**UChicago Research Bangladesh (URB)**

**Job Profile**

Job Title : Database Administrator

Job Location : URB Country Office, Dhaka

Reporting to : Informatics Director

Compensation : Salary Grade-8, Step-10 and other benefits as per URB Policy. Employment Type : Permanent Employment

**Job Summary**

The primary responsibility of the position is to development of database, and data management from structured scientific questionnaire under the direct supervision of Informatics Director.

**Responsibilities:**

* Planning and development of the database.
* Data management from structured scientific questionnaires.
* Data edits/modifies, data transport, backup and reporting.
* Ensuring availability of existing MS SQL Server and other operational databases.
* Performs database server administration and associated daily administrative tasks.
* Monitoring, tuning, change control, scheduled tasks, backup jobs, and recovery processes, alerts, and database storage needs for operational databases.
* Perform fault diagnosis, troubleshoot, and correct problems that occur within operational databases.
* Assists with designing, evaluating, and testing new database applications using MS SQL Server, MS Access, ADO.net, ASP.net and Visual Studio.
* Install and test new versions of the database management system.
* Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata).
* Develop, manage and test back-up and recovery plans.
* Ensure that storage and archiving procedures are functioning correctly.
* Work closely with informatics and other relevant team members.
* Communicate regularly with field scientific team to ensure database integrity and security.
* Commission and install new applications and customise existing applications in order to make them fit for purpose.
* Manage the security and disaster recovery aspects of the database.
* Any other responsibilities as assigned by the line manager.

**Requirements:**

* At least Bachelor Degree in Computer Science/Engineering from any recognized University with a minimum of five years working experience in the relevant field.
* Advance knowledge on MS SQL Server, MS Access, ADO.net, ASP.net and Visual Studio.
* Advanced Microsoft Transact SQL (T-SQL) programming skills.
* Ability to write custom reports from relational databases, and custom stored procedures.
* Ability to move data between different database formats.
* Advanced experience in Microsoft SQL Server security.
* Knowledge on hardware, software, and network troubleshooting will be an added advantage.

**Other Qualifications:**

* Good oral and written communication skills in English and Bangla.
* Interpersonal, analytical and problem solving skills.
* Ability to work on own initiative as well as part of a team.
* Ability to work under pressure and meeting deadlines.
* Good organisational skills, flexibility and adaptability.
* Commitment to continuing professional development.
* Excellent time management.

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