

The South African Nursing Council (SANC) is the body entrusted to set and maintain standards of nursing education and practice in the Republic of South Africa. It is an autonomous, financially independent, statutory body, initially established by the Nursing Act, 1944 (Act No. 45 of 1944), and currently operating under the Nursing Act, 2005 (Act No. 33 of 2005). The SANC currently has the following vacancies, candidates that meet the requirements as provided are invited to apply.

ADVERTISEMENT

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| <u>DEPARTMENT</u> | : INFORMATION AND COMMUNICATION TECHNOLOGY |
| <u>POSITION</u> | : DATABASE ADMINISTRATOR |
| <u>REFERENCE NUMBER</u> | : DA/001/08/2021 |
| <u>ANNUAL COST TO COMPANY</u> | : R454 723.87 – R554 305.86 |
| <u>REMUNERATION</u> | |
| <u>TERMS OF APPOINTMENT</u> | : PERMANENT |
| <u>CLOSING DATE</u> | : 10 SEPTEMBER 2021 |

MINIMUM REQUIREMENTS

- Grade 12
- Diploma/National Diploma in Computer Science/Information Systems/Computer Engineering/Business Information Systems/ Information technology or equivalent qualification
- 3 years' experience of managing enterprise data bases
- Valid driver's licence

KNOWLEDGE REQUIRED:

- MS Sequel (preferably SQL 2016, 2019 and or Enterprise)
- MS Office suite of application preferably including MS Project and/or MS Visio
- Data analytics
- Data base design and modelling
- Data base optimisation

REQUIRED COMPETENCIES

- Job knowledge
- Technical Skills
- Acceptance of Responsibility
- Quality of Work
- Reliability
- Initiative
- Communication

- Interpersonal relationships
- Flexibility
- Team Work
- Planning and Execution

KEY PERFORMANCE AREAS:

- Responsible as a database administrator (DA) for the performance, integrity and security of all databases
- Lead planning, development and optimisation of databases including troubleshooting
- Ensure that data remains consistent, clearly defined, concurrent user access, in the required format across all databases
- Establish the needs of users, monitor access and ensure provision of data security and recovery control (ensuring all data is retrievable in an emergency)
- Monitor performance and manage parameters in order to provide fast responses to front-end users and optimise application processing
- Map out the conceptual design for a planned database
- Ensure both back-end organisation of data and front-end accessibility for end-users
- Refine the logical and physical design to ensure translation into a specific data model to meet system storage requirements
- Install and test new versions of the database management system (DBMS)
- Maintain data standards, including adherence to the Data Protection Act and POIA and/or other related regulations and industry standards
- Compile, maintain and keep a repository of database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- Control access permissions and privileges for all types/roles of data users
- Develop, manage and test back-up and recovery plans
- Ensure that storage and archiving procedures are functioning correctly and complies with industry, good practice standards and organisational requirements
- Carry out capacity planning and resolve related challenges
- Work closely with ICT team
- Communicate regularly/as required with technical, applications and operational staff to ensure database integrity and security
- Assist with and advise on matters relating to the commissioning and install new applications and customise existing applications in order to make them fit for purpose
- Manage the security and disaster recovery aspects of all databases
- Ensure the reliability (availability, uptime and functional compliance) of the solution
- Troubleshoot and resolve any database or any other related problems-using other knowledgeable experts where required
- Participate in related projects to gather data requirements, assist with the design, configuration, optimisation, migration, testing and implementation of changes

- Monitors data performance and usage to maintain security and reliability
- Coordinate new database software releases, fixes and upgrades with technical teams, vendors and end users
- Build relationship with data software OEM and be kept informed of new developments and solution advancements
- Maintain professional certification and keep abreast of data management practises
- Ensure that the set-up of databases complies with all relevant technical, security and risk policies of the organisation
- Ensure that data back-up requirements are complied with
- Ensure that regular disaster recovery testing is performed in accordance with the related organisational policies/requirements
- Ensure that all user support requirements are concluded satisfactorily and timeously.
- Perform data analysis specific to information that impacts on the organisation's solution performance
- Contribute (develop, review and input) to the development of policies and SOP's within area of responsibility
- To manage, control/drive or participate in related ad hoc projects that arise from time to time.
- Ensure that related documentation is generated and kept up to date
- Implement approved changes as per change control processes
- Investigate and resolve complex data base issues across applications
- Perform ad hoc tasks as delegated by the line manager/ supervisor including asset management responsibilities

NB: Applications must be completed in full on the prescribed form, obtainable from the SANC website (www.sanc.co.za). Applications may be e-mailed to da@sanc.co.za

Incomplete applications or those which do not meet the above requirements will not be considered.

All applications must be accompanied by certified (not older than six months) copies of identity document and all relevant educational and professional qualifications as well as proof of professional registration, together with an up-to-date, detailed curriculum vitae (CV) including information on key performance areas and three contactable references, including the most recent employer. Foreign qualifications must be accompanied by a SAQA evaluation certificate.

The SANC will conduct background checks (e.g. employment verification and reference checks as indicated on the CV, as well as in respect of criminal record, citizenship, financial records, qualifications, driver's licence and professional membership, where applicable). First preference will be given to South African citizens. The successful candidate will be appointed on a 12-month probation basis and will be permanently employed if all of the performance requirements are met during probation. Candidates may be subjected to practical tests and a competency-based assessment, determined by the SANC.

Please note: Correspondence will be limited to shortlisted candidates only; therefore, if you have not been contacted within six (6) weeks of the closing date of this advertisement, please accept that your application was not successful. The SANC is committed to employment equity and therefore people living with disabilities are encouraged to apply. Enquiries may be directed to Ms Veronica Mthethwa, at tel. no. (012) 426 9578. The South African Nursing Council reserves the right not to make any appointment.