



# Government of Trinidad and Tobago

## JOB DESCRIPTION CONTRACTUAL POSITION

### JOB TITLE: DATABASE SPECIALIST

### JOB SUMMARY:

The incumbent is required to provide general database management, maintenance and support services for the database systems of the Ministry/Department. Duties include: assisting with the monitoring and management of the security, integrity and availability of the databases of the Ministry/Department; supporting the design and development of databases; and maintaining and enhancing the database solutions of the Ministry/Department; and supervising Technical and Support Staff as required.

### REPORTS TO:

Senior Database Specialist or Senior Information Systems Specialist or designated officer

### SUPERVISION GIVEN TO:

Technical and Support Staff

### DUTIES AND RESPONSIBILITIES:

- Designs, develops, tests, corrects, documents and maintains database management systems using agreed standards, methods and tools.
- Applies and maintains specified security controls as required to maintain confidentiality, integrity and availability of the database management systems of the Ministry/Department; and investigates and remedies related security incidents according to defined procedures.
- Applies appropriate analytical techniques to the databases of the Ministry/Department to support the reporting and operational information needs of all users.
- Keeps abreast of database concepts, object and data modelling techniques and design principles, and database architectures.
- Installs and commissions selected database products.
- Assists with the development and implementation of database management systems, including the identification and mitigation of project risk, and the monitoring projects.
- Assists with the development of software tests and with the execution of the system and acceptance testing of new or modified database management systems, particularly for those areas of technical specialisation.
- Carries out routine configuration, installation and reconfiguration of database management systems and products, and agreed database maintenance and administration tasks.
- Undertakes specific areas of database release and deployment activities and documents technical activities.
- Keeps abreast of developments in technical specialisations in the database operations and management areas; and utilises this knowledge in performing job duties.
- Performs other related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:

- Knowledge of database development and maintenance methodologies.
- Knowledge of project management tools and techniques.
- Some knowledge of the principles, tools and techniques required for the management and control of ICT within an organisation.

<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Ability to supervise technical and support staff.</li> <li>▪ Ability to think creatively and to implement database solutions.</li> <li>▪ Ability to communicate effectively both orally and in writing.</li> <li>▪ Ability to operate as part of a team.</li> <li>▪ Ability to establish and maintain effective working relationships with colleagues.</li> <li>▪ Ability to interact positively with members of the public and external stakeholders.</li> </ul>
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<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ Minimum of three (3) years' experience in the area of ICT, including at least eighteen (18) months' experience in the design, operation and maintenance of database management systems.</li> <li>▪ Training as evidenced by the possession of a recognised Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.</li> <li>▪ Relevant certification in database management such as the IBM Certified Database Associate, Oracle Database 12c Administrator Certified Associate etc.</li> </ul>	