



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR THE POST OF DATABASE ADMINISTRATOR
CASE NO.14J2024

Main Responsibilities and Tasks

- Responsible for supervision Database Management relevant, review oversight of construction project materials controls, document controls, and Operations & Maintenance (O&M) development. Interfaces with system analyst, Technical writer, development, internee, Data entry office Assistant personnel.
- Data remains consistent across the database;
- Data is clearly defined;
- Data Replication;
- Users access data concurrently, in a from that suits their needs
- There is provision for data security and recovery control (all data is retrievable in an emergency).
- Develops and implements strategic, operational, and technology plans for the projects.
- Planning data flows for a new or revised database;
- Mapping out the 'conceptual design' for a planned database;
- Refining the "logical design" so that it can be translated into a specific data model;
- Further refining the 'physical design' to meet system storage requirements;
- Writing database documentation, including data standards, procedures and definitions for the data dictionary ('metadata');
- Controlling access permission and privileges;
- Meeting users access requirements and resolving their problems;
- Ensuring that storage, archiving, backup and recovery procedures are functioning correctly;
- Capacity building planning;

Occasional Tasks and Responsibilities

- Performs related duties as assigned.

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