



AccessBank Liberia Limited (ABL) is a fully-fledged commercial bank, offering in a transparent, professional and sustainable way appropriate financial services to the general lower and middle income strata of the Liberian population with special focus on micro and small entrepreneurs. Our shareholders are multinational entities including AccessHolding, International Finance Corporation (IFC), African Development Bank and European Investment Bank.

AccessBank Liberia is currently looking for qualified Liberian to fill the position of: **Database Administrator**

Main Responsibilities

The Database Officer/Administrator shall work as a strategic support staff to the IT Department and be responsible to aid the IT Manager in ensuring that ABL Database Systems are maintain, available, secure and performance and standard deployment are in line with LFS Standards and that users are provided the needed support all times.

- Planning, deploying, configuring and maintaining database related servers and administratively responsible for all SQL servers on ABL network;
- Installs, manage and administers database servers and Systems such as SQL, MySQL, and Oracle etc.
- Manages and support the Core Banking Application (myMBS)
- Ensure regular database backup, storage, and recovery at all times.
- Ensure database design, installation requirements and deployment.
- Assist in conduction training for end user on the use of core banking application (myMBS) and provide information on resolving problems.
- Maintains database performance by calculating optimum values for database parameters; implementing new releases; completing maintenance requirements;
- Conducting server patch management, scripting (log in scripts), user administration (active director);
- Installs new banking software modules, updates or fixes (planning, local testing and in case of new functionalities, train the trainer)
- Develop customize reports from time to time.

- Function as second level support for questions related to the business functionality of the banking system
- Program, develop and supervise applications projects in connection with Banking Application
- Maintain and update documentation of systems and applications
- Transfer knowledge to IT Colleagues in keeping with corporate team spirit.

Minimum requirements & qualifications:

- Bachelor or Diploma (plus Professional certificates in IT)
- At least 2 years working experience in the prescribed field

Other desirable qualities :

- Honesty, Thorough and Accurate
- Good oral and written communication and reporting skills
- Ability to work against tight deadlines, flexible working hours and pressure

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to implement and troubleshoot network problems
- Knowledge of computer hardware and software as well as communication hardware and software
- Knowledge of the design, installation and operation of local area networks
- Knowledge of computer networking and performance monitoring, including relevant experience of intranet and internet service provision
- Knowledge of computer and/or network security systems, applications, procedures, and techniques
- Knowledge of network security methods and techniques
- Ability to install, maintain, modify, and upgrade network software i.e. Operating Systems, firewalls and antivirus
- Technical writing skills
- Knowledge of current technological developments/trends in area of expertise
- Ability to operate on a scheduled 24-hour on-call basis
- Strong inter-personal and communication skills
- Output-oriented work habits
- Initiative

If you are interested and fulfill the above mentioned requirements, please send your cover letters and CV including testimony of all relevant documents to the Human Resources Department, AccessBank Liberia, The Microfinance Bank, 20th Street Sinkor, Monrovia-Liberia or email hr@accessbank.com.lr
Please note that only short-listed candidates will be contacted!

Closing date for this vacancy is Tuesday, **February 4, 2020 5:00p.m.**

