

## National Health Mission – Tamil Nadu

### Terms of Reference for Database Administrator

|                                 |  |
|---------------------------------|--|
| <b>Name of the Organisation</b> | National Health Mission – Tamil Nadu           |
| <b>Reporting Officer</b>        | Mission Director, National Health Mission – TN |
| <b>Name of the Position</b>     | Database Administrator                         |
| <b>Number of Positions</b>      | 1  |
| <b>Location</b>                 | Chennai  |

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for one position of Database Administrator for its State Programme Management Unit at Chennai, Tamil Nadu.

### Background

National Health Mission Tamil Nadu (NHM-TN) is the umbrella programme of the Ministry of Health & Family Welfare, Government of India to assure universal access to equitable, affordable and quality health care which is accountable and at the same time responsive to the needs of the people and works towards reduction of child and maternal deaths as well as population stabilization, gender equity and demographic balance.

### Objective

As a Database Administrator, the overall objective is to provide support for the implementation and follow up of HMIS in the Hospitals in the Districts under Directorate of Medical Education and Directorate of Medical and Rural Health Services under overview of National Health Mission – Tamil Nadu,

### Key Responsibilities

- Installing changes to database software, service packs as and when required
- Backups, restores, consolidation and reorganization
- Optimize and tunes database systems to maximize their performance and operation
- Defines and improves the overall release process for database systems
- Responsible for the database configuration, design, migration, create/update additional tables as required for the changes in the application.
- The regular database administration, performance monitoring, tuning, security, troubleshooting, backup, data recovery, etc. should be maintained.
- To schedule the maintenance activities to server admin (date, activity, shift) for one week and share on Saturday
- Good Knowledge of SQL database is needed

- Installation and configuration of SQL databases
- Knowledge of writing SQL, MySQL, NoSQL queries
- Experience in carrying out performance, integrity and Security of a database
- Writing database documentation, controlling access permissions and privileges
- Developing, managing and testing back-up and recovery plans.
- Ensuring that storage archiving, back up and recovery procedures are functioning correctly.
- Must be able to do planning, development and troubleshooting, maintaining data standards including adherence to the Data Protection Act
- Writing Database Documentation, controlling access permissions and privileges
- Developing, managing and testing back up and recovery plans
- Ensuring that storage achieving back up and recovery procedures are functioning correctly
- Capacity planning etc.,
- Build Database Systems of high availability and quality depending on each end user's specialised role
- Use high speed transaction recovery techniques and back up data
- Minimise Database downtime and manage parameters to provide fast query responses
- 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

## **Output**

Timely accomplishment of task and responsibilities, regular reporting, provide situational analysis, achieve key deliverables and provide support to strengthen and implement key elements of the Programme assigned.

## **Qualifications and experience**

1. B.E / B.Tech / M. Tech in Computer Science (CS) / Information Technology (IT) / M.C.A / M.Sc Computer Science (CS) / Information Technology (IT)  
(AND)
2. Minimum 5 years experience in database administration
3. An adequate knowledge in various databases including Oracle, PostgreSQL, MySQL, Sequel Server and other RDBMS, ORDBMS, NoSQL, etc

## **Travel and subsistence:**

Not Applicable

**Reporting Requirements:**

The Database Administrator will submit monthly/applicable updated report to the State Data Manager (e-Gov)

**Workstation:**

The workstation of Database Administrator is at the NHM.

**Mode of Recruitment:**

The Database Administrator shall be engaged on Contract basis for a period of 11 months. The Database Administrator first term (11 months) will be on probation. Subject to satisfactory performance, the Database Administrator will be continued for the subsequent terms.

**Termination:**

The contract can be terminated by either party giving a notice of one month in writing.

**Remuneration:**

The Database Administrator will be paid a consolidated monthly salary as per NHM-TN norms **(Rs. 49,100/- or 53,000/-)\***. The Database Administrator shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The consultant shall not be exempt from taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

\*Fee offered within the band will be commensurate qualification and experience.

**Age Limit:** No Age Limit (as on last date of receiving of applications).

Candidates selected in this interview could be considered for other vacant positions at NHM-TN requiring similar skill sets and at appropriate level.

**To Apply:** Candidates are requested to click on the Google Form link below and fill in all the details by 01.02.2024. Applications submitted in other formats will not be accepted.

*Please ensure to mention post applied for on the application form, without which the application form will not be accepted.*

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