Position Title: Database Administrator
Department: Information Communication & Technology (ICT)
Reports to: Head, Application & System, ICT Department

POSITION SUMMARY: Maintain and ensure maximum uptime of the data center and the security and integrity of the Bank's database & applications. 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.

Key Responsibilities
Data Center & Data Recovery Center
1. Integration of other IT systems for complete data synchronization including virtual systems, proprietary systems, and automation;
2. Management of tools, IT policies and strategies to create and maintain a secure and efficient data center.
3. Develop operational procedures to run data center operation in the mission critical environment;
4. 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;
5. Institute meetings and reviews with vendors to provide maintenance services to data center managed services;
6. Design and implement short and long-term strategic plans to ensure data center capacity meet existing and future requirements;
7. Conduct research and make recommendations on products, services, protocols, and standards in support of all data center procurement and development efforts;
8. Participate in the development of IT strategies;
9. Ensure data center operations on a very high standard and ensuring 99.99% availability, reliability and maintainability.
10. Monitor all software and hardware products and ensure compliance to company IT policies and procedures dealing with data center
11. Perform troubleshoot on data center, identify issues and assist in timely resolution of same;
12. Optimize backup environment:
13. Ensure frequent check and regular backups of critical data from the servers to prevent from data loss;
14. Have onsite storing of one setup of backup for ready availability of restoration in the situation of data loss.
15. Conduct health check of DC – DR environment at least once in a year.

Database administration
16. Monitor and track software versions, fixes, and vendor announcements;
17. Monitor the performance of database on daily basis;
18. Create and maintain all databases required for development, testing and production usage;
19. Perform ongoing tuning of databases at least once a month;
20. Plan and implement backup of the Oracle database;
21. Implement and enforce security for all of the Oracle databases of the company;

22. Ensure integrity of the database;
23. Administer and monitor all database objects, including tables, clusters, indexes, views, sequences, packages and procedures;
24. Maintain and update production documentation that accurately reflects any changes;
25. Perform troubleshoot on data center, identify issues and assist in timely resolution of same;
26. Troubleshoot problems with oracle database and applications;
27. Define and specify user access levels;
28. Define, plan, and implement backup/recovery strategies;
29. Work closely with GSUPP in troubleshooting/tuning/maintenance of oracle database.
30. Data restoration and testing quarterly.

System Administration
31. Install, configure, and optimize operating systems;
32. OS hardening
33. Install, test, and document security patches;
34. Develop, test, document, implement and enhance backup and recovery procedures;
35. Develop, document, implement and enhance applications change-management procedures and activities;
36. Manage and administer all system users;
37. Maintain and document all system users for audit trail;
38. Monitor all software & hardware products & ensure compliance to Data Center standards & systems;
39. Installation and maintenance of all hardware and software;
40. Arranging for repair of hardware during hardware failures;
41. Create filesystem;
42. Install operating system, necessary Finacle files and other related software;
43. Ensuring user activity are in compliance with Bank's IT policies and procedures;
44. Administration and maintenance of all servers;
45. Maintain software library and backup media library.

Web Administration
46. Jboss administration & troubleshooting.
47. Apache tomcat administration & troubleshooting.
48. Oracle middleware web logic administration & troubleshooting.
49. NBL, IB, web services & CAM.

Server & Application Monitoring Tool
50. Zabbix installation configuration & administration for server and applications.
51. Opps center for sun servers & others.
52. User defined shell scripts for applications, DB & servers.

Other Responsibilities
1. Promote image of the Bank by speaking, acting responsibly, and showing courtesy and positive attitude to others;
2. Contribute to enhancing customer satisfaction;
3. Carry out other task as and when instructed by the supervisor:

4. Observe code of conduct by maintaining confidentiality of information and punctuality at all times;
5. Declaration of conflict of interest wherever required;
6. Diligent use of office resources (Turning off the electrical appliances/equipment, close the water tap when not in use, etc.);
7. Maintaining proper and clean office decorum at all times;
8. Act as back up of other staff during their absence.