



HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION – Assistant Database Administrator - ICT

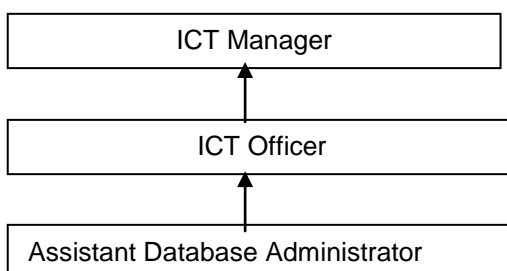
To be completed comprehensively by the job holder and the Supervisor and forwarded to the HR Department for filing after signing.

1	IDENTIFICATION (full name and staff number, date of employment) Name: Staff No. Date of employment:	
1.1	JOB TITLE JOB GRADE REPORTING TO	Assistant Database Administrator
1.2	DEPARTMENT/PROGRAM/PROJECT	ICT Department
1.3	PHYSICAL LOCATION	Nairobi

2 MAIN PURPOSE OF JOB: Database Administration

To assist in providing efficient and effective support for all databases hosted in the organisation.

3 REPORTING RELATIONSHIPS (Supervisor and Reportees – draw organogram)



4.1. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER (IF ANY) (NOT THEIR NAMES BUT THEIR TITLES)	REPORTING DIRECTLY
None	None

4.2 OTHER RESOURCES UNDER YOUR RESPONSIBILITY (EQUIPMENT AND ASSETS) (E.G. FILES COMPUTERS, PRINTERS, SAFE, MODEM, VEHICLE ETC)

LAPTOP COMPUTER
OFFICE FURNITURE – TABLES, CHAIRS, FILING CABINETS
SERVERS
ICT EQUIPMENT AND TOOLS
FILES

5 PRINCIPAL RESPONSIBILITIES (list all your areas of responsibilities and write down the activities involved in each key area, should be comprehensive and exhaustive)

KEY AREA	ACTIVITIES	EXTENT OF DISCRETION (full, partial or none)
Maintenance	Maintain existing databases and giving appropriate recommendation for improvement.	Partial
Analysing	Analyse user requirements and translate these into	Partial

	database application.	
Capacity Building	Provide specialised staff training on databases applications through drafting training manuals and conducting training session	Partial
Development of ICT Systems	Participate in the development, installation and management of ICT system.	Partial
	Troubleshoot and develop database management programs.	Partial
Helpdesk Support	Provide help desk assistance to all staff on standard software	Partial
Systems Upgrades	Perform database system and application upgrades including testing and applying of patches.	Partial
Audits and Backups	Perform, maintain, secure database backups, maintain backup audits and safeguard backup tapes.	Partial
Reports	Assist in preparing various ICT reports on a monthly basis.	Partial

6 ANY OTHER TASKS

(E.g. sitting in various committees)

7 REQUIRED QUALIFICATIONS

7.1 Education (academic and professional as per AMREF Policy)

- Degree in Computer Science or Information Systems or its equivalent.
- MCSD or any relevant Certificate in Database applications is an added advantage.

7.2 Experience (number of years as per AMREF Policy) 3 Years

- At least three (3) years of relevant work experience in management and implementation of databases.
- Must have relevant work experience with Microsoft SQL server visual studio. Net programming (VB, ASP, ASP.NET, C#) and/or familiarity with the main data manipulation languages and the principles of database design including database security concept.
- Proficient Microsoft IIS, Windows Server and Microsoft Exchange.
- Development of web and mobile based applications.

7.3 Skills

- Good ICT technical skills for development of new or upgrading of existing systems.
- Good capacity building skills
- Good oral and written communication skills
- Negotiation skills
- Presentation skills
- Good interpersonal skills

7.4 Competences

- High level of integrity and honesty
- Detailed oriented
- Team player
- Flexible
- Ability to work under minimal supervision
- Ability to work long hours

8 ENVIRONMENTAL CONDITIONS

8.1 Corporate Policies, Systems, Procedures and Methods

- Thorough understanding of all AMREF's Policies and Procedures - HR, Finance, Procurement, Transport, Per Diem, Communications, Asset and Disposal, ICT, etc.

8.2 Work Environment

Normal office environment.

8.3 Hours of Work

37.5 hours per week, Monday to Friday with official working hours from 8.00am to 4.30pm with one (1) hour lunch break from 1pm to 2pm.

9 ACKNOWLEDGEMENT AND APPROVAL

We have carefully reviewed this Job Description and we are both satisfied that it fully and accurately describes the requirements of the position.

Immediate Supervisor

Name: TBA

Signature:

Date:

Job Holder

I have read this document and agree to undertake the duties and responsibilities as listed above. I also acknowledge that this description of tasks is only indicative and that it is my responsibility to be an active and supportive member of the team. Therefore, I may be required to undertake additional duties and responsibilities from time to time that are not detailed herein.

However, if the new tasks constitute a substantial change of the duties and responsibilities listed above, the supervisor and the job holder can at any time request renegotiation of the job description (for changes to be considered substantial, they should amount to at least 15% of the total working hours).

Name: TBA

Signature:

Date:

HR Department

APPROVED and FILED in staff file

Name, Signature and date