



## National Centre for Information Technology

64, Kalaafaanu Hin'gun, Male', Republic of Maldives

Date: 18<sup>th</sup> August 2022

Announcement Reference no: (IUL)164-HR/1/2022/98

|                  |  |
|------------------|--|
| Project          | Digital Development Project                                    |
| Initiative       | Government Digital Service (GDS)                               |
| Position         | Government Digital Service Specialist (Database Administrator) |
| Quantity         | 1  |
| Type of Contract | Individual   |
| Duration         | 24 Months  |

### Terms of Reference

#### A. BACKGROUND

The Ministry of Environment, Climate Change and Technology (Ministry) through the National Centre for Information Technology (NCIT) is implementing the Digital Development Action Plan from the National Resilience and Recovery (NRR) Plan of the Government. The Project will be managed by the Project Management Unit (PMU) setup within NCIT in accordance with NRR and the Digital Development Action Plan developed by the Ministry.

The aim of the Project is to deliver on the digital development pledges of the Government, establishing the foundational components to drive the development of digital government, digital economy and digital society. The Project will prioritize the establishment of a government technology stack and open data platform, enhancing government productivity, enable work from home and hybrid workplaces, enhancing the regulatory framework for digital development, and digital transformation of health and national care systems.



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## B. OBJECTIVES OF ASSIGNMENT

The aim of the Government Digital Service (GDS) Initiative to develop, maintain and provides datacenter and other digital infrastructure services, including the Government Private Cloud, to facilitate secure and efficient provision of government data and digital services across the nation.

The Ministry intends to hire Government Digital Service Specialist. The Specialist(s) will work for the PMU, which has been established to for the implementation of the Digital Development Project. The GDS Specialist will be responsible support for the designing, implementation and operation the National Datacenter and NCN services to support the delivery of the Digital Development Action Plan. Particularly the design, development, and operation of a government-private cloud, connectivity to national Internet Service Providers (ISPs) enabling efficient delivery of digital public services and data via national ISPs. S/he will be responsible for supporting the designing and implementation and operation of the infrastructure services provided by the Government Digital Services.

## C. OVERALL RESPONSIBILITY

The overall responsibilities of the GDS Specialist include, but is not limited to the following:

1. Implementation and operation of infrastructure services provided by the Government Digital Service in accordance with the NRR and Digital Development Action Plan by the Ministry to produce the envisaged outputs and outcomes;
2. Provide support for the design, implementation and operation arrangements of the GDS activities and ensure that activities are carried out in accordance with the best practices and recommendations of technologies used in developing the GDS.
3. Identification and resolution of implementation problems, and support the Project Coordinator and Ministry leadership.
4. Support the Project Coordinator in planning, management and reporting on the progress of implementation of the GDS Initiative in accordance with the Digital Development Action Plan by the Ministry and liaise with all partners in implementation including PMU Staff and Contractors, Minister, Permanent Secretary, and Delegated Official of the Ministry on all aspects of the implementation throughout the duration of the Initiative.



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#### D. SCOPE OF SERVICES

The position is within the PMU of NCIT and will be under the supervision of the Project Coordinator of GDS Initiative. In addition, his/her duties will include, but will not be limited to:

1. Responsible for the supporting the Project Coordinator in designing and implementing database systems used in the Government Digital Services infrastructure.
2. Responsible for the maintenance, configuration, and reliable operation of database systems used in the Government digital infrastructure and services provided by NCIT.
3. Proactively identify and diagnose the root causes of incidents, develop work arounds and fixes, to return infrastructure to an operational condition before they impact the user/customer.
4. Troubleshoot hardware and software errors by running diagnostics, documenting the issues and resolutions, prioritizing problems, and assessing impact of issues.
5. Assist the Operations Team and their support efforts, making sure all GDS applications, Systems, and related equipment problems are resolved in a timely manner with limited disruptions.
6. S/he will be responsible for maintaining the integrity, performance, and efficiency of database systems. Database management activities may include migration, design, configuration, installation, and security of the organization's data assets. The Specialist may act as liaison with users to address database related issues, including backup and restoration activities. This could include MSSQL, MySQL, PostgreSQL and other industry renowned databases.
7. Installation and Maintenance of the systems; responsible for managing, troubleshooting, licensing, and updating hardware and software assets. Require to ensure that appropriate measures are proactively followed in response to unforeseen issues such as digital service or infrastructure downtime or zero-day exploits. Activities are required to be documented and follow a strategic approach as devised by the Project Coordinator.
8. Implementation of data backup and disaster recovery strategies for different database systems used in GDS Infrastructure including facilitating end-users in accessing data that may have been deleted or unavailable. Activities may involve implementation of automated software solutions or replacement of hardware and software components.



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9. Ensure dependable access and availability to GDS systems and troubleshoot and fix issues that compromise system performance or access to an GDS service. The responsibility involves regular system improvements, such as upgrades based on evolving end-user and business requirements and changes to technologies.
10. Prioritize and conduct regular maintenance activities and develop fixes where necessary
11. Conduct all operational activities according to the set standards in the organization such as to fully adhere to change and configuration management best practices set forth by the Project Coordinator.
12. Continuously seek to improve technologies, promoting unused functionality and working with stakeholders to develop new ways of working and improving the digital services infrastructure.
13. Continuously monitor the utilization of the infrastructure and conduct capacity planning based on growth and demand.
14. Implement upgrades and patches to existing technologies, keeping them at optimum states, coordinating change activity, engaging with users and ensuring that upgrades are understood and appropriate.
15. Provide documentation and technical specifications to GDS team for planning and implementing new or upgrades that are required to enhance the GDS infrastructure.
16. Assists in orientations, training programs, and preparation of user training manuals on related job posts and collaborate and be involved in activities to assure knowledge development, sharing and integration
17. Serves as a link between users (mostly end-users) and IT staff, interpreting user needs and formulating user specifications including complaints and dispute resolution, planning and implementing strategies to reduce user resistance to new or changing systems.
18. Any other duties that may be assigned from time to time.



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## E. QUALIFICATIONS AND EXPERIENCE

1. First Degree/ Professional Certificate in Computer Science or related field, with professional work experience of 3 to 7 years or 7 to 10 years or 10 years or more;  
OR  
Masters' Degree and above in Computer Science or related field, with professional work experience of 3 years or more;
2. Knowledge of different databases (MySQL, Postgress, MSSQL, MongoDB, MariaBD, Oracle) and database types (centralized, distributed, real-time, relational etc).
3. Experience administering production level databases with proficient understanding of with SQL.
4. Demonstrates good oral and written communication skills in substantive and technical areas. A thorough knowledge or demonstrated ability to rapidly acquire knowledge about technical assessments, research processes, procedures for performance monitoring and evaluation;
5. Knowledge and understanding of technical, commercial and legal aspects of government procurement will be an added advantage;
6. Extensive knowledge in database systems and cloud technologies is required
7. Knowledge/experience in IT service management will be an additional advantage
8. Should have strong leadership, management, and proactive interpersonal communication skills in presenting, discussing, and resolving difficult issues, and have the ability to work efficiently with a technical team.
9. Excellent writing, editing and analytical skills and fluent in written and spoken English and Dhivehi.
10. Capability to work independently.
11. Must give attention to details even under pressure
12. Time management skills with the ability to meet deadlines



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#### F. ADDITIONAL SKILLS/EXPERTISE

1. Knowledge of server hardware and local storage with deployment of physical infrastructure
2. Professional certification in Administration, Datacenter virtualization (VMWare ESXi) and Database Administration (MSSQL, MySQL, PostgreSQL, ORACLE etc) or Storage Administration
3. Understanding of TCP/IP networking, LAN networking technology
4. File storage technologies (Local, distributed, NAS, SAN)
5. Familiar with products from VMware, HP, DELL/EMC, Huawei, Cisco and any other major IT vendors
6. Hands on experience in VMware and Hyper-V virtualization solutions. Working knowledge of vSphere specific terminology, concepts and tools, including vCenter, vMotion, powerCLI, HA, vSphere Replication, and data store configuration and management.
7. Experience on Storage Area Network (SAN): DELL: EMC / HPE 3PAR StoreServ, MSA (flash-enabled MSA Storage) and Network Attached Storage (NAS)
8. Experience in managing Enterprise Grade Server infrastructure including Dell PowerEdge M and MX Blade Systems and HPE BladeSystem.

#### G. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 24 months with the potential extension based on need and performance. The successful candidate is expected to commence the services in September - November 2022.

This position is based at the PMU at the National Centre for Information Technology.



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#### H. REMUNERATION AND OTHER BENEFITS

1. MVR 25,300 – 36,000 per calendar month, based on education and experience, as remuneration for the services provided by the GDS Specialist.
2. Training and travel expenses under the PMU as budgeted under the Project and approved by the Ministry.
3. Participate in the “Maldives Retirement Pension Scheme”
4. Ramadan Allowance
5. Leave in accordance with the rules and regulations of Maldives.

#### I. REPORTING OBLIGATIONS

The GDS Specialist:

1. The role is based within the Project Management Unit under the Government Digital Services Initiative and will be required to provide support to internal and external customers
2. Shall report directly to the GDS Project Coordinator on all aspects of GDS infrastructure throughout the duration of the contract.
3. Is expected to report to work on weekdays from 0800 – 1400 hours other than public holidays and provide services for an average of 44 hours a week.
4. Shall provide all the necessary report and updates to the Project Coordinator and Project Director whenever needed.
5. Is required to report to work in official attire.

#### J. SERVICES AND FACILITIES

1. Office space and other facilities such as computers will be provided as required.



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#### K. SELECTION CRITERIA

1. The GDS Specialist will be selected based on the following criteria's

| <b>Criteria</b>                          | <b>Points</b> |
|--|---------------|
| Educational Qualification (Section E)    | 10            |
| Work Experience (Section E)              | 30            |
| Additional Skills/ Expertise (Section F) | 20            |
| Interview                                | 40            |

#### L. APPLICATION

1. Curriculum Vitae (clearly stating the starting and ending month and year for previous experiences)
2. Copy of the National ID Card
3. Copies of the Academic Certificates.
4. Certificates/Letter of completion from the university.
5. Employment Verification Letter from previous employer(s), detailing the works carried out, details of technologies and equipment involved in the work and duration of the responsibilities.
6. Candidates must submit additional documents to prove expertise/experience in areas highlighted under section E and section F.

#### M. SUBMISSION

Interested candidates may email their proposals on or 1330hrs of 29<sup>th</sup> August 2022 (Monday) to the following address. Note that the time that the email is received will be considered as an on-time submission.

Human Resource Section

jobs@ncit.gov.mv

National Centre for Information Technology

No 64, Kalaafaanu Hingun

Male', 20064, Republic of Maldives