**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. |

**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 |

**Experience & knowledge required:**

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| Qualifications: MCA  Minimum 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. |