



# EXTERNAL VACANCY NOTICE

**Position: Executive Officer (Database Server Administrator II)**  
**Information & Communications Technology Department**

The National Insurance Board is inviting suitably qualified candidates to submit applications for the position of **Executive Officer (Database Server Administrator II), Information and Communications Technology Department**.

## **Job Summary**

This individual works as a part of the Database Server Administration team to develop, implement, and maintain the policies and procedures necessary to ensure the security and integrity of the databases hosted in NIB's Data Centre.

## **Responsibilities**

1. Responsible for the supervision of staff members in the Investment Department with particular focus on their Assist the Senior Database Server Administrator to implement and maintain the policies and procedures necessary to ensure the security and integrity of the databases.
2. Assist the Database Server Administration team to install new or upgrade an existing database server.
3. Monitor the health of the database server to ensure the server is running with optimal performance and work with the Server Administration Team or Application & Maintenance team for performance tuning.
4. Conduct routine database maintenance.
5. Collaborate with IT Operations & DC Facilities to establish standards and schedules for database backups and ensure backup schedules are adhered to and successful.
6. Collaborate with the Application & Maintenance team to conduct regular recovery tests.
7. Collaborate with the Business Analysis, Systems Architecture, and Application & Maintenance team to design and create databases to support end-user queries, assigning users to databases and determining the proper security level for each user.
8. Liaison with the Application & Maintenance team to assist in overall database design, such as creating normalized databases, tune queries, assign proper indexes, and creating triggers and stored procedures.

## **Qualifications and Requirements**

- Bachelor's Degree from an accredited college or university in Computer Science, Information Systems or a related field.
- CompTIA Security +
- Oracle Certified Professional
- Microsoft Certified Database Administrator (MCDBA)
- CompTIA Linux+
- A minimum of three 3 years of experience working in Information Technology.
- Skills in using Microsoft Office productivity tools.
- Strong organizational skills.
- Experience working with technical IT staff.
- Experience liaising with Senior Managers.
- Knowledge and experience in IT process development and database management systems.
- Analytical and problem-solving skills.
- Good interpersonal and communication skills.

## **APPLICATION**

Kindly apply by submitting a cover letter with the subject **Executive Officer (Database Server Administrator II), ICT** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment**  
**Human Resources**  
**The National Insurance Board**  
**Clifford Darling Complex**  
**Nassau, Bahamas**

Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

**Application Deadline: September 27, 2024**