



## **Position Title: Database Administrator**

### **SASRIA SOC LIMITED**

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

### **Vision**

“To protect the assets of all South African against extraordinary risks”

### **Mission**

The vision will be achieved via our mission of driving sustainable and vibrant business by:

- Balancing shareholder value creation with having a positive social impact;
- Providing excellent customer service;
- Being clear and consistent in our communication;
- Developing the skills and capacity of own employees;
- Improving our current strategic current strategic partnerships, and establish new ones;
- Providing innovative and relevant products;

### **Core Values**

The following values underpin Sasria’s pursuit of its stated vision and mission:

#### **Professionalism**

- We will treat our stakeholders – i.e. customers, employees and shareholders – with respect and dedication while remaining accountable to them;

#### **Integrity**

- We will conduct ourselves in a manner that is fair, transparent and ethical, and uphold high levels of equality and trust;

#### **Teamwork**

- In the performance of our tasks we will be guided by the ideals of unity of purpose, cooperation and mutual respect;

#### **Innovation**

- We will create opportunities for creativity and learning and encourage same amongst our employees

#### **Customer Centricity**

- We strive to meet and exceed our customer's expectations.

*Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.*



## **ROLE DESCRIPTION**

### **Job summary statement/purpose**

This role supports, maintains and develops databases and their applications to support the systems, testing, QA and production environments. The incumbent is individually accountable for achieving results through own efforts.

### **KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):**

#### **1. Database Design and Maintenance**

- Supports, maintains and develops databases and their applications to support the systems, testing, QA and production environments.
- Refines design to meet system storage requirements.
- Refines 'logical' design so that it can be translated into a data model.
- Works closely with IT project managers, architects, database programmers and development teams.
- Establishes user needs, meets their access requirements and resolves their problems.
- Participates in the configuration, tuning and troubleshooting of the databases in use in Development, QA and Production.
- Performance monitoring and resolution
- Implement and maintain storage, archiving, backup and recovery procedures function correctly.
- Performs backup, recovery and maintenance of databases.
- Participates in patch applications and upgrades.
- Adhere / implement SASRIA's governances and standards
- Produce reports on various database states
- Implementation of projects and standby

#### **2. Documentation Development & Maintenance**

- Writes database documentation, including data standards, procedures and definitions for the data dictionary.
- Maintains data standards, including adherence to the Data Protection Act.
- Monitors performance and makes recommendations.
- Communicates regularly with technical, applications, and operational staff, to ensure database integrity and security.



### **3. Research and continuous improvement**

- Recommend best security practices to achieve business objectives, advises on risk assumptions for any variances granted, and provides alternatives to achieve desired end results
- Research identify and recommend improvement to capabilities and maturity of threat and vulnerability management strategy, policy, standards, processes, procedures and tools in order to deliver value to the business

### **4. Perform ad hoc tasks**

- Perform any reasonable tasks as and when required by the Line Manager

## **5. QUALIFICATIONS and EXPERIENCE:**

### Minimum requirements:

- Matric & Tertiary qualification (degree/diploma) in Computer Science , Information Systems
- Microsoft certified Database Administrator
- Optimisation, Security and trouble-shooting experience.
- Relevant database certificates
- 6 year's proven MS SQL Database Administration, Management, Tuning

### Ideal and advantage:

- ITIL certificate
- Knowledge of Hyper V servers, Tableau, GEO Coding, TFS/GIT, MS BI Suite (SSIS, SSRS, SSAS) advantageous

### **Knowledge**

- Telecommunications.
- Knowledge of circuit boards, processors, chips and electronic equipment.
- Knowledge of business and management principles involved in strategic planning.
- Knowledge of data base legislation



### **Skills and Competencies**

- Negotiation skills
- Problem solving skills
- Familiarity with the main data manipulation languages and the principles of database design.
- Communication skills
- Ability to work in tight deadlines
- Ability to create and maintain good working relationships.

### **Demographics**

A South African citizen of any gender, preference will be given to an EE candidate

### **Location of the role**

The role will be located in Illovo, Johannesburg

**CLOSING DATE:** 14 December 2018

**PLEASE EMAIL YOUR CV TO:** [careers@sasria.co.za](mailto:careers@sasria.co.za)