



REGIONAL OFFICE NO. V



DATABASE ADMINISTRATOR



JOB ORDER
6 months
P35,000.00 monthly salary



TERMS OF REFERENCE

EDUCATION & EXPERIENCE

1. Bachelor's Degree in Information Technology/ Computer Science or equivalent
2. Must have at least one (1) year of experience related to the job

SKILLS & QUALIFICATIONS

- a. Ability to maintain large complex data sets
- b. Ability to troubleshoot database software error and modifications to program, configure, manage and maintain the operation of complex relational databases
- c. Able to effectively communicate technical data to non-technical colleagues
- d. Ability to multitask & prioritize under ever changing & challenging workloads
- e. Ability to quickly understand complex problems and devise effective solutions
- f. Knowledge of computer/ network security systems, applications, and hardware
- g. Knowledgeable in LINUX OS (RHEL / CENTOS 7)
- h. Knowledgeable in Relational Database Management System (RDBMS) preferably MySQL / MariaDB
- i. Knowledgeable in MySQL / MariaDB database replication
- j. Knowledgeable in Structured Query Language (SQL)
- k. Output-oriented

DUTIES AND RESPONSIBILITIES

- Comply with the Policy on Application Development and Data Administration of the Department
- Implement Regional Database Back-up and Recovery Plan
- Responsible in the performance, availability, integrity and security of Regional database
- Regularly monitor, maintain and manage database backups and logs
- Install, maintain, upgrade and test database software
- Compile, sort and double check data forms to make sure all the required data is present before consolidation
- Responsible in enrolling, controlling and monitoring users access permissions and privileges to the database
- Perform data analysis and produce reports/ statistics
- May provide 24 hour on-call support when required



Send your CV to :

region5personnel@gmail.com

Deadline of submission : Nov. 30, 2016

