Database Officer

The Database Officer is responsible for data gathering before developing a database management system. The main purpose of this position is to design, develop, test, implement and maintain the database system. The Database Developer creates management methods and systems to efficiently access information stored in the database system. S/he works with the Director of IT and other management staff of the university to improve the process.

A. RESPONSIBILITIES:
The Database Officer assumes the overall responsibilities as follows:

- Design, develop, and maintain web-based processes and database applications;
- Modify database system according to the university's needs;
- Provide technical support in developing and maintaining database applications by strongly focusing on data conversation and data integration;
- Provide guidance and assistance to users;
- Review, analyze and document data and workflow processes;
- Provide good data analysis, application troubleshooting and writing skills;
- Administer maintenance of relational database including backup and recovery;
- Working to create functional responsibilities;
- Create reports from database system for the users as per require;
- Design and developing database system architectures.

B. QUALIFICATIONS:
BA in IT or Computer Sciences, At least 2 years of experiences in database developer, Language: HTML, CSS, Java script, ASP and PHP & MySQL, Server: SQL Server, Have a good command of English, be able to work independently with little instruction.

i. Knowledge
- Computer programming and database development, language: HTML, CSS, Java script, ASP and PHP & MySQL;
- English language.

ii. Skills
- Being proactive and self-motivate;
- Problem solving skills;
- Good Communications skills, both written and spoken;
- Having competent teamwork abilities;
- Strong organizational skills;
- Analytical thinking abilities;
- Being able to plan technical solutions;
- Being able to judge and inform problem to director on time;
- Time management skills.

iii. Personal Attributes

- Honest and trustworthy;
- Respectful;
- Possess cultural awareness and sensitivity;
- Flexible;
- Demonstrate a sound work ethic.

C. REPORT LINE
This position reports to the Director of IT.