**DATABASE ADMINISTRATOR - One (1) position available**

**Minimum Age Limit:** 25 years

**Basic purpose of position:**

1. To identify the needs of the Office, the design and implementation.
2. To store, maintain, organize and retrieve stored data along.
3. Data maintenance.

**Analysis of Position**

**Essential Duties and Responsibilities**

1. Conduct audit of Government Offices;
2. Develop standards and guidelines to guide the use and acquisition of software and to protect vulnerable information;
3. Manage connectivity with the Central Information Technology Office along with the Office’s local server;
4. Plan and implement security measures and safeguard information;
5. Safeguard computer files against accidental or unauthorized damage, disclosure or modification;
6. Specify user and user access levels for each segment of database;
7. Test programs or databases, correct errors and make necessary modifications;
8. Train users and answer questions;
9. Develop methods for integrating different products such as customizing local database to fit specific needs;
10. Any other duties that may be assigned from time to time.

**Qualifications Required:**

* Bachelor Degree in Information System, Information Technology, Management Information System, Computer Science or related field.
* Previous experience working as an Information Technology Officer or as a Management Information System Officer would be an asset.

**Competencies/Skills**

**Technical**

1. Programming Skills;
2. Analytical Skills;
3. Networking Basics;
4. Database Theory.

**Behavioral**

1. Time management;
2. Ability to work as a team player;
3. Critical thinking;
4. Good Public Relation.

**Work Provisions**

1. Adherence to Government’s Regulations;
2. Prepare to travel weekly and aboard;
3. Audit of Government Systems.

**Salary Payscale**

Payscale 19 of $33,960 x 1,404 - $60,636 per annum.