



## **TERMS OF REFERENCE**

### **1. Introduction**

Post: Database Administrator  
Post type: Contract (Initial contract shall be for a period of 2 (two) years. The contract can be extended based on performance.)

**Location/Department:** Maldives Customs Service Head Office

### **2. Reporting Relationships:**

The Database Administrator (DBA) will report to the Head of Information System and Communication Section and/or other designated supervisors.

### **3. Overall scope of work:**

The DBA is responsible for managing, maintaining, monitoring, securing, and ensuring the efficient operation of all databases of Maldives Customs Service and will ensure integrity, performance, availability, and confidentiality of all data.

### **4. Main responsibilities:**

- **Database Installation and Configuration** – Install, configure, and upgrade database management systems (DBMS), such as Microsoft SQL Server, Oracle, PostgreSQL, and MySQL.
- **Database Security** – Protect data from unauthorized access by managing user accounts, permissions, passwords, access controls, and auditing logs.
- **Threat Detection and Prevention** – Utilize database firewalls and intrusion detection/prevention systems (IDS / IPS).
- **Backup and Recovery** – Schedule and execute database backups. Restore data in case of system failures or data loss.
- **Performance Monitoring and Optimization** – Monitor database performance and improve query execution speed and overall efficiency.
- **Infrastructure performance** - Develop and evaluate database infrastructure, performance criteria, and measurement methods.
- **Data Integrity** – Ensure that data is accurate, consistent, and reliable by enforcing rules and constraints.



- **Database Maintenance** – Perform routine maintenance, apply patches, update software, and manage database storage.
- **User Management** – Create and manage database users and assign appropriate access privileges.
- **Troubleshooting** – Identify and resolve database errors, connectivity issues, review error logs and performance problems.
- **Disaster Recovery** – Develop plans to restore database services and minimize downtime after major failures.
- **Capacity Planning** – Estimate future storage and resource requirements to ensure the database can handle increasing workloads.
- **High Availability** – Configure replication, clustering, or failover systems to keep databases available with minimal interruption.
- **Data Warehousing** – Configure and manage the database for large-scale data storage, historical analysis, and complex queries.
- **Documentation and Reporting** – Maintain records of database configurations, backup schedules, data dictionary, security policies, and maintenance activities.
- Any other relevant tasks assigned by the management.

## 5. Desired Skills & Competencies:

### Technical Skills

- **Database Management:** Knowledge of DBMS such as Microsoft SQL Server, Oracle, PostgreSQL and MySQL.
- **SQL Programming:** Knowledge of PL/SQL (Procedural Language/SQL) and T-SQL (Transact-SQL) etc.
- **Database Design:** Knowledge of Requirements Analysis, Data Modeling, Normalization, Schema Design, etc.
- **Backup and Recovery:** Knowledge of Backup, recovery, and disaster planning to ensure data integrity.
- **Database Security:** Knowledge of user permissions, access control, and data protection.
- **Performance Tuning:** Knowledge Optimize SQL queries and improving database performance.
- **Networking Knowledge:** Understanding network connectivity and database servers.
- **Cloud Technologies:** Experience with cloud database technologies.



**Analytical and Problem-Solving Skills**

- Identify and troubleshoot database errors.
- Analyze database performance and resolve issues.

**Communication and Interpersonal Skills**

- Communicate and explain technical issues with developers, users, and IT teams.
- Teamwork and collaboration.

