



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:

Database Administrator

ROLE AND FUNCTIONS OF JOB:

Under the general direction of the Information Systems Manager, the Database Administrator has responsibility for ensuring that all information technology systems in the National Health Fund are operational. To achieve this, the incumbent shall:

- Participate in the development and implementation of the overall database strategy for the National Health Fund
- Manage and maintain the National Health Fund database of providers and beneficiaries
- Ensure the transmission of data from the Transaction Processor to the National Health Fund database on a regular basis
- Implement database security procedures to ensure the integrity of the system

CORE DUTIES & RESPONSIBILITIES:

- Conduct end-user training on use of databases as required.
- Generate reports requested by users, managers and department heads
- Prepare reports on the operating performance of the Data Processing Branch, for submission to the Information Systems Manager.
- Determine and develop security standards for the NHF database.
- Promote and recommend appropriate database software for new application systems
- Assist in evaluating and implementing needed interfaces with non-Oracle software

QUALIFICATIONS & EXPERIENCE:

- Tertiary qualification in Computer Science or Information Systems
- Minimum of five (5) years related experience
- Any equivalent combination of education and experience
- Oracle experience would be an asset

Applicants are invited to submit their application no later than **Wednesday, September 06, 2023 to:**

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers,
25 Dominica Drive
Kingston 5
Email: vacancies@nhf.org.jm

NB. We appreciate all responses, but only short listed candidates will be contacted.