

NOTICE FOR PUBLICATION

NOV 29 2016

JOB ORDER VACANCY

DATABASE ADMINISTRATOR

PhP35,000.00 per month for 6 months

SKILLS AND QUALIFICATIONS

- Ability to maintain large complex data sets
- Ability to troubleshoot database software error and modifications to program, configure, manage and maintain the operation of complex relational databases
- Able to effectively communicate technical data to non-technical colleagues
- Ability to multitask & prioritize under ever changing & challenging workloads
- Knowledge of computer/network security systems, applications and hardware
- Knowledgeable in LINUX OS (RHEL/CENTOS 7)
- Knowledgeable in Relational Database Management System (RDBMS) preferably MySQL/MariaDB
- Knowledgeable in MYSQL/MariaDB replication
- Knowledgeable in Structure Query Language (SQL)
- Output-oriented

INTERPERSONAL SKILLS

- Ability to cooperate and generate cooperation from colleagues and different kinds of audiences
- Open minded
- Ability to accept criticisms
- Ability to quickly adapt to new environment
- Preferably with good and technical writing skills

Requirements

- Application letter
- Personal Data Sheet (PDS form 212) with picture
- other additional documentary requirements will be asked after the pre-screening

DEADLINE OF SUBMISSION: December 23, 2016

Address applications to:

ENGR. MARLO L. IRINGAN
Regional Director
DILG-CAR
Barangay Center, Upper Session Rd., cor. North Drive
Baguio City

SCOPE OF WORK

- Comply with the Policy on Application Development and Data Administration of the Department
- Implement Regional Database Back-up and Recovery Plan
- Responsible in the performance, availability, integrity and security of Regional database
- Regularly monitor, maintain and manage database backups and logs
- Install, maintain upgrade and test database software
- Compile, sort and double check data forms to make sure all required data is present before consolidation
- Responsible in enrolling, controlling and monitoring user access permissions and privileges to the database
- Perform data analysis and produce reports/statistics
- May provide 24 hour on-call support when required
- Works under supervision of the Regional Information Technology Officer (RITO)

DELIVERABLES

- Monthly Accomplishment report
- Backup copies of databases
- Database Build up Status report
- Documentation on Access Permissions and Privileges
- Database Performance Report