Job Identification

Job Reference:	130636
Job Title:	Database Administrator
Work Unit:	Fisheries Operations Division
Responsible To:	Manager Information Technology
Responsible For:	No staff to supervise
Job Purpose:	This job exists to-: • Provide technical leadership for database administration and management within the FFA Secretariat, its' member countries, and external locations. • Assist in the development and maintenance of Secretariat, regional, and national information management systems.
Date:	November 2020

FFA Mission and Vision

Vision of the Members of the Pacific Islands Forum Fisheries Agency
Our people will enjoy the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources

Mission for the Pacific Islands Forum Fisheries Agency
Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources

FFA Strategic Plan 2020-2025

Organisational Context
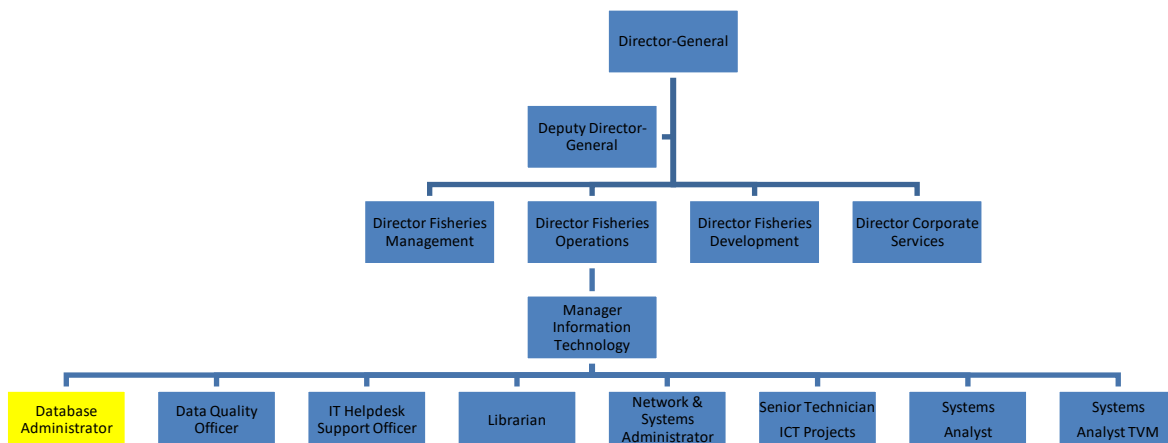
Key Result Areas

This encompasses the following major functions or Key Result Areas

1. Database Administration and Management
2. Database Development and Maintenance
3. Technical and Systems Support

The performance requirements of the Key Result Areas are broadly described below;

is accountable for	and is successful when

1. **Database Administration & Management:**
 	
• Responsible for supporting the database administrative tasks for internal and external databases including-:
 	
   o Database size management
 	
   o Backup and replication
 	
   o Performance tuning
 	
   o Networking and query optimization
 	
   o Database upgrades
 	
• Responsible for providing technical advice and support for FFA member country databases.
 	
• Responsible for the logging, tracking and management of databases system faults.
	• Effective and efficient database systems in use by the Secretariat and member countries.
	
	• Patches and updates are applied to databases.
	
	• Databases are tuned, indexed, and operating optimally.
	
	• Databases are regularly backed up.
	
	• Databases have regular successful disaster recovery tests carried out as per FFA Disaster Recovery Plan.
	• Database faults are resolved efficiently.
	
	• Regular reports are provided to Manager IT on database health, disk space usage and database application errors.

2. **Database Development and Maintenance** • Lead the planning, development, installation, operation, and regular maintenance of database systems in the Secretariat and member countries. • Contribute to the design, development, and support of the Regional Information Management Facility (RIMF) and National Information Management Systems (IMS).	• New and/or updated database systems are effectively planned for and implemented with relevant support available. • RIMF and IMS database systems are regularly maintained and optimised.
3. **Technical and Systems Support** • Responsible for the maintenance and operation of internal database systems for finance, human resources, payroll,	• Internal Secretariat database systems are effectively managed and used.

is accountable for	and is successful when
library services, and other similar systems. • Contribute in developing and providing user training on database systems used in the Secretariat and member countries. • Assist in providing general user support services to Secretariat staff.	• Training materials are readily available and training is conducted as required for database system users. • Appropriate support provided to staff and users

Note:

The above performance requirements are provided as a guide only. The precise performance measures for this job will need further discussion between the jobholder and supervisor as part of the performance development process.

Work Complexity

The most challenging duties typically undertaken-:
- Managing Secretariat, regional, and national databases.

- Developing appropriate databases that reflects need of staff

- Problem Solving and troubleshooting

Functional Relationships & Relationship Skills:

Key internal and/or external contacts	Nature of Contact most typical
External • FFA member countries • Regional fisheries counterparts	• Provide technical assistance relating to database systems • Collaborate on database developments
Internal • Manager Information Technology • All staff	• Take directions • Provide technical advice, assistance, and training

Level of Delegation

The jobholder:
- Nil

Person Specification

Essential	Desirable
Qualification	

Essential	Desirable
1. Graduate tertiary qualifications in computer science, information technology, and/or related disciplines. **Experience** 2. Minimum 5 years of increasing responsible experience in successfully managing and administering database management systems like PostgreSQL, MS SQL Server, and MariaDB in local and AWS environments. 3. Significant experience using Structured Query Language (SQL) with SQL clients and data exchange formats such as json. 4. Proven experience with web-based and/or mobile software applications developed in PHP Laravel, Python, Angular, and Java. **Skills, Knowledge and Abilities** 1. Significant experience using word processing, and presentation tools with excellent oral, written, and presentation communication skills in English. 2. Ability to work as part of a small inter-disciplinary team.	**Experience** 1. Experience designing, developing, and implementing data systems migration. 2. Prior programming experience with Geographical Information Systems (GIS) related tools like Google Earth/Maps, QGIS and PostGIS. 3. Experience with new technology in adverse environments

This section is designed to capture the expertise required for the role at a 100% fully effective level. (This does not necessarily reflect what the current jobholder has). This may be a combination of knowledge/experience, qualifications or equivalent level of learning through experience or key skills, attributes or specific competencies.

Key Skills/Attributes/Job Specific Competencies
The following levels would typically be expected for the 100% fully effective level:

Expert Level	Database administration and management skills. Database system design, implementation, maintenance, and support skills. Excellent knowledge of national and regional fisheries database systems.
Advanced Level	Advanced web-based programming skills with PHP Laravel and angular.

	Advanced knowledge and skills utilising QGIS and python. Thorough knowledge of the design and implementation of data warehouses/marts. Strong ICT knowledge and skills.
Working Knowledge Level	Information systems - finance, human resources, payroll, library services, and similar systems. Design, development and use of mobile technology for fisheries using iconic and angular application framework. Understanding of Fisheries Operations Division and its work. FFA staff regulations and policies.
Awareness	Environmental context in which FFA operates in.

Key Behaviours
All employees are measured against the following Key Behaviours as part of Performance Development

- Commitment/Personal Accountability

- Professional/Technical Expertise

- Teamwork

- Customer Focus

- Effective Communications & Relationships

- Leadership

- Coaching and Development (for Managers only)

- Strategic Perspective (for Managers only)

Personal Attributes

- Relevant Qualifications

- Excellent Analytical Skills

- Excellent Communication Skills

- Results orientation

- Ability to manage and work well in multi-disciplinary and multi-cultural teams.

- Ability to work in an organized and systematic manner.

- Ability to transfer information/knowledge to a non-technical audience

- Recognizes and responds appropriately to the ideas, interests and concerns of others

- Builds trust and engenders morale by displaying open, transparent and credible behaviour

- Respects individual/ cultural differences

- Utilizes diversity to foster teamwork

- Ensures others understanding of, involvement in, adaptation to a change process

Change to Job Description:
From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment-including technological requirements or statutory changes. Such Change may be initiated as necessary by your Director. This Job Description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.