

**DEPARTMENT OF CORRECTIONAL SERVICES**

**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE** : **Database Administrator**

**JOB GRADE** : **MIS/IT 4**

**SECTION** : **Research and Planning**

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**REPORTS TO** : **Director, Information Systems**

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This document is validated as an accurate and true description of the job as signified below:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Department/Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource  
Division

\_\_\_\_\_  
Date

Created/Revised:

Created:

**JOB PURPOSE:**

The incumbent is responsible for the planning, designing and development of database systems for the Department. He/She is responsible for training and communicating with database users to ensure proper usage and gradual improvement in the database system. The incumbent has the responsibility for outlining standards and procedures to ensure the security of information on the database.

**KEY OUTPUTS:**

- Progress Reports
- Institutions and offices visited
- Correctional Management database monitored and maintained
- Recommendations made
- Reliable back-up system for databases
- Activity log
- Assessment of training needs
- Training conducted

**KEY RESPONSIBILITY AREAS****Technical/Professional Responsibilities:**

- Prepares progress reports for submission to the Director, Planning, Research and Evaluation
- Develops standards and procedures to guide/control database usage
- Visits institutions and offices to maintain database systems
  
- Liaises with IT Director in the maintenance of the Department's Information System
- Develops, maintains and manages all database programmes within the Department.
- Analyses database requirements and recommends improvement in the collation and storage of data and systems programming tasks.
- Manages and monitors usage of database to ensure optimum up time, reliable performance and prompt response to complaints through maintenance and upgrading.

- Maintains a back-up system using magnetic tapes and relevant storage media for securing data and configuration files.
- Monitors and reports on activity logs concerning database, abnormal termination logs and users errors.
- Assesses training needs for staff members for the proper usage of database
- Trains staff in the proper usage of database and communicates technical developments.

**Other Responsibilities:**

- Any other elated duty assigned.

**PERORMANCE STANDARDS**

- Progress Reports completed and submitted monthly
- Functional Correctional Management database
- Standard Operational procedure developed according to established guidelines
- Institutions and offices visited as required
- Recommendations made as required
- Reliable Back-up and restoration systems in place
- Activity log submitted by the end of each month
- Assessment of training needs conducted at least once per year
- Training conducted based on assessed needs.

**REQUIRED COMPETENCIES**

- Excellent presentation, oral and written communication skills;
- Excellent interpersonal skills;
- Good problem solving skills;
- Knowledge of current technological development;
- Knowledge in database administration;
- Ability to develop standards and procedures to guide and control database usage;

### **MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- B.Sc. Degree in Computer Science from a recognized tertiary institution.
- Training in Management/Administration.
- Four(4) years working experience in the field of Database Administration.
- Knowledgeable in the use of SQL, Oracle or Microsoft Access.

### **AUTHORITY**

- As delegated by the Director, Planning and Research