



NATIONAL PENSION SCHEME AUTHORITY

EMPLOYMENT OPPORTUNITY

The National Pension Scheme Authority (NAPSA) wishes to fill the position indicated below. Interested applicants who meet the required competences are encouraged to apply.

The successful candidates will be expected to have demonstrable competencies relevant to the job.

1.0 Database Administrator NPS 04 (Permanent and Pensionable): Head Office

1.1 Main Purpose of Job

The Database Administrator is responsible for the administration of the NAPSA databases, and provides first line support to the Applications Developers, as well as second line support to the Service Delivery team on allocated calls.

1.2 Key Responsibilities

- (a) Provide 24/7 second line support to all applications in production to ensure the applications support the NAPSA business operations fully.
- (b) Provide first line support and consultations for all the technical/development teams working on the Authority's platform to ensure the team are knowledgeable on the existing platform and the database needs of the Authority in the administration of member funds.
- (c) Install, configure and upgrade the Oracle server software and related products to enhance responsiveness of the products to the needs of the business in the administration of member funds.
- (d) Establish and maintain sound backup and recovery policies and procedures in order to provide guidelines critical for quality management of the NAPSA databases.
- (e) Coordinate the design and implementation of the NAPSA Database, to ensure the Authority's Database supports the business operations efficiently and effectively at all time.

- (f) Implement and maintain database security in order to protect NAPSA information from unauthorised access, or loss.
- (g) Create and maintain users and roles, and assign privileges to users in order to minimise exposure to information risks.
- (h) Perform application tuning and performance monitoring in order to identify gaps and recommend appropriate solutions.
- (i) Setup and maintain documentation and standards required in the management of NAPSA data, in order to ensure information on database administration is well managed, and to ensure the provision of quality database administration services.
- (j) Provide input in the development of the NAPSA IT strategy in order to ensure the activities of the strategy support the implementation of the NAPSA business strategy.
- (k) Ensure that Database system backups are valid, and that data restoration procedures and processes are adhered to
- (l) Implement and maintain the databases at the IT Disaster Recovery Site, making sure that they are in sync with the production databases at all times.
- (m) Ensure that recoveries from failures are carried out in the shortest possible time with minimum loss of data as outlined in the BCP plan
- (n) Ensure that all critical recovery procedures are documented
- (o) Carry out regular disaster recovery simulations at intervals agreed with the supervisor
- (p) Conduct disaster recovery failover to the alternate site at least once a year
- (q) Perform any other tasks as assigned by the Line Manager.

1.3 Qualifications and Experience

- Grade 12 Certificate with 5 'O' levels with credit or better in Mathematics and English.
- Bachelor's Degree in Computer Science or equivalent
- Relevant IT Certification
- Not less than four (4) years of relevant IT experience at a similar level in an organisation of similar size.

TO APPLY

Your application letter should be accompanied by a CV and copies of relevant certificates and should also specify your contact address and telephone number(s).

Application letters should be addressed to:

Director Human Resources and Administration
National Pension Scheme Authority
Levy Business Park
Church Road

P.O. Box 51275
LUSAKA

The closing date of receipt of applications is *Tuesday, 23rd November, 2021.*

PLEASE NOTE THAT:

ANY FORM OF LOBBYING WILL LEAD TO AUTOMATIC DISQUALIFICATION OF THE CANDIDATE AND ONLY APPLICANTS WHO MEET THE SPECIFICATIONS INDICATED ABOVE WILL BE ACKNOWLEDGED.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY.

BE SMART, SECURE YOUR FUTURE