



We invite all suitably qualified candidates to apply for the post of **Database ECM Administrator (GMG/AM3)**

Salary Range: \$2,190,302- \$2,945,712 per annum.

Job Purpose

The JSEZA Database & ECM Administrator is responsible for analysing, designing and maintaining applicable database solutions to meet the Agency's data and information requirements.

Strategic Focus

- To support the information requirements of the Agency in a timely, responsive, and cost-effective manner.
- To provide assurance that risks associated with ICT are determined and addressed in line with the ISO Quality Management System.

Qualifications & Experience

- Undergraduate Degree in Computer Sciences, Statistics, Mathematics, Engineering or equivalent qualifications
- MCDBA, MCSE or equivalent vendor certification
- At least seven (7) years of experience working with major database languages such as SQL Server, Oracle, MySQL, DB2, Sybase or equivalent in various operating system environments such as Windows Server, Linux, Unix, Solaris etc.
- Experience in developing data cubes (OLAP, ROLAP etc.) and creation of data marts/data warehouses

Specific Knowledge & Skills

- Skill in using tools for ETL (Data Extraction Queries, Transformation and Loading) and creating operational data stores (ODS)
- Knowledge of OLAP and data cube technologies
- Knowledge of data architecture and data modeling concepts (e.g. star schema) to develop, deploy and maintain data marts or data warehouses
- Skills in facilitation JAD sessions to agree of user data and information

Job duties and Responsibilities

To support the information requirements of the Agency in a timely, responsive, and cost-effective manner.

- For in-house developed database agrees user requirements and develops data objects and structures for data capture, storage, access, retrieval and reporting according to agreed specifications and Agency Policies and Guidelines
- Achieves agreement among database users on common data definitions, representations and structure for in-house developed databases
- Ensure that in-house developed databases are documented in line with Agency standards and that the documentation is up-to-date and available to users
- Formulates database access and maintenance, in accordance with policies and procedures
- Ensures database integrity, stability and availability
- Works with Systems Administrator to ensure that an effective backup and recovery infrastructure is in place and that it works
- Develops automated, reusable routines to extract data from multiple data sources and database systems, transform and load to Operational Data Stores (ODS)
- Work with User Representatives and Report Creators to develop data marts for the Agency
- Manages, updates and maintains the data dictionaries related to the reporting cubes and ensures that they reflect the current situation when being used by Report Creators
- Manages the migration of data from legacy applications to new Agency databases;
- Detects, archives and separates old data from system backups;
- Keeps abreast of trends and developments in database technology to support optimization of resources and recommends modifications to increase database performance
- Determine risks associated with the Records Management System of the Authority and ensure its alignment with the existing Quality Management Systems Policy
- Prevent, or reduce undesired effects of the existing Quality Management System of the Authority.
- Achieve Improvement of the overall Quality Management System of the Authority through current knowledge, attitudes, and skill sets.
- Maintain the Master Document Index/Register and Master External Document Index/Register.
- Conduct quarterly checks on each unit to ensure the procedure is effectively implemented and maintained.
- Maintain the repository of the Agency's documented systems and ensures relevant access to staff.
- Take agency-wide and management level documents through the development, change and review processes.
- Develop document templates and complete the Document Change Log within their unit.
- The Chief Document Administrator is responsible for moving the document through the process from development through to release.
- The Chief Document Administrator is responsible for incorporating comments into the document throughout the review period until release.
- The Chief Document Administrator will update the revision number on the document throughout the review process.
- The Chief Document Administrator will store all revised documents.
- The Chief Document Administrator will ensure adequate backup to prevent loss of documents.
- The process owner will notify the Chief Document Administrator when the draft document is ready for draft release.
- The Chief Document Administrator will review the Document Change Request Form to ensure that it includes the identification of documents that may be affected.
- The Chief Document Administrator will replace worn, illegible or damaged documents as needed.
- The Chief Document Administrator will include new form (s) in the Document Control Procedure.

- The Chief Document Administrator / Document Developer will train Department Heads in updated procedure.

Applications accompanied by résumés should be submitted **no later than Monday, 3rd February 2025 to:**

**Director Human Resource Development and Management
Special Economic Zone Authority
13 Waterloo Road
Kingston 10**

Email: hrunit@jseza.com

Please note that only shortlisted applicants will be contacted