Position: **Database Administrator**

Department: **Operations**

Closing Date: **2 June 2021**

QUALIFICATIONS AND EXPERIENCE

- Diploma in information science or computer science
- Minimum of 3 years work experience.
- Data / Information Management experience
- Project Management experience

ATTRIBUTES

- Problem solving and solution driven.
- Excellent interpersonal skills.
- Able to work under pressure.
- A team player. Prepared to assist others as the need arises.
- Ability to see the big picture and understand business processes.
- Attention to detail.
- Strong analytical skills.

JOB REQUIREMENTS

- To assist in the management and maintenance of the IRBA's workflow system.
- To log and follow-up on any queries logged by users.
- To assist with management of annual processes.
- To work closely with the IT Projects Manager and support the users in all departments.
- To follow-up on project milestones, report, and issue feedback.
- To assist with user acceptance testing.

CV's must be e-mailed to hr@irba.co.za

The IRBA is an employment equity employer. To comply with our equity plans, preference for this position will be given to Coloured and African candidates or candidates with disabilities. Correspondence will be limited to short listed candidates only. Only candidates who meet the requirements should apply. The IRBA reserves the right not to make an appointment. By applying, the applicant gives permission to the IRBA to perform background, security, credit and reference checks and to verify documents and qualifications. Shortlisted candidates may be asked to complete a psychometric and/or practical assessment before a final appointment is made.