

AMK Microfinance Institution Plc. is one of the largest microfinance institutions in Cambodia. AMK serves a large number of over 1,000,000 customers with more than 3,000 staffs nationwide.

Job Title : **Database Administrator Manager**
Report to : **Head of MIS**
Location : **Head Office**
Closing Date : **September 23, 2019**

Job Responsibilities

- ▶ Maintain databases ensuring that data is held securely, with integrity and meets all AMK's policy and security standards. Ensure that processes for the capture and maintenance of data are effective and efficient.
- ▶ Monitoring database system performance and tuning
- ▶ Ensure necessary system maintenance and upgrades are planned, communicated and implemented with minimal impact on business operations; identifying any relevant training requirements which staff may need to be trained on or notified of the changes
- ▶ Design, implementation, support and monitoring of Data Warehouse and Reporting Systems
- ▶ Provide subject matter expertise, advice and consultancy for assigned projects
- ▶ Ensure that backup and recovery plan for databases, application and reporting systems are in place
- ▶ Installing and testing new versions of the DBMS
- ▶ Create and maintain up to date the documents, including data standards, procedures and definitions for the data dictionary.
- ▶ Communicating regularly with technical, applications and operational staff to ensure database integrity and security
- ▶ Preparing disaster recovery plan by doing switchover
- ▶ Developing, managing and testing back-up and recovery plans; ensuring that storage and archiving procedures are functioning correctly; capacity planning;

Qualification and Experiences:

- ▶ At least Bachelor degree or equivalent on Computer Science or Information Technology;
- ▶ At least 3 years of Development, Data Warehouse and Business Intelligent experience;
- ▶ At least 3 years experiences in Oracle Database.
- ▶ Experienced in Microfinance or Banking sector is preferred;
- ▶ Certified Oracle DBA are preferred;
- ▶ Knowledge in other databases including Microsoft SQL, MySQL, PostgreSQL is a plus
- ▶ Experienced in large scale MIS environment with multiple databases and multiple platforms;
- ▶ Experienced in the creation & reviewing of system architecture and technical documentation;
- ▶ Good in written and verbal communication skills and the ability to communicate effectively at all levels of the business;
- ▶ Ability to work independently or as a team member;
- ▶ Good in problem solving and analysis skills;
- ▶ Good organization and execution skills.

Benefits

<ul style="list-style-type: none"> ▶ AMK provides a competitive salary package to the employees ▶ Salary increment rate every year ▶ Khmer new year bonus ▶ Phchum Ben bonus ▶ Retirement bonus ▶ Staff incentive ▶ Staff pension fund ▶ Staff retention bonus ▶ 100% medical insurance for employee's spouse and dependences for local treatment ▶ Staff overseas treatment 	<ul style="list-style-type: none"> ▶ Staff accident insurance 24/7days ▶ Staff loan for education purpose with only 2% interest rate per year ▶ Staff housing loan with only 5% interest rate per year ▶ Paternity and Maternity allowance ▶ Annual leave 18 days per year ▶ Staff capacity development and opportunity to promote per job requirement ▶ Working condition in accordance to the Cambodian Labor Law
--	--

Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh. Chamkarmorn, Phnom Penh, Cambodia or E-mail: job@amkcambodia.com

Attachments:

- A copy of obtained certificates or confirm letter by the University

- A copy of national identification, family book, and certificate of birth
- A copy of transcript is preferred.

For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: www.amkcambodia.com

AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.