



Job Bulletin # 15

Department: IT	Requisition#: 01/2011.
Date: 14/05/2011.	Deadline for Applications: 21/5/2011

**DATABASE ADMINISTRATOR:**

- ❖ **Instructions:** Employees who are interested in applying for a promotion or transfer may do so by completing the Promotion/Transfer Request Form in the Human Resources Department or (Portal). A current disciplinary notice will disqualify a candidate. You must meet the minimum requirements set out for the position in order to be considered.
  
- ❖ **Purpose:** This position is responsible for coordinating administration and user support for Navis Terminal Operating System, ERP systems and other business applications used by the Company including administration of related databases. The positions responsibility will also include assisting Applications & IT Managers in collecting and consolidating different user department requirements related to business systems and coding, testing, and implementing new business applications by performing various duties in support of the relevant projects.
  
- ❖ **Responsibilities:**
  1. The work is a combination of Applications Administration, Database Administration and Reports Development.
  2. Regular - Performance monitoring, reporting and tuning of assigned applications and related databases.
  3. Maintain updated technical documentation of assigned applications and related databases.
  4. Ensure 99.7% uptime of production applications and related databases.
  5. Provide second level support to applications users.
  6. Establishes physical database parameters.
  7. Calculates optimum values for database parameters such as amount of computer memory to be used by database.
  8. In accordance with authorized instruction:
    - a. Specifies user access level for each segment of one or more data items such as insert, replace, retrieve, or delete data.
    - b. Specifies which users can access databases and what data can be accessed by user.
  9. Tests and corrects errors, and refines changes to assigned applications & databases in consultation with super users and vendor support.
  10. Enters codes to create production databases.
  11. Selects and enters codes of utility program to monitor database performance such as distribution of records and amount of available memory etc.
  12. Trains end users in correct use of software applications.
  13. Answers user questions related to assigned applications.
  14. Confers with co-workers to determine impact of applications or database changes on other systems
  15. Modifies database programs to increase processing performance.

❖ **Requirements:**

1. **Education:** Requires a college degree in computer science or related discipline.
2. **Experience:** Requires three to five years of general application & database management experience, preferably with Navis TOS, ERP or related business systems experience in mid to large sized private organization.
3. **Specialized Knowledge:**
  - Requires a complete and thorough understanding of applications & database management as it relates specifically to TOS and ERP systems.
  - Requires a fundamental understanding of Terminal Operations, HR, financial and inventory control principles.
  - Requires demonstrated knowledge of Oracle, MS SQL Server, and Windows operating systems, with hands-on applications experience. Requires demonstrated proficiency with Oracle's internal mechanisms, SQL, and backup/recovery techniques.
  - Requires demonstrated knowledge of PC hardware and software systems.
  - Requires comprehensive understanding of Oracle's database products. This will include how to setup, maintain and troubleshoot Oracle databases.
  - Requires demonstrated ability and knowledge to troubleshoot a wide variety of applications and database management problems as they arise in the workplace.
4. **Skills:**
  - Prefer certifications in ORACLE Certified Professional (OCPDBA) and SQL Server.
  - Must have the ability to solve problems of high complexity.
  - Must be multi-task oriented with proven ability to manage several active projects simultaneously.
  - Must be detail oriented with a high degree of accuracy.
  - Due to access to company sensitive information, must be able to maintain confidentiality and act with discretion.
  - Must be able to anticipate internal client needs and maintain good working relationships with users and management.
  - Requires proficiency in various software applications and programs.
  - Requires ability to communicate in English, both verbally and written. Arabic language skills helpful, especially in training others.
  - Must have excellent verbal and written communication skills.

***Applications for this bulletin will only be accepted before the above mentioned deadline.  
Contact the Human Resources Department if interested. Aqeel Ba'Omar, Recruitment Officer.  
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E-mail: [SPSRecruiting@salalahport.com](mailto:SPSRecruiting@salalahport.com)***