



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:

- Install, configure, and maintain database management systems.
- Set up database instances and ensure compatibility with existing infrastructure.
- Monitor database performance and optimize queries for optimal speed and efficiency.
- Ensure data security and integrity through regular backups, disaster recovery planning.
- Collaborate with developers to design and implement efficient database structures and schemas.
- Troubleshoot and resolve database-related issues.
- Perform routine database maintenance tasks, such as indexing, patching, and upgrades.
- Ensure the replication of data from third party production environment.
- Create and manage database user accounts, permissions, and access controls.
- Develop scripts and automation processes to streamline repetitive tasks.
- Develop and maintain documentation, including data dictionaries, backup procedures, and troubleshooting guides.
- Collaborate with IT teams to ensure database systems align with overall ICT infrastructure and security policies.
- Stay up-to-date with industry trends and best practices in database management.

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in Computer Science, Information Technology
- Proven experience as a Database Administrator or in a similar role.
- Strong knowledge of database management systems (e.g., Oracle, SQL Server, MySQL).
- Proficiency in SQL and scripting languages for automation.
- Familiarity with database security and data protection techniques.
- Experience in performance tuning, query optimization, and troubleshooting.
- Excellent analytical and problem-solving skills.
- Strong communication and teamwork abilities.
- Ability to work independently and prioritize tasks effectively.

Applicants are invited to submit their application no later than **Friday, January 19, 2024 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.