

INSTITUTE OF JAMAICA
(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following contract position in the Central Administration of the Institute of Jamaica:

Database Administrator

Job Summary

To design, develop and/or administer database systems and interdependent software / applications throughout the Institute of Jamaica (IOJ). To use innovative technologies to create applications to facilitate the work of the organization especially the Fixed Assets and Records Management related systems; and provide technical support in the area of computer hardware and software to users in their daily operations.

Key Responsibilities

- Administers and or maintains the IOJ's DBMS, including third party applications.
- Provides technical expertise in all DBMS related projects, including areas such as data cleansing/alignment, data analysis, migration and DBMS upgrade.
- Maintains and administers mission critical or principal local databases within the IOJ.
- Assists in the procurement and implementation of a system-wide data storage infrastructure.
- Designs, develops and provides technical support for data/database driven applications/operations throughout the IOJ, such as, Fixed Asset Management System and Online Subscription Application.
- Performs repair/maintenance of computer hardware and software throughout the IOJ.
- Provides technical expertise, consultation and training for Institute of Jamaica's Information Technology (IT) projects.
- Performs weekly backup of databases throughout IOJ.
- Performs recovery of data/ databases throughout IOJ, excluding emails.
- Designs, develops and maintains forms, queries and canned/custom reports for the various database management systems.
- Assists with training of staff in the operation, usage and proper maintenance of the database records, computer hardware and software.
- Provides technical expertise in the installation and configuration of a testing environment for the development of applications/DBMS.
- Develops and updates DBMS maintenance schedule.
- Provides technical expertise as a member of the Records and Information Management Committee.

Period of Contract

Two (2) years

Required Education, Experience & Competencies

- Bachelor's degree in Computer Science or related discipline from a recognized tertiary institution
- Two (2) years' experience in design and development of database management systems.
- Minimum one (1) year work experience using ASP.NET.
- Proficiency in creating system requirements, analysis and documentation.
- Excellence in designing database schema and build database management systems.
- Proficiency in MS SQL server, MySQL, PHP Admin and MS Access database.
- Highly proficient in programming languages such as Visual Basic 6.0 and/or VB.Net ASP/ASP.Net, VBScript, PHP, CSS, HTML/HTML5 and Java script for windows based and web-based application development.
- Highly proficient in Windows and Linux operating systems.
- Good skills in troubleshooting desktop applications and computer repairs.
- Ability to analyse complex datasets and presents pertinent information.
- Understanding of Virtualization technologies an asset.

Applications accompanied by resumes should be submitted no later than **Friday, November 19, 2021** to:

**Director Human Resource
Development and Management
Institute of Jamaica
10-16 East Street
Kingston**
Email: personnel@instituteofjamaica.org.jm