**Terms of Reference**

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| Designation:  | **Database Administrator** |

**Job purpose**

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| Maintain and ensure maximum uptime of the data center and the security and integrity of the Bank’s database & applications |

**Key responsibilities**

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| **Data Center & Data Recovery Center*** Integration of other IT systems for complete data synchronization including virtual systems, proprietary systems, and automation;
* Management of tools, IT policies and strategies to create and maintain a secure and efficient data center.
* Develop operational procedures to run data center operation in the mission critical environment;
* Adopt data center best practices and industry standards for day to day service operations to counter incident, problem, change, capacity and business continuity and disaster recovery management;
* Institute meetings and reviews with vendors to provide maintenance services to data center managed services;
* Design and implement short and long-term strategic plans to ensure data center capacity meet existing and future requirements;
* Conduct research and make recommendations on products, services, protocols, and standards in support of all data center procurement and development efforts;
* Participate in the development of IT strategies;
* Ensure data center operations on a very high standard and ensuring 99.99% availability, reliability and maintainability.
* Monitor all software and hardware products and ensure compliance to company IT policies and procedures dealing with data center
* Perform troubleshoot on data center, identify issues and assist in timely resolution of same;
* Optimize backup environment:
* Ensure frequent check and regular backups of critical data from the servers to prevent from data loss;
* Have onsite storing of one setup of backup for ready availability of restoration in the situation of data loss.
* Conduct health check of DC – DR environment at least once in a year.

**Database administration*** Monitor and track software versions, fixes, and vendor announcements;
* Monitor the performance of database on daily basis;
* Create and maintain all databases required for development, testing and production usage;
* Perform ongoing tuning of databases at least once a month;
* Plan and implement backup of the Oracle database;
* Implement and enforce security for all of the Oracle databases of the company;
* Ensure integrity of the database;
* Administer and monitor all database objects, including tables, clusters, indexes, views, sequences, packages and procedures;
* Maintain and update production documentation that accurately reflects any changes;
* Perform troubleshoot on data center, identify issues and assist in timely resolution of same;
* Troubleshoot problems with oracle database and applications;
* Define and specify user access levels;
* Define, plan, and implement backup/recovery strategies;
* Work closely with GSUPP in troubleshooting/tuning/maintenance of oracle database.
* Data restoration and testing quarterly.

**System administration*** Install, configure, and optimize operating systems;
* OS hardening
* Install, test, and document security patches;
* Develop, test, document, implement and enhance backup and recovery procedures;
* Develop, document, implement and enhance applications change-management procedures and activities;
* Manage and administer all system users;
* Maintain and document all system users for audit trail;
* Monitor all software & hardware products & ensure compliance to Data Center standards & systems;
* Installation and maintenance of all hardware and software;
* Arranging for repair of hardware during hardware failures;
* Create filesystem;
* Install operating system, necessary Finacle files and other related software;
* Ensuring user activity are in compliance with Bank’s IT policies and procedures;
* Administration and maintenance of all servers;
* Maintain software library and backup media library.

**Web administration*** Jboss administration & troubleshooting.
* Apache tomcat administration & troubleshooting.
* Oracle middleware web logic administration & troubleshooting.
* NBL, IB, web services & CAM.

**Server & Application monitoring tool*** Zabbix installation configuration & administration for server and applications.
* Opps center for sun servers & others.
* User defined shell scripts for applications, DB & servers.
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**Areas of contribution**

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| * Ensure that the database and the servers are up and running 24X7 take necessary precautions.
* Ensure, enforce and adhere to data center & IT security policies.
* Ensure the security and integrity of the data
* Ensure applications performance & availability monitored and raise alerts on time.
* Ensure replication/mirroring of data between DC/DR
* Data reports generation and customization as and when required
* Migration and configuration of application & system environment for at DR site on application & database front
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**Experience & knowledge required:**

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| Qualifications: MCAMinimum Qualification: * IT Graduate
* OEM Certification Operating system like:
* for Windows,
* Solaris 11,
* Linux
* OEM Certification for Servers and storage like:
* Software Clusters
* Tape backup and management
* Certified Data Centre Management Professional (CDCMP)
* ITIL certificate
* Oracle Certified Professional (OCP)
* OCP – Oracle database 12C
* OCE - Oracle high availability & grid management.
* MySQL administrator profession.

**Knowledge and skills:**Excellent customer service skills, attentiveness, information retention, tact and diplomacy in dealing with both customers and employees. Strong communication & organizational skills. Detail oriented and high degree of accuracy. Competence with computers. Experience: Should have worked in the relevant field for at least three to five years |

**Complexity & judgment**

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| Responsible for providing 99.9% uptime of the datacenter including power, server availability and database security. Responsible for information and reporting to the supervisor regarding any complexities and issues. |