TERMS OF REFERENCE

Job holder name:	**Designation:** Database Administrator
Job grade: M4/M3	**Directly reports to:** Head, Data Center Operations

Job purpose {define the key aspects of the role briefly – why does the job exist?}

Database Administrator will be responsible for setting up of new database environment and maintain various database that are already exist in the Bank. This would also include monitoring of performance, integrity and security of a database.

Key responsibilities {define the key responsibilities of the job}

1. Install, monitor, maintain and troubleshoot Oracle and other RDBMS packages in production, development and test environments.
2. Install, monitor, maintain and troubleshoot databases and all database objects relating to CBS and other applications.
3. Implement and enforce security for all databases.
4. Tune the databases regularly for performance.
5. Back up, restoration and archiving of databases and database objects.
6. Ensure replication of databases and software to DR Site and ensure that they are in sync with DC.
7. Periodically switch operations between DC and DR Site.
8. Proactively monitor and recommend capacity augmentation and system upgrades.
9. Escalate and track issues with hardware, software and support vendors.
10. Maintain and update production documentation that accurately reflects any changes.
11. Any other task assigned by the supervisor and the management.

Areas of contribution {define the key areas of performance measurement}

To have the standard setup of database environment and ensure 100% availability and reliability of database in the Bank.

Authorities {define the key authorities implicit to the job **but not financial responsibilities**}

The position shall not have any decision making authority and shall execute day to day work in close consultation with the supervisor.

Qualification, Experience & knowledge required {define the experience & knowledge required to do the job}

Qualification and experience: As per announcement criteria. **Knowledge required:** Proficiency in the Oracle and mysql and familiarity with the main data manipulation languages and the principles of database design. **Skills required:** Problem solving and good analytical skills. Good written and oral communications, preferably in English and local language as well as ability to maintain inter-personal relationships and ability to understand and absorb new technologies and interest in continuous learning.

Complexity & judgment {define the job complexities & areas where judgments by job-holder are vital}

Impact of changes in system settings from business as well as performance aspects, determine need for customization of system functionalities and based on emerging business plans of the Bank, identify potential customizations/ enhancements requirements.

Decision-making {define the areas where the job-holder can exercise independent decision making}

Recommend tools required for the job role, design and recommend to the supervisor the most appropriate solution for implementation and use of various open software tools for improving efficiency.

Approvals {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Chief Information Officer		
Head, Human Resources		