



**MINISTRY OF EDUCATION & YOUTH
REGIONAL EDUCATIONAL SERVICES BRANCH
JOB DESCRIPTION AND SPECIFICATION-**

JOB TITLE:	Database Administrator
JOB GRADE:	MIS/IT 4
POST NUMBER:	
DIVISION/BRANCH:	Division of School's Services/Regional Educational Services
SECTION/UNIT :	Schools' Human Resource Management
REPORTS TO:	Human Resource Management Information Systems Manager
MANAGES :	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives

Job Purpose

Under the general supervision of HRMIS Manager, the Database Administrator is responsible for providing administrative and technical support to the Human Resource Management Information Systems Section. The incumbent is also responsible for creating and maintaining electronic files for employees and populating employee data into the Human Resource Information System (HRMIS).

Key Outputs:

- Annual work Plan prepared
- Electronic Employee files created, updated and maintained
- Staff and Contract Listings Updated
- Schedules of qualification and work history created and updated
- Data inputted into the Human Resource Management Information System (HRMIS)
- Administrative and technical support provided
- Annual/Quarterly/Monthly performance reports prepared
- Database security and integrity maintained
- Post Audits updated
- E-census updated

Key Responsibility Areas:

Administrative Responsibilities

- Creates, updates and maintains electronic employee files for academic and non-academic staff ;
- Updates Staff and Contract List in relation to appointments, acting appointments/assignments, operation of new, reclassified or upgraded post(s) approved by the Ministry of Finance and the Public Service;
- Performs data entry by inputting human resource data for all the staff within the Region in respect of, resignations, terminations, pre-retirement leave, retirement, death and name changes etc.
- Verifies and ensures information relating to the all Education Institutions are correct in the Educational Institution Establishment Order;
- Generates staff list reports and other reports as required;

- Updates E-Census databases;
- Prepares Post Audit reports ;
- Creates and updates schedules of qualification and work history for staff members;
- Provides accurate information and sound technical advice to internal and external customers;
- Maintains data security and integrity and report irregularities or breaches to HRMIS Manager

Other

- Performs other related functions that maybe assigned from time to time.

Management/Administrative Responsibilities

- Prepares Individual Work Plan for review and discussions with the Senior Human resource Officer (HRMIS);
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required;

Performance Standards:

- Employee data entered into the HRMIS is accurate and is done in a timely manner;
- Employee data is maintained confidential;
- Reports are generated as needed;
- Data security and integrity is maintained in keeping with established standards and timeframes;
- Information collated is relevant and presented within the given timeframe;
- Reports are prepared and dispatched in an efficient and timely manner;
- Orange HRM/My HR Plus updated on a timely basis;
- Staff and Contract Listing updated on a timely basis;
- E-census and Post Audits updated on a timely basis.
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;

Internal and External Contacts (specify purpose of significant contacts):

Within the Ministry

Contact (Title)	Purpose of Communication
Staff of the Regions	To answer queries and provide/request information/data
ICT Division	To answer queries and provide information and to trouble-shoot IT related problem(s)

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Members of the public	To answer queries and provide information

Required Competences:

Core

- Excellent communication skills
- Excellent Customer Service skills
- Excellent Interpersonal skills and team management skills
- Good time management skills and the ability to meet deadlines
- Strong computer literacy and typing skills
- Ability to manage stress
- Critical and analytical thinking skills
- High level of confidentiality and professionalism
- Report writing skills
- Meticulous, detail oriented and accurate

Technical

- Knowledge and understanding of the Public Service Regulations and the Ministry's policies, procedures and regulations governing Human Resource Management;
- Good knowledge and understanding of circulars and addendums from the Office of the Services Commission and the Ministry of Finance and the Public Service
- Knowledge of relevant computer systems and applications appropriate to assigned responsibilities
- Knowledge of salary administration practices and procedures
- Good knowledge of the Educational Institutions Establishment Act

Minimum Required Education and Experience

- Diploma in Computer Science/Data Administration or equivalent with
- At least two (2) years' working experience in a database administration environment

Authority To:

- access confidential information

Specific Conditions associated with the job

- May be required to work beyond normal working hours.
- Normal working conditions
- Required to handle dusty files
- Maybe required to meet tight deadlines

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Manager/Supervisor

Date



Head of Division/Division

2/14/2021

Date

Date received in Human Resource Division

Date Created/revised