



## Job Advertisement

### ICT OFFICER – DATABASE ADMINISTRATOR

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Mission for Essential Drugs and Supplies (MEDS) is a faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). The Organization's core mandate is to provide reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services. MEDS was established in 1986 and serves clients spread throughout Kenya, other regions in Africa and beyond.

The position will report to the ICT Manager and will be responsible for managing and maintaining the organization's databases to ensure performance, security and availability.

#### **Key Responsibilities:**

- a) Design and implement database schemas, including tables, indexes, relationships, and constraints based on application requirements
- b) Develop and maintain data models and database architecture to support business processes and applications
- c) Install and configure database management systems (DBMS) and related tools and set up database parameters and configurations to optimize performance and meet operational requirements
- d) Analyze and optimize SQL queries and database performance through indexing, query rewriting, and other techniques. Use performance monitoring tools to track database performance metrics, such as response times, throughput, and resource utilization
- e) Develop and implement backup strategies to ensure data is regularly and securely backed up as well as manage and execute database recovery procedures to restore data in case of corruption, loss, or disaster
- f) Implement and manage access controls, including user roles and permissions, to secure sensitive data and to enforce database security policies and practices to protect against unauthorized access and vulnerabilities
- g) Plan and execute data migration tasks, including moving data between databases, systems, or environments as well as Integrate databases with other systems and applications to ensure seamless data flow and consistency
- h) Perform regular maintenance tasks, such as applying patches, performing database health checks, and managing space usage and apply software updates and patches to the DBMS to address bugs and security vulnerabilities
- i) Diagnose and resolve database-related issues, such as performance bottlenecks, connectivity problems, and data corruption
- j) Provide support for application developers and end-users regarding database-related queries and problems
- k) Monitor and forecast database resource usage, such as storage and memory, to plan for future capacity needs as well as Implement strategies for scaling databases to handle increased load and ensure optimal performance
- l) Maintain comprehensive documentation of database schemas, configurations, procedures, and changes and Record and document changes to database structures, configurations, and processes
- m) Ensure databases comply with relevant laws, regulations, and industry standards, such as GDPR, HIPAA, or PCI-DSS and follow and implement industry best practices for database management, security, and performance

- n) Develop and implement scripts and automation tools to streamline database management tasks, such as backups, monitoring, and maintenance and Use scripting languages (e.g., SQL, PowerShell, Shell) to automate repetitive tasks and improve efficiency
- o) Develop and maintain disaster recovery plans to ensure quick recovery of database services in case of a major failure or disaster. Regularly test and update disaster recovery plans to ensure their effectiveness and reliability
- p) Work closely with application developers, system administrators, and IT teams to support application development and deployment
- q) Coordinate with database vendors for support, updates, and troubleshooting
- r) Provide training and guidance to junior DBAs or other IT staff on database management practices and tools

**Candidate Profile:**

- i. Bachelor's degree in Computer Science or ICT or Computer Engineering or related field
- ii. Certification in database administration ie Microsoft Certified, Azure Database Administrator Associate, Oracle Certified Professional, Oracle Database Administrator, MySQL Database Administrator, Certified Data Management Professional.
- iii. Minimum of five years of database administration experience, as well as hardware and software maintenance and user support experience.

If you fit the profile of this position, please submit your application including:

- Detailed CV stating your current position and gross salary, expected gross salary, email address and telephone contacts

To: [hr@meds.or.ke](mailto:hr@meds.or.ke)

By: 28<sup>th</sup> February 2025

*(only shortlisted candidates will be communicated to)*