

**Job Position: Manager Database**  
**Grade: AVP II / OG-1**  
**Department: Information Technology**

**Required Qualification & Experience:**

Graduate/ Postgraduate degree preferably in Computer Science or equivalent from an HEC-recognized university.

- 6-8 years of experience as a Manager Database or similar role
- 6-8 years of experience with SQL Server / Oracle Database Administration.
- Sense of ownership and pride in your performance and its impact on the company's success
- Critical thinking and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills
- Database certifications a plus

**Main Duties & Responsibilities:**

- Establishing and maintaining an effective Database System, including tuning, backup/recovery, security, administration, and maintenance.
- Performance testing and evaluation to ensure data security, privacy, and integrity. Identification of bottlenecks and deadlock issues.
- Ensure that all database environments are deployed, maintained, and managed via proactive monitoring of performance and capacity planning of RDBM.
- Handle common database procedures, such as upgrade, backup, recovery, and migration.
- Proactively manage and maintain security standards and controls.
- Performance and capacity monitoring aspects of the DB.
- Experience with High Availability (HA) and Disaster Recovery (DR) options for SQL Server.
- Create a reliable backup strategy. Ensure database backups and Recovery are appropriately executed.
- Creating new databases or upgrading existing databases.
- Perform maintenance on databases, check data accessibility, and troubleshoot problems with new systems as needed.
- Establish the needs of users and monitor user access and security
- Monitor performance and manage parameters in order to provide fast responses to front-end users
- commission and install new applications and customize existing applications in order to make them fit for purpose.
- manage the security and disaster recovery aspects of a database. develop, manage and test backup and recovery plans
- On-call support to maintain 7x24 coverage of the database environment.
- Maintain best practices for managing systems and services on Linux Servers.
- Manage, coordinate, and implement software upgrades, patches, and fixes on Linux servers.
- Bash Scripting, Cron jobs and modify scripts or applications.

- Provide input on ways to improve the stability, security, efficiency, and scalability of the Linux environment.
- Install and maintain databases Installed on a Linux server.
- Apply Patches and Upgrades as necessary.
- Fault finding, analysis and supporting day-today administration functions including user account management on Linux/Unix Environment
- Implement Security Monitoring and audit to identify any possible security intrusions or breaches.

Any other task assigned by the Line Manager/ Management is to be performed to the best of his/her capability.”