

Terms of Reference (TORs)	
Position Title	Deputy Director (Principal Database Administrator)
No. of Positions	01
Department/ Division	Information System and Technology Division (IS&TD)
Location	SECP Head Office, Islamabad
Job Nature	Regular
Duties and Responsibilities	• Manage Databases and Team • Ability to design and implement Database Architecture • Apply Security Controls and management i.e. CIS Controls • Implement Recovery plans • Database consolidation • Major Release upgrades and patch • Regulate Database compliance and policies • Perform DR-Drill • Compliance and Auditing i.e. to ensure compliance with data governance policies (e.g., GDPR, HIPAA) • Implement DWH Solution End-to-End Additional Preference: • Oracle Certified Professional (OCP) • Oracle Certified Expert (OCE) • Certified in cloud Technologies
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	Minimum 06 years of post-qualification relevant experience as of the application deadline
Age	• The maximum age should not exceed 40 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	• Hands on experience in managing <i>Database Systems</i>: Proficiency in SQL, PL/SQL programming. Experience with RDBMS (Oracle Multitenant Architecture, SQL Server, MySQL, PostgreSQL) and familiarity with NoSQL databases. • Worked on <i>Backup and Recovery</i>: Knows setting up automated backups and can perform DR planning /execution. • Proficient on <i>Monitoring tools</i> (e.g., Oracle OEM, SQL Profiler, SolarWinds). • Implemented <i>Data masking and Compliance</i> (e.g., GDPR, HIPAA). • Configured and executed <i>High Availability & Replication</i>: Clustering (e.g., Oracle RAC and ASM). • Configured and managed <i>Standby Databases</i>. • At least 2 Years of experience in <i>DWH/BI Administration</i>. • Independently performed <i>Database DR-Drill</i>. • Knowledge of <i>DB Audit Vault, DB Wallet and Firewall</i>.

Specialized Skills	• High attention to details. • 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.
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