



### **1. JOB TITLE: Senior Specialist; Database Administration (1 Position(s))**

#### **Job Location :**

Head Office, Hq

#### **Job Purpose:**

- Installation, configuration and maintenance of multiple high-available database models.
- Support implementation projects which mostly includes migration of databases to other platforms.
- Administer, proactively monitor and troubleshoot 24x7 production environment database servers and associated infrastructure.

#### **Main Responsibilities:**

- Provide recommendations on database architecture, design and implementations.
- Designs and implements policies and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets.
- Plan and coordinate data migrations between systems.
- Technical leadership responsibilities of database projects across various teams in the organization.
- Ensuring availability of all organization databases.
- Implement and proactively monitor all databases to predict and diagnose the majority of problems before they impact application performance or user experience.
- Monitor and report on resource intensive applications and suggest ways to improve performance.
- Conduct performance tuning of database, troubleshooting, and capacity planning of disk space, memory and connections.
- Take ownership of issues, work independently or escalate as needed, and find creative ways to resolve problems.
- Manage and maintain vendor relationships for service, support, and troubleshooting issues.
- Provide training and documentation for knowledge transfer to other database team members.

#### **Knowledge and Skills:**

- In-depth knowledge of database management (Installation, creation of new instances, space management, database reorganization, backup and recovery, performance monitoring and troubleshooting, identification of bottlenecks in locks, waits).
- Strong working knowledge of databases with relevant certifications.
- Good understanding of security standards and best practices.
- Maintaining high-availability database environments
- Troubleshooting and performance tuning.
- Excellent problem-solving skills.
- Oracle Database Machine Administration (DMA) skills.
- Oracle ZFS Storage Appliance and Exadata Storage Administration.
- Technical documentation skills.

**Qualifications and Experience:**

- Bachelors' degree in Computer Science or any other related discipline. Relevant professional certifications including Oracle 12C Certified Professional (OCP) or higher.
- 5 years of Database Administration experience in Oracle, SQL Server, MySQL, Maria DB, Postgress or other commercial/open-source database platforms.
- Experience with migrating mission critical database environments from one platform to another.
- Experience working with high availability, disaster recovery and server tuning strategies
- Experience with Replication, Log Shipping, Change Data Capture and Database Mirroring.
- Experience in Operating Systems administration; Linux, Unix, Solaris and Windows.

**Job opening date :** 30-Jun-2022

**Job closing date :** 14-Jul-2022

## **2. JOB TITLE: Project Manager - Fixed Term (3 years) (1 Position(s))**

**Job Purpose:**

To ensure the bank's strategic construction projects are delivered within specified timelines, budget, scope and quality specifications.

**Main Responsibilities:**

- Define project scope, objectives, approach, controls, acceptance criteria and deliverables that support business goals in collaboration with senior management
- Develop project plans with a comprehensive list of all envisaged activities, milestones, deliverables, and their corresponding ownership.
- Facilitate definition and approval of business requirements and of business cases
- Estimate resources, budget and participants required to achieve project goals and motivate for their allocation
- Establish relevant project governance and communication structures for all designated projects

- Serve diligently as chairperson of the project working committee and secretary of the project steering committee for all designated projects
- Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion
- Set and continually manage project expectations with team members and other stakeholders.
- Manage project risks, issues, dependencies and assumptions by ensuring proper recording, assignment of ownership and timely escalation to appropriate level of management where necessary
- Manage changes to project scope, budget, timelines and acceptance criteria in line with the agreed process
- To design and implement a quality assurance framework for designated projects in order to ensure all predefined quality objectives are fully attained
- To ensure project consultants, contractors and sub-contractors are fully adhering to the provisions of the quality assurance framework
- To prepare and enforce a site inspection schedule
- Facilitate a project closure workshop and ensure lessons learned are identified and used to improve future practices
- Ensure an effective maintenance and support model is established and handed over to those responsible for subsequent day to day management of completed project outputs

**Knowledge and Skills:**

- Advanced understanding of buildings construction best practices and methodologies
- Ability to communicate effectively with top management in the course of presenting progress status, risks, issues or when motivating for project resources
- Can conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Reacts to project adjustments and alterations promptly and efficiently.
- Flexible during times of change.
- Ability to read communication styles of team members who come from a broad spectrum of disciplines.
- Persuasive, encouraging, and motivating.
- Ability to elicit cooperation from a wide variety of sources, including top management, clients, and other departments.
- Ability to defuse tension among project team, should it arise.
- Ability to bring project to successful completion through political

**Qualifications and Experience:**

- Holder of a University Degree in Architecture, Quantity Surveying and Civil Engineering.
- Post graduate qualifications in Construction Project Management or Building Economics
- Experience at working both independently and in a team-oriented collaborative environment is essential.
- At least 5 years' experience in management of construction projects.

**Job opening date :** 21-Jun-2022

**Job closing date :** 05-Jul-2022

**APPLY HERE**