

Term of Reference of Database Specialist

TERMS OF REFERENCE	
Program	Core Banking selection and implementation
Expertise	Database Administration
Nature of Contract	Continuous
Duration of Contract	12 Months
<p>The Database Specialist (DBS) administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of Rastriya Banijya Bank's Core banking databases. Implements changes to production database objects and data as well as adhere to required best practices change management procedures. This person resolves Oracle/MS SQL Server database performance issues, database capacity issues, replication, Disaster Recovery, and other database issues. This person must be an experienced self-starter looking for ways to make improvements that will increase efficiency and maintainability of the database management systems to support a tightly integrated team of developers, system analysts, project managers and system owners. Given the unique nature of this team, this position presents a unique opportunity to participate in and contribute towards the data analytical functions pertaining to project work and support including data modelling and design.</p> <p>This position is located in Rastriya Banijya Bank limited, Central Office, Singhadurbar Plaza, and will support Retail Technology within the Core Banking and Bank Operations domains.</p> <p>As a Database Specialist, s/he has to work in close collaboration with Datacenter Unit of the bank, and Project Management Unit (PMU) head and reporting to PMU Head and the Chief Executive Officer (CEO) of RBBL. The Database Specialist will be responsible for the following:</p> <p>Job Description</p> <ul style="list-style-type: none"> • Administer Oracle/MS-SQL Server databases in Linux, AIX, and Windows environments • Administer PostgreSQL databases in Linux/Windows environment • Ability to work effectively under pressure, meet deadlines and adjust to changing priorities • Monitor database performance, space usage and availability • Monitor database backup and export jobs to ensure proper recovery avenues are in place • Assist with application upgrade or maintenance projects as needed • Participate in monthly DR testing activities • Monitor Oracle/MS-SQL Server replication environment and resolve issues • Monitor database account usage • Ensure compliance with established IT controls and audit requirements • Perform a variety of tasks and have a proven ability to work with minimal supervision • Assist with desktop client software installs and connection issues as needed • With Application support staff, assist with troubleshooting End-of-Day process issues 	

- Refresh test databases with clones of production when requested
- Participate in all upgrades and changes to Energy Trade and Risk Management applications
- Perform data analysis and reporting
- Maintain documentation
- Ensure all changes have appropriate approvals and follow Renewables change management policies

Qualification and Experience

- Bachelor's degree in computer science, information systems, business, or an equivalent combination of education and experience
- 10+ years of Oracle/MS-SQL DBA experience
- 5+ years of PostgreSQL experience
- 5+ years of Linux/UNIX/Windows Server experience
- Strong customer service attitude and ability to juggle multiple priorities
- Strong written and verbal communication skills with the ability to effectively communicate with both business and technical personnel
- Self-starter able to perform a variety of tasks and has a proven ability to work with minimal supervision, as well as in a team environment
- Occasional weekend and after-hours work
- Back-end (tier 3), on-call support for emergencies
- Basic knowledge of shell scripting

Additional Qualification and Experience

- Self-motivated with a desire to stay abreast of latest technologies
- Willingness to perform non dba functions such as data analysis and project work
- Experience with Oracle/MS-SQL Server BI, Weblogic
- Experience with Oracle/MS-SQL Server Replication
- Experience with working in IT for a bank and Financial institutions.
- Experience with large databases

Support to PMU

1. Assist PMU to prepare project progress report.
2. Undertake any other tasks requested by the CEO of RBBL