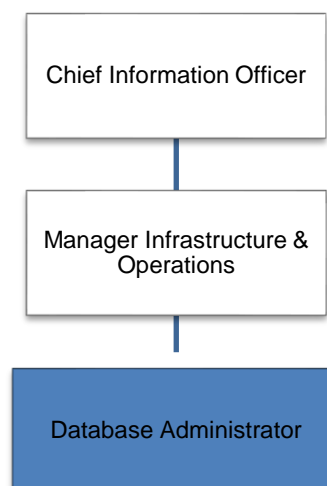
Job Title:	Database Administrator
Work Location:	LRA Head Office
Division:	Operations Support
Paterson Grade: C3	Last reviewed: May 2019

2. JOB PURPOSE

To maintain and support LRA databases in order to ensure availability, optimum performance, security and data integrity at all times.

3. ORGANISATIONAL STRUCTURE

Organizational structure showing the position with two (2) levels above.



4. KEY RESPONSIBILITIES	
Key Performance Areas	Duties and Responsibilities:
Database Installation	<ul style="list-style-type: none"> ➤ Design and install new databases to ensure optimal performance, data access and data integrity ➤ Contribute to the design of enterprise-wide data and information architecture models ➤ Install and test new versions of the database management system (DBMS) ➤ Upgrade database software and apply patches in order to ensure a secure and up to date data environment that continuously meets user requirements
Database Maintenance and Support	<ul style="list-style-type: none"> ➤ Monitor performance and manage parameters in order to provide fast responses to front-end users ➤ Resolve database access problems within agreed service levels ➤ Develop, manage and test back-up and recovery plans to enable recovery of lost data ➤ Monitor and forecast database capacity in order to plan for current and future growth ➤ Test storage and archiving procedures to ensure that they are functioning correctly
Policies, Systems and Controls	<ul style="list-style-type: none"> ➤ Develop and implement data backup recovery procedures and test scripts in line with the disaster recovery strategy. ➤ Apply database access controls in order to ensure security of data ➤ Developing and implementing audits trails of database - activity ➤ Provide advisory service to all other IT Operations staff and customers ➤ Develop database documentation, including data standards, procedures and definitions for the data dictionary (metadata)

	➤ Develop and implement data quality controls for all production systems and databases
Reporting	➤ Provide monthly and quarterly reports on implementation of initiatives for accountability and performance monitoring

5. Work Conditions

- Work in cold data centers
- Extended hours
- Meetings/Workshops
- Work in remote areas

6. JOB SPECIFICATIONS

1. Education *(Minimum education level requirements)*

Qualifications	<ul style="list-style-type: none">Degree in Computer Science/ Information Systems/Information Technology or related field plus Oracle Certification, Microsoft Certification and ITIL Foundation
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2. Experience *(minimum necessary experience required)*

Bachelor's Degree	5 years' experience in Database Administration especially in Oracle.
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3. Training *(essential training necessary in addition to the above experience to perform the job)*

<ul style="list-style-type: none">Service ExcellenceITIL FoundationInformation SecurityIT Systems and ApplicationsMicrosoftOracle
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4. Generic Competencies

<p>Team Player: willing to work in corporation with others to achieve a common goal</p> <p>Agility: dynamic and a possibility-oriented thinking</p> <p>Service Culture: prioritizing customer service in all business activities, decisions and everyday operations</p> <p>Communication: continuous exchange of knowledge, information and ideas in order to clarify, persuade, influence, engage and build trust</p> <p>Accountability: taking ownership; holding oneself accountable for delivery; leading in action to resolve issues, open to feedback and critique</p> <p>Change Agent: proactively identifying and driving change in their area; strong change manager</p> <p>Conflict Resolution: mediate and resolve issues within the team and other stakeholders</p>
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5. Professional Certification

Any relevant and recognized professional certification
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6. Core Competencies

Behavioural Competencies

- Collaborate across departments
- Problem solving
- Influencing others
- Verbal and written communication skills
- Decision making

Functional Competencies (Technical)

- ITIL Foundation
- IT Systems and Applications
- Advanced knowledge of Microsoft Office Suite;
- Oracle database skills
- Understanding of data normalization

7. Values

- **We care** – Showing concern for others
- **Responsive** – Reacting quickly and positively to solve client problems
- **Service First** - Serve timeously with a good attitude and empathy
- **Shared Ownership** – sense of ownership in LRA business