



National Centre for Information Technology
Ministry of Finance and Treasury

TOR: Database Administrator

1. Background

The Government of Maldives (GOM) has initiated a project towards the design and development of a National E-Government Framework (MEGF) for Maldives. The project is supported the GOM with the National Centre for Information Technology (NCIT) as the Executing Agency. Inter alia, the project will be required to undertake the services of a Network Administration and Security Expert.

List of Abbreviations

GOM	Government of Maldives (Executive, Judiciary and Legislative branches)
NCIT	National Centre for Information Technology
MEGF	Maldives E-Government Framework
GNM ¹	Government Network of Maldives

2. No of
Consultants
required

1

3. Objectives

The objectives of this Consultancy is to provide operational database management services to the MEGF.

4. Scope

The specific tasks related to this Consultancy address the Database Design, Administration and Costing of the MEGF, and provision of the ICT Plan for its development and implementation.

- 4.1. Develop a national standards for government databases.
- 4.2. Examine and analyses the existing database system and provide a report on the setup, vulnerabilities and actions required for conversion to MEGF.
- 4.3. Ensure well-developed secure and interoperable databases are developed that meet the regulatory national and international standards
- 4.4. Maintain availability and integrity of databases through multiple access schemes.
- 4.5. Monitor the databases to optimize database performance, resource use, and physical implementations of the database.

¹ GNM is also referred as National Computer Network and has been in implementation. The network connects sparse inhabited islands of the Maldives via Telecom Operators and through NCIT own Fiber network.



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- 4.6. Address various database integration issues including migration between disparate databases, integration, maintenance/ conversion, capacity planning issues and new application.
- 4.7. Monitor and maintain database security and database software.
- 4.8. Develop test environments as may be required from time to time.
- 4.9. Facilitate sharing of common data by overseeing proper key and index management and data dictionary maintenance.
- 4.10. Monitor and manage database backups, logs, and journals together with systematic data restoration and/or recovery procedures required.
- 4.11. Install, maintain and upgrade database software.
- 4.12. Maintain various database related documents such as manuals and programmers handbooks including developing GOM user unit tailored manuals, where necessary.
- 4.13. The following will be considered as an added advantage;
 - 4.13.1. Ability to implement and troubleshoot programming changes and modifications, to program, configure, manage, and maintain the operation of complex relational databases.
 - 4.13.2. Ability to develop and manipulate large complex data sets.
 - 4.13.3. Knowledge of computer and / or network security systems, applications, and hardware.
 - 4.13.4. Knowledge of data integrity methods and techniques.
 - 4.13.5. Ability to perform acceptance testing on computer systems, applications, and hardware.
 - 4.13.6. Ability to install, maintain, modify, and upgrade database software.
 - 4.13.7. Technical writing skills.
 - 4.13.8. Knowledge of current technological developments/ trends in area of expertise.
 - 4.13.9. Ability to operate on a scheduled 24-hour on-call basis.
 - 4.13.10. Strong inter- personal and communication skills.
 - 4.13.11. Output-oriented

5. Transfer of Knowledge

It is the policy of the GOM that the transfer of knowledge and skills to the Project Team is an inherent part of external consultancy assignments, as far as is practical and appropriate. Therefore, the approach to the task must be participative. The consultant must respond to this policy requirement through hands on training, workshops and/or other suitable methodologies.



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Strong emphasis will be placed on skills transfer to the team assigned to the project. The consultant must involve the NCIT Project Teams in all phases of the assignment, so as to practically and effectively transfer skills and secure 'buy-in' and ownership of the institutional systems and procedures developed.

All information, documents, reports and materials will become and remain the property of the GOM and the Consultant does not have any rights to copy, retain, reproduce, use or disseminate without the written approval of the NCIT.

6. Reporting

The Consultant will report to the Executive Coordinator at the NCIT

7. Duration

The duration of the contract will be 24 Calendar Months subject to renewal based on performance or based on future need.

The Consultant is entitled to designated leave follows.

7.1. Annual Leave of 30 day for every 12 Months block

7.2. Sick leave 10 Days for every 12 Months block

8. Qualification

The Consultant should possess the following key professional competencies (or substantially equivalent) for the assignment:

8.1. Bachelors' Degree (or higher degree) in Information and Communication Technology, Computer Science, Computer Engineering, Strategic Planning or ICT related field, from a recognized institution.

8.2. Competency in MS SQL and My SQL.

8.3. Microsoft Certified Database Administrators (MCDBA) or other professional certifications will be an added advantage.

8.4. At least 5 years demonstrated experience in ICT related fields, with 2 years in database administration or related functions such as IT Audit or Risk Management.

8.5. Hands-on knowledge of various database systems will be an added advantage.

8.6. Excellent understanding of the project goals and objectives.

8.7. Ability to deal with diverse and complex issues in network and security implementation.

8.8. Good leadership and analytical skills.

8.9. Excellent listening, interpersonal, written and oral communication skills (in English Language).

8.10. Highly self-motivated and self-directed.

8.11. Ability to effectively prioritize and execute tasks while under pressure.

8.12. Experience working in a team-oriented, collaborative environments.



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- 8.13. Consultancy track record working with Government projects &/or multilateral funded projects.
9. Remuneration package
- 9.1. The consultant will be paid a total remuneration US\$ 2320.00 in United States Dollars as per the following breakdown.
- 9.1.1. Salary of US\$ 2000.00
- 9.1.2. Living Allowance of US\$ 300.00
- 9.1.3. Phone allowance of US\$ 20.00
10. Accommodation package
- 10.1. GOM will provide a furnished room with attached toilet on dual sharing basis.
- 10.2. Kitchen and laundry facility will be available in the apartment. The rent of the apartment will be paid by GOM.
- 10.3. GOM will also bear limited charges for electricity, water, gas and internet. Should these go above the threshold, it should be borne by the consultant and will be deducted from the remuneration.
- 10.4. Consultants are responsible for all items within the apartments and would pay for any damages during their stay.
- 10.5. The consultant will be provided One Economy Return ticket per year.
- 10.6. The consultant's visa and work permit and insurance will be arranged by GOM.
11. Working Hours Full time: 8:00am – 3:00pm (if required, time should be adjustable in order to achieve the objectives)



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In this context, the National Centre for Information Technology invites interested candidates to send applications, along with relevant documents to:

National Centre for Information Technology
64, Kalaafaanu Hin'gun,
Male', Republic of Maldives
Phone: + (960) 334 4000/ Fax: (960) 334 4004

OR email to: employment@ncit.gov.mv