



JOB DESCRIPTION

JOB TITLE: DATA BASE ADMINISTRATOR

Overall Responsibility.

The Database Administrator will ensure performance monitoring and management of database, data warehouse components, supporting infrastructure and general ICT systems.

Key Responsibilities.

- Installing database management systems (DBMS) using best practice; ensure compliance with DBMS license agreements and maintain upgrades and critical patches.
- Monitor database performance, identify bottlenecks, and implement optimization strategies i.e indexing and query tuning to ensure efficient data access.
- Implement and manage database security, including user access control, roles, permissions, and encryption, in line with security policies and regulatory requirements.
- Monitoring including systems logs, events and event correlation, maintaining performance statistics and setting baseline statistics.
- Monitoring and managing the high availability components including RAC, Data guard, RMAN, ASM and the underlying infrastructure for mission critical databases.
- Take lead role in the various I.T. audits in providing necessary information and enforcing closure of audit, change management and compliance issues.
- Creating and maintaining database documentation, including data standards, procedures and definitions for the data dictionary (metadata) and maintain all technical documentation relating to database management.
- Communicating regularly with technical, applications and operational staff to ensure database integrity and security.
- Conduct user training and provide information on revised and new applications.

Minimum Requirements.

- Bachelor's degree in Computer Science, Software Engineering, Information Technology or related discipline from a recognized institution.
- A minimum of three (3) years in database technology with experience deploying database and data warehousing technologies (e.g. High Availability, Real Application Clusters, ESBUs Backups, Partitioning, Oracle DataGuard) in production environments.
- Oracle DBMS 11g/12c OCP certification as well as strong SQL and PLSQL skills including data warehouse objects such as partitioning and materialized views.

Desired Skills and Competencies.

- Skills in Oracle DBMS 19c.
- Skills in Oracle Engineered Systems e.g. Oracle SuperCluster, Exalytics, Exadata Storage, ZFS storage and SmartScan.
- Skills in Data Integration, Data Warehousing, Business Intelligence, OLAP, and Data mining as well Familiarity with ICT standards such as ITIL, COBIT.
- Proficiency in various operating systems like AIX, Solaris, Linux & windows.

- Thorough knowledge on data profiling, data modeling and data validation and associated tools; Skills in Database Sizing, Storage, Performance, and Security Considerations.
- Strong analytical skills; ability to analyze and correlate complex data and excellent knowledge on the Oracle Technology stack as well as excellent knowledge of ICT system architectures, platforms and Infrastructure.

Interested applicants who meet the prerequisite requirements should send their application letters together with an updated CV, Copies of their National ID, certificates and testimonials to the email or postal address below. Applications to reach us on or before **Friday 5th September, 2025**.

**THE CHIEF EXECUTIVE OFFICER,
INVEST & GROW (IG) SACCO SOCIETY LTD
IG SACCO PLAZA, KHALISIA ROAD 3,
P.O. BOX 1150-50100, KAKAMEGA- KENYA.**

or

careers@igsaccoltd.co.ke

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

NOTE: Invest & Grow (IG) Sacco Society Limited is an Equal Opportunity Employer.

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