



VACANCY NOTICE NO. 2019/07

Issue Date: 17 April 2019 **(2 weeks duration)**

Closing Date: 2 May 2019 -1400hrs

Title	Assistant Database Administrator	Duty Station	Male', Maldives
Post No.	SSA	Organizational Location	Ministry of Health
Grade	G3	Duration	7 months

MAIN DUTIES TO BE PERFORMED:

Under the direct supervision and guidance of Director of Information Technology Division, the incumbent will perform the following:

- 1) Plan, develop and troubleshoot databases.
- 2) Test programs or databases, correct errors, and make necessary modifications.
- 3) Modify existing databases and database management systems or direct programmers and analysts to make changes.
- 4) Coordinate database development and determine project scope and limitations.
- 5) Write and code logical and physical database descriptions and specify identifiers of database to management system or direct others in coding descriptions.
- 6) Train users and answer questions.
- 7) Apply patches to existing database.
- 8) Specify users and user access levels for each database segment and perform database backup and restoration.
- 9) Schedule, plan, install and test new products and improvements to computer systems such as the installation of new databases.
- 10) Assist in development of standards and guidelines to guide the use and acquisition of software and to protect vulnerable information.
- 11) Assist and advice in Coding and development of application.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	1) Fostering, Integration and Teamwork, 2) Respecting and Promoting individual and cultural differences, 3) Communicating in a Credible and effective way, 4) Producing Results, 5) Moving forward in a changing environment.
Functional Knowledge & Skills	Able to work as part of a team, coordinate with others and follow directions and guidance from supervisor
Educational Qualifications	Required: Diploma in Information Technology Desirable: Keen interest in database management and programming:
Experience	Required: Minimum of 1-year experience in related field Desirable: Willingness and ability to work long hours.

Computer Literacy	Computer skills in MS Excel, MS Word and PowerPoint is a must and knowledge of other Microsoft software will be of an advantage.
Languages	Proficient in Spoken and Written English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications along with national ID and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Country Office for the PHF or download it from the website <http://www.searo.who.int/maldives/about/employment>.
2. Application, marked "Confidential" should be submitted to the WHO Country Office for Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male', in the PHF form as stated in 1 above. Applications can also be submitted through e-mail to: semav_vacancy@who.int with the subject as "Application for the post of **Assistant Database Administrator**"
3. A written test, using computer, will be held for the short-listed applicants. The performance in written test will decide applicant's eligibility to appear in the interview.
4. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 1 month.
5. This vacancy is for nationals of the Republic of Maldives only
6. Annual salary: MVR120,732.00
7. WHO is committed to workforce diversity
9. WHO has a smoke-free environment and does not recruit smokers
10. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.