Database Administrator

Department: Information Technology

Location: Sandton, Johannesburg

Reports To: Chief Information Officer of GCR Ratings

Job Overview

This position involves researching, implementing and managing MYSQL or similar database management products and associated interfaces available from widely used platforms (e.g Microsoft Database Applications, MySQL, PHP and various cloud platforms). The successful applicant will also oversee, amongst other tasks, several data administration aspects from various divisions within the company, including providing documentation, managing timelines, ensuring data integrity and providing analysis of information in scope.

Role / Responsibilities

RESEARCH AND RECOMMEND SQL LIKE OR SIMILAR PRODUCTS:

Produce documentation to be used in solution architecture decision making.
Determine the best use cases for each product.
Conduct system performance testing for each product.

ASSIST IN DESIGNING AND MANAGING SQL LIKE OR SIMILAR SOLUTIONS FOR THEIR APPLICATIONS:

Liaise closely with various units within the company to understand their business requirements.
Provide input into new project designs to optimise database performance.

CARRY OUT DATABASE ADMINISTRATION TASKS:

Perform daily health checks for databases and resolve any issues identified.
Maintain MS SQL/MYSQL database management systems and database structures.
Develop and execute required scripts to manage information as required.
Assist in investigations and corrections of application errors at user level (Primarily PHP, MS ACCESS and MS EXCEL based).
Appropriately record problem resolution for future reference purposes.
Execute database changes according to pre-defined business requirements.
Daily input of information into pre-specified databases.
Provide documentation to various business units on an ongoing basis.
Compile monthly/quarterly/annual business reports as required.
Setup report schedules and ensure timelines, deliverables and performance metrics are monitored.

Skills and Experience:

QUALIFICATIONS:
National Diploma in IT or related tertiary qualification; or

Industry recognized systems development, database management and windows server administration certification (Advantageous).

Fluent communication skills in English (written and verbal).

EXPERIENCE:

2 + years managing SQL or similar database management systems from installation, configuration, backup management, and security.

2 + years experience working with Microsoft Based applications, specifically MS SQL, Excel, Access and Visual Basic.

2 + years exposure to Microsoft Azure or similar fully managed cloud-based solution.

KNOWLEDGE:

2 + years General understanding of database management concepts.

SKILLS:

Experience with administering, using and querying SQL or similar database solutions.

Knowledgeable in designing, developing and documenting use cases.

Proficient with some of the common developer query toolsets such as Java, XML, JSON, PHP etc.

Experience in capturing, transforming and publishing information accurately and timeously.

Process to Apply

All submissions to be e-mailed to: davids@GCRratings.com

Subject line: Database Administrator

Closing Date: 31 August 2019

Note: **Candidates must have South African residency or a valid work visa.**