

TERMS OF REFERENCE

DATABASE ADMINISTRATOR

I. BACKGROUND

In line with the implementation of Information and Communication Technology (ICT) Projects for FY2017 under the approved Information Systems Strategic Plan (ISSP) FY2015-2017 of the Department, the Information Systems and Technology Management Service (ISTMS) recommends this Terms of Reference for the hiring of job order (Database Administrator) to support the department effort in terms of establishment and maintenance of its databases.

II. OBJECTIVES

- To facilitate effective and efficient management of the databases.
- To provide timely and instantaneous sharing of information between the operating units of the department.
- To improve the performance and security of the department's databases.

III. EDUCATION AND EXPERIENCE

1. Bachelor's Degree in Information Technology/Computer Science or equivalent
2. Must have at least one (1) year of experience related to the job

IV. SKILLS AND QUALIFICATIONS

- a. Ability to maintain large complex data sets.
- b. Ability to troubleshoot database software error and modifications to program, configure, manage and maintain the operation of complex relational databases.
- c. Able to effectively communicate technical data to non-technical colleagues
- d. Ability to multitask & prioritize under ever changing & challenging workloads.
- e. Ability to quickly understand complex problems and devise effective solutions.
- f. Knowledge of computer/network security systems, applications, and hardware.
- g. Knowledgeable in LINUX OS (RHEL / CENTOS 7)
- h. Knowledgeable in Relational Database Management System (RDBMS) preferably MySQL / MariaDB
- i. Knowledgeable in MySQL / MariaDB database replication
- j. Knowledgeable in Structured Query Language (SQL)
- k. Output-oriented

V. INTER PERSONAL SKILLS

1. Ability to cooperate and generate cooperation from colleagues and different kind of audiences
2. Open mindedness
3. Ability to accept criticisms
4. Ability to quickly adapt to new environment
5. Preferably with good communication and technical writing skills

VI. DUTIES AND RESPONSIBILITIES

- Comply with the Policy on Application Development and Data Administration of the Department;
- Implement Regional Database Back-up and Recovery Plan
- Responsible in the performance, availability, integrity and security of Regional database
- Regularly monitor, maintain and manage database backups and logs
- Install, maintain, upgrade and test database software.
- Compile, sort and double check data forms to make sure all the required data is present before consolidation;
- Responsible in enrolling, controlling and monitoring users access permissions and privileges to the database
- Perform data analysis and produce reports/statistics
- May provide 24 hour on-call support when required
- Works under supervision of the Regional Information Technology Officer (RITO)

VII. DELIVERABLES

- Monthly Accomplishment Report
- Backup copies of databases
- Database Build up Status Report
- Documentation on Access Permissions and Privileges
- Database Performance Report

VIII. PAYMENT SCHEDULE

The Contract of Service (Database Administrator will be paid a rate of THIRTY FIVE THOUSAND PESOS ONLY (PhP 35, 000.00) per month for a period of 6 months.