

WE ARE HIRING

Job Title: Database Administrator (DBA)

Reporting Line: Senior manager – Business Systems

Deadline for the application is **30th January 2026**

All application should be sent to hr@boatanzania.co.tz



Main functions

- Design, install, configure and maintain database systems, including monitoring, tuning and troubleshooting issues.
- Provide a seamless flow of information by keeping the database running smoothly.
- Ensure data security and integrity, including implementation of access controls, backups and recovery plans.
- Perform periodic backups restoration tests as per the policy.
- Execute disaster recovery plans and procedures to ensure database availability during system outages or dysfunction.
- Analyze problematic situations and intervene in problem solving.

Main activities of the function

- Design, implement, configure, and maintain enterprise database systems in line with business, security, and regulatory requirements. This includes continuous performance monitoring, optimization, capacity planning, patch management, and proactive troubleshooting to ensure high availability, stability, and scalability of database platforms.
- Ensure uninterrupted and efficient flow of information by maintaining optimal database performance and availability, promptly resolving incidents, and collaborating with application, infrastructure, and network teams to support critical business systems.
- Safeguard data security, confidentiality, and integrity through the implementation of robust access controls, role-based permissions, encryption mechanisms, audit logging, and compliance with internal policies and regulatory standards. Establish and maintain reliable backup and recovery frameworks to protect against data loss or compromise.
- Conduct periodic backup and restoration testing in accordance with approved policies to validate recoverability, document outcomes, and address any identified gaps to ensure operational readiness.
- Implement and execute disaster recovery and business continuity procedures to ensure database resilience during system failures, cyber incidents, or infrastructure outages. Participate in DR simulations and ensure recovery objectives (RTO/RPO) are consistently achieved.
- Diagnose complex database issues and lead problem-resolution efforts by performing root-cause analysis, implementing corrective and preventive actions, and continuously improving database reliability, performance, and operational controls.
- Provide technical support for the Core Banking System (CBS) by ensuring database availability, performance, and integrity of core banking data. This includes supporting day-to-day operations, end-of-day (EoD) and end-of-month (EoM) processes, resolving database-related incidents impacting CBS, and working closely with application vendors, the group and internal teams to maintain uninterrupted banking services.
- Data extraction, importing/transfer, and archiving – Knowledge of secure data extraction, migration, integration, and archival processes to support reporting, system integrations, and data lifecycle management.
- Perform any other duties as may be assigned by the supervisor in line with the role's responsibilities, organizational objectives, and applicable policies and procedures.

Internal and external relations of the function

Internal functional links

- All entities of the bank.
- In particular: IT Department.

External partners

- Group Information Systems Department (DSI) / PASS
- Group Information Systems Security Department (DSSI).
- Vendors/ Partners.

Expected results of the function

- Stable, highly available, and well-performing database systems that consistently support critical business operations.
- Minimal database-related downtime and disruptions, with incidents resolved within defined SLA timelines.
- Optimized database performance, resulting in faster application response times and efficient data processing.
- Secure and compliant database environments with strong access controls, audit trails, and protection against unauthorized access or data breaches.
- Accurate, complete, and reliable data maintained at all times, ensuring data integrity and trustworthiness.
- Effective backup and recovery mechanisms, demonstrated by successful and documented backup restoration tests.
- Readiness to recover from system failures or disasters, with recovery objectives (RTO/RPO) consistently met during DR tests or real incidents.
- Reduced recurrence of database issues through effective root-cause analysis and preventive controls.
- Improved collaboration with application, infrastructure, and security teams, leading to smoother system integrations and operations.
- Up-to-date documentation, procedures, and reports supporting audits, regulatory reviews, and operational transparency.

Functional performance indicators

Qualitative criteria

- **Quality of Work** – Accuracy, reliability, and adherence to technical standards, policies, and best practices.
- **Compliance and Governance** – Observance of internal controls, security requirements, procedures, and regulatory guidelines.
- **Problem-Solving and Technical Judgment**
 - Ability to analyze issues, make sound decisions, and implement effective, sustainable solutions.
- **Communication and Collaboration** – Effectiveness in communicating, documenting, and working with stakeholders and cross-functional teams.

Quantitative criteria

- **System Availability / Uptime** – Percentage of time systems or services are available and operational within agreed targets.
- **Incident Resolution Time (SLA Compliance)**
 - Average time taken to resolve incidents compared against defined SLA or OLA targets.
- **Task Delivery Timeliness** – Percentage of assigned tasks, changes, or projects completed within agreed timelines.
- **Error / Failure Rate** – Number of system failures, defects, or recurring incidents recorded within a defined period

Competency Profile

Formation

Degree in computer science/ Information Security / Network / System / Telecom

Knowledge required.

- Knowledge of database design, architecture, and administration for enterprise systems.
- Strong understanding of relational database management systems (RDBMS) and SQL.
- Knowledge of database performance monitoring, tuning, and optimization techniques.
- Understanding of backup, recovery, and high-availability solutions, including replication and failover.
- Knowledge of data security, access controls, encryption, and audit requirements.

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- Knowledge of data security, access controls, encryption, and audit requirements.
- Understanding of disaster recovery and business continuity principles, including RTO/RPO.
- Knowledge of operating systems and infrastructure environments supporting databases i.e. Solaris, Linux, Windows etc
- Familiarity with IT service management processes (incident, problem, and change management).
- Understanding of regulatory, risk, and compliance requirements applicable to IT systems.
- Knowledge of documentation standards, policies, and procedures.

Experience/ Knowledge/ Know-how

- Bachelor's degree in Computer Science, Information Technology or a related field.
- 3-5 years of experience in database administration or in a similar role.
- Experience in database backup, disaster recovery planning, performance optimisation and data security.
- Knowledge of database management systems such as MSSQL, MySQL, PostgreSQL and Oracle.
- Strong analytical and problem-solving skills to provide quick solutions to issues.
- Outstanding communication and collaboration skills to work in a team environment.
- Ability to use a scripting language (like Python or Perl) to automate database administration tasks.
- Relevant database administration certificates, such as Oracle Certified Professional (OCP) or Microsoft Certified Database Administrator (MCDBA).
- Experience in cloud database technologies, like Amazon RDS or Microsoft Azure.
- Knowledge of database automation tools such as Ansible, Puppet, Chef, etc.

Human qualities and skills

- Have a good sense of listening and communication skills.
- Be able to take the necessary step back to understand the queries.
- Have ease in interpersonal relationships.
- Have a sense of initiative, a sense of responsibility and the ability to work independently and in a team.
- Discipline, rigor, discretion, sense of organization and integrity.
- Good Sense of training and Strength in making proposals.
- Dynamism and diplomacy.