Vacancy Announcement

Post: Database Designer and Administrator

Location: Faridabad-Gurgaon Road, Gwal Pahari, Gurgaon
Type of Contract: Individual Contract

Languages Required: English

Duration of Contract: The initial period will be Six Months and thereafter can be renewed based on performance and need.

Background:

The International Solar Alliance (ISA) is a treaty-based inter-governmental organization providing a dedicated platform for cooperation among its member countries. The primary objective of the Alliance is to work for efficient and affordable utilization of solar energy to realize the objectives under the Paris Agreement.

<u>Professional Traits</u>

- ➢ Responsible for designing and developing a robust database from scratch.
- ➢ Monitor system resource utilization, trending, and capacity planning
- ➢ Plan and undertake projects to improve and upgrade key IT systems
- ➢ Hands-on with complete understanding of Mongo DB, MySql etc on Cloud space (AWS, Azure, Google etc)
- ➢ Build database systems of high availability and quality depending on each end user's specialised role
- ➢ Map out the conceptual design for a planned and user-friendly database
- ➢ Design and implement database in accordance to end users profiles and their information needs and views
- ➢ Define users and enable data distribution to the right user, in appropriate format and in a timely manner
- ➢ Use high-speed transaction retrieval techniques to provide fast query responses to the end users.
- ➢ Consider both back-end organisation of data and front-end accessibility for end-users, as well as an approval step for the newly collected data
- ➢ Refine the logical design so that it can be translated into a specific data model
- ➢ Further refining the physical design to meet system storage requirements
- ➢ Install and test new versions of the database management system (DBMS)
- ➢ Maintain data standards, including adherence to the Data Protection Act
- ➢ Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata)
- ➢ Control access permissions and privileges

- ➢ Provide proactive and reactive data management support and training to users
- ➢ Determine, enforce and document database policies, procedures and standards
- ➢ Perform tests and evaluations regularly to ensure data security, privacy and integrity
- ➢ Deep knowledge of Office 365 administration and related Apps (Outlook, SharePoint, Team, Power App, BI tools) in order to provide the requested interfaces (contact list, email facility for instance).
- ➢ Deep knowledge of a Wordpress environment to enable proper interfaces between the database and the website
- ➢ Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse other technologies and techniques.
- ➢ Regular interaction with stakeholders and executive management and scope to apply your expertise to many innovative technical solutions.

Personal Traits

- ➢ Ability to work in a team or take on individual responsibility as required
- ➢ Ability to write Terms of References for functionalities to be developed and outsourced later on
- ➢ Experience working within a multi-cultural environment
- ➢ Ability to adapt to changing environments and pick up new skills quickly
- ➢ Strong drive for achieving results under pressure
- ➢ Strong written and communication skills in English language
- ➢ Ability to work in a team or take on individual responsibility as required
- ➢ Analytical mind and methodical problem solver

Job Requirements:

Education:

BE/BTech/MCA

Work Experience:

- ➢ Experience of at least 3+ years system and database administrator.
- ➢ Experience to Install, inspect, secure, and troubleshoot information solutions on various computers within the organization
- ➢ Testing and evaluating information systems

Competencies

- • Professionalism
- • planning and organizing
- • client orientation

Exit Clause: The job will be offered on probation for one month. If the performance of the candidate is not up to the expected level, ISA may terminate the service by giving one month written notice. Candidate will also have the choice to submit resignation by giving one month notice.

Languages

English is the working language of the ISA Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Working environment

The ISA has a liberal policy of permitting to work from home so far as they confirm to work from home protocol. The ISA encourages women to apply.

Integrity check

While submitting your application please indicate 3 references. In case the candidate is selected reference checks will be done prior to the appointment.

Selection process

The candidates those under consideration will only be contacted for virtual interaction. The engagement will be for a period of six months, which is renewable depending on performance.

Remuneration

ISA will pay you as per the market trend, however you may mention your expectation from ISA. In this stage ISA feels that remuneration approximately Rupees 70,000/- per month will be appropriate.

In case you have the expertise and feel that you are an expert in area mentioned above and are medically fit, you are requested to please send your resume to recruitment@isolaralliance.org on or before **15th May 2021.**

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