

MINISTRY OF EDUCATION, HERITAGE AND ARTS

ROLE DESCRIPTION: Senior Analyst Programmer / SQL Database Administrator

CORPORATE INFORMATION

1. Position Level: Band H
2. Salary Range: Steps 1-4 Only (\$34,760.31 - \$44,564.50)
3. Duty Station: Suva, limited travel to provinces and districts required.
4. Reporting Responsibilities:
 - a) **Reports To:** Principal Systems Analyst, Manager, ICT
 - b) **Liases with:** Programming team, clients, ITC.
 - c) **Subordinates:** Nil.

POSITION PURPOSE

This role will design, develop, configure, monitor, and maintain production databases and other relevant application systems while ensuring high levels of data availability.

KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties. Working with relevant staff, in accordance with Guidelines, policies and legislative requirements, and meeting the operational needs of the Ministry:

1. This position is also responsible for developing, implementing and ensuring that database policies, procedures and overall security, privileges and permission rights are implemented.
2. Manage, setup, configure, maintain, develop and support servers and databases in multiple environments, ensuring the integrity and availability of databases and their accompanying software;
3. Provide functions such as change control, backup and recovery, security (internal and external), problem resolution, tracking, database and application re-organization and upgrades while ensuring optimum performance;
4. Consult with system owners, developers and end users to define business requirements and system goals, design and run requested reports and queries, and identify and resolve business system issues;
5. Plan, design and develop new databases and enhancements to existing application databases where appropriate;
6. Plan Disaster Recovery for databases and applications;
7. Review and analyse the effectiveness and efficiency of existing systems and develop strategies for improving or further leveraging these systems; and
8. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resource activities where required.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Optimum performance of databases in live environments with minimum downtime;
2. Reporting completed within agreed timelines with clients;

3. Data security is maintained at all times, whilst allowing appropriate access; and
4. Disaster Recovery Plan defined, maintained and tested.

PERSON SPECIFICATION

In addition to a Bachelor's Degree in Information Technology/ Computer Science or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

Knowledge and Experience

1. At least 5 years' practical experience as an SQL database administrator;
2. Have proven working experience in data security and disaster recovery;
3. Solid knowledge of database application systems and operating environments and experience writing programs, scripts and procedures required to provide a reliable, secure, seamless and timely application work environment for users and developers;
4. Proven experience in working with users and system owners in formulating requirements, developing database system plans and documentation, and reviewing and evaluating existing systems to meet user's business needs; and
5. Knowledge and experience in database design, scripting, coding and deployment.

Skills and Abilities

1. Demonstrated ability to manage and support highly critical database systems in a high pressured environment
2. Demonstrated ability to maintain confidentiality of records;
3. Ability to work independently and effectively;
4. Capacity to multitask and work within a team;
5. Effective communication skills;
6. Ability to meet projects deadlines; and
7. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organisation.

Personal Character

All applicants for employment must be Fijian Citizens, under age 55, with personal character and background that demonstrate a commitment to the Public Service Values and Code of Conduct. Appointments offers will be subject to confirmation of a clear police record.

The Ministry is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.