



## JOB ADVERTISEMENT

Mkombozi Commercial Bank PLC was established in 2009 and operates as a fully-fledged commercial Bank. The Bank offers wide spectrum of banking services and wishes to expand its business operations across the country. The Bank is inviting suitable applicants to fill the following positions.

<b>Job Title</b>	Data Base Administrator
<b>Department</b>	Operations – ICT Unit
<b>Reporting Line</b>	Manager ICT
<b>Duty Station</b>	Head Office- Dar es Salaam

## Job Summary

Responsible for ensuring the database is always running smoothly. The goal is to provide a seamless flow of information throughout the Bank, considering both backend data structure and frontend accessibility for end-users.

## Duties and Responsibilities

- Build database systems of high availability and quality depending on each end user's specialized role.
- Design and implement database in accordance to end users' information needs and views.
- Define users and enable data distribution to the right user, in appropriate format and in a timely manner.
- Use high-speed transaction recovery techniques and backup data.
- Minimize database downtime and manage parameters to provide fast query responses.

- Provide proactive and reactive data management support and training to users
  - Determine, enforce and document database policies, procedures and standards
  - Perform tests and evaluations regularly to ensure data security, privacy and integrity
  - Monitor database performance, implement changes and apply new patches and versions when required
- Perform any other duties as assigned by the bank

#### **Knowledge and Skills:**

- Hands-on implementation of database standards and end user applications
- Hands-on experience in managing SQL or Oracle Database
- Excellent knowledge of data backup, recovery, security and integrity
- Familiarity with database design and documentation
- Ability to use Database Administration case tools (frontend/backend) and third-party tools
- Familiarity with programming languages API
- Appreciation knowledge in Data analytics
- Problem solving skills and ability to think algorithmically

#### **Experience and Qualifications:**

- Holder of Bachelor of Science in Computer Science or Computer Engineering, Information Technology, or related field
- Proven working experience as a Database administrator
- Hands-on experience with database standards and end user applications
- Previous experience with Database Administration case tools (frontend/backend) and third-party tools
- 2-5 years of database administration experience
- Professional Certifications in Oracle, SQL and database management will be added advantage.

<b>Job Title</b>	System Administrator
<b>Department</b>	Operations- ICT Unit
<b>Reporting Line</b>	Manager ICT
<b>Duty Station</b>	Head Office- Dar es Salaam

### Job Summary

The IT System Administrator will support the Bank and the IT team in developing and maintaining the desktops, servers, and network systems throughout the organisation. The IT System Administrator will also work with the wider to team in a collaborative way to extend the skill of the multifunctional team.

### Duties and Responsibilities

- To install and configure computer hardware, networks, operating systems, and applications.
- To monitor and maintain all systems to ensure they perform effectively.
- To troubleshoot system and all related problems, diagnose and solve identified hardware/software faults.
- To support the rollout of new systems.
- To respond to service incidents within the times specified in any Service Level Agreement (SLA).
- To provide support to IT users, solving their problems and providing procedural documentation as required.
- To use remote support tools to manage remote systems and desktops.
- To maintain the IT Service Desk system, logging all incidents and requests their acknowledgements and their resolutions and ensuring that all support tickets are handled effectively and expeditiously.
- To set up new users' accounts and profiles.
- Identify and correct operational issues with end users' computer systems.
- To provide basic software training and consultation to end-users.
- To configure systems for high availability including strategies for back-up and recovery, failover, load balancing, and full redundancy.
- To update systems and servers regularly with approved software updates.
- To maintain the inventory of hardware and software licenses and contracts.
- To develop and maintain the IT section of the intranet, including good practice and troubleshooting guidance.

- To manage audio-visual equipment at meetings, conferences, or training, and to manage audio-visual resources.

### **Knowledge and Skills:**

- Knowledge of methods, tools and equipment used in the installation and service of hardware and software.
- Knowledge of use of network management software including Windows server, Active Directory, and computer management software applications.
- Commendable communication skills.
- Knowledge of principles and practices of installing and maintaining servers and workstations.
- Knowledge of software development and deployment
- Knowledge of basic scripting languages.
- Knowledge of information security and incident management
- Ability to work in a virtualized environment and manage computers remotely.
- Ability to perform system requirements gathering and specifications, establish standards, and design a solution for software to assure optimum system and end-user performance.
- Ability to operate basic office tools such as Microsoft Office.
- Familiarity with programming languages API.
- Problem solving skills and ability to think algorithmically

### **Qualification and Experience:**

- Holder of Bachelor of Science in Computer Science or Computer Engineering, Information Technology, or related field.
- Must demonstrate patience and the ability to explain processes in a clear and concise manner
- Must be able to work independently with limited micromanagement
- Proficiency in software design and development.
- Working knowledge of virtualization, VMWare, or equivalent
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols
- Professional Certifications in Information technology space will be an added advantage

## GENERAL REQUIREMENTS FOR APPLICANTS OF ALL POSTS.

- Letter of Job application.
- Curriculum vitae enclosing details of work experience, skills and with postal and telephone contacts of three non-relative referees.
- Certified Copies of academic Certificates and all other submitted certificates.
- Applicants must be a self-motivated person who can work under tight time frames with minimal supervision.
- Applicants must be Fluent in English & Swahili with excellent verbal and written communication skills.

## REMUNERATION

Attractive remuneration will be given to the successful candidate.

## APPLICATION

All applications should reach the undersigned not later than 1200hrs 6<sup>th</sup> March 2021.

### **MANAGING DIRECTOR**

Mkombozi Commercial Bank Plc  
Plot Number 40, Mansfield Street, Dar es salaam.  
P.O.Box 38448

**DAR ES SALAAM**

Email: [recruit@mkombozibank.co.tz](mailto:recruit@mkombozibank.co.tz)

Only successful candidates will be contacted.