

Terms of Reference (TOR)	
Position Title	Assistant Director (Database Administrator)
Number of Positions	01
Department/ Division	Information System and Technology Division (IS&TD)
Location	SECP Head Office, Islamabad
Nature of Employment	Regular
Duties and Responsibilities	• Database Installation and Configuration, Apply patches and upgrades, Performance Monitoring and Tuning and database maintenance • Database Design and Implementation • Security Management • Backup and Recovery • Data Integrity and Availability • Compliance and Auditing i.e. to ensure compliance with data governance policies (e.g., GDPR, HIPAA) Additional Preference: • Oracle Certified Professional (OCP) • Microsoft Certified: Azure Database Administrator Associate • AWS Certified Database • MongoDB Certified DBA • PostgreSQL DBA CPSDBA
Qualification	Master's or Bachelor's degree (equivalent to 16 years of education) in Computer Science/Software Engineering/Information Technology /Computer Engineering from HEC-recognized university/institute.
Experience	3 years of post-qualification relevant experience.
Age	• The maximum age should not exceed 35 years on the last date of submission of the application. • <i>(Candidates, who have at least 3 years' experience working with a regulator, will be given age relaxation of 5 years).</i>
Skills	• Database Systems: Proficiency in SQL, PL/SQL. Experience with RDBMS (Oracle,SQL Server, MySQL, PostgreSQL) and familiarity with NoSQL databases (MongoDB,Cassandra) • Backup and Recovery: Setting up automated backups and perform DR planning /execution • Monitoring tools (e.g., Oracle OEM, SQL Profiler, SolarWinds) • Data masking and compliance (e.g., GDPR, HIPAA) • Operating Systems & Scripting: Worked on Linux/Unix/Windows & Scripting (Bash, PowerShell, Python) • High Availability & Replication: Clustering (e.g., Oracle RAC, SQL Server AlwaysOn)

	• Replication and mirroring • Cloud Platforms: AWS (RDS, Aurora), Azure SQL, Google Cloud SQL, Understanding of cloud storage, scalability, and costs
Specialized Skills	• High attention to detail • Analytical problem-solving skills • Broad knowledge of information systems and technology and future trends • Team player and ability and willingness to motivate and support others • Ability to influence people to achieve desired goals • Excellent communications skills