

■ Job/ Position details

1. **Job Identification Number (JID): IT-2010**
2. **Job Grade (JG): Four (4)**
3. **Job Level (JL): (TBA)**
4. **Job Title (JT): Oracle Developer**
5. **Reports to: IT Director**
6. **Company (Group Business Unit): MEET**
7. **Location and/or Site: MEET Group**
8. **Division/Directorate: Information Technology**
9. **Department: Information Technology**
10. **Section: Systems Design and Database Management**

I/1- Summary:

- To develop, design, install, test and maintain Oracle Modules as might be assigned to him by his immediate superiors and management.
- Collects information design computer systems and create business solutions.
- Under general supervision, provides technical expertise in the design, implementation, and maintenance of relational database management systems (RDBMSs) that support institutional business applications.
- Ensures logical data models are mapped effectively and efficiently into physical data models that take advantage of the characteristics of the specific database management system used.
- Responsible for technically supporting multiple databases that run business applications which are accessed by multiple departments.

I/2-Principle Accountabilities:

1. Develops applications modules and programs assigned to him by his superiors.
2. Gathers data from the requesting users needed for the development of the program/module.
3. Checks feasibility with existing system in coordination with the IT Team.
4. Designs files structure with the coordination of the Database Administrators and with the System Analyst.
5. Trains users for the operation, data maintenance and trouble shooting of the system/module.
6. Fixes data related problems and program/module bugs beyond the control of computer operators/users.
7. Submits to the Database Administrator the final files structure and indexed keys for the creation of permanent tables and indexes for actual usage of the system/module.
8. Submits to the Database Administrator the list of users to be given the privilege of the module/program usages.
9. Documents each program/module completely and submit to the Database Administrator prior to implementation.
10. Grants final access to users who undergone the newly developed system/module.
11. Ensures all new programs/modules and revisions as requested by the user by filling-up the standard request form and approved by the IT Director.
12. Performs the function of a Computer Programmer/Analyst regarding systems design, program coding and system implementation.
13. To perform any other task assigned by his immediate supervisor
14. Handles systems' to improvements and enhancements or expansion systems to serve new purposes/users.

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15. Analyzes business problems/requirements in detail.
16. Specifying one or more designs for a computer system or business approach that will solve the problem.
17. Arranges with key personnel in the review of existing and creation of new reports to meet regulatory and business needs.
18. Review the accuracy and timeliness of all data disseminated and follow up with appropriate measures according to established policies and procedures.
19. Ensure quality standards are met according to established Quality Systems and Professional Standards and Know-How.
20. Source, test and use data to inform business improvements.
21. To plan and develop new computer systems or devise ways to apply existing systems' resources to additional operations to improve/enhance systems' performance or work flow or expand system to meet new business needs.
22. Prepares charts and diagrams that constitute a representation of the new system/module in terms which managers or non-data-processing personnel can understand.
23. Suggests specifications for programmers to follow [Database Planning, Installing and Upgrade of Oracle Database, Segments, Schemas, Monitoring segments, Tuning Application Design, Database Security, and Prepare Audit Trials.]
24. Performs Back-up (Export) - Downloading of data from the database,
25. Performs Restore (Import) - Uploading of data to the database; Configuring the Overall Oracle Database.
26. Documentation of Database [Overall in charge of documentation and integration of the whole system as per documentation submitted by the concerned programmer].
27. Perform other tasks as assigned by the IT Supervisor/Director.

1. Knowledge:

1. B.Sc. Engineering (Computer Science) or equivalent.
2. Specialized Academic Certificate is an asset.
3. Additional Professional Certification and Accreditations are essential.
4. Retains a minimum of TWO Years Of hands On Experience In Developing Commercial Applications Using :
 - *Oracle 10G Developer Suite (Forms, Reports).*
 - *Oracle Application Server 10GR2 Installation and Administration.*
 - *Oracle DB 11G Enterprise Manager.*
5. Demonstrates excellent Oracle & Database Management knowledge skills and talents.
6. Displays team spirit skills.
7. Displays very good analytical skills.
8. Displays effective verbal, presentation and communications skills.

2. Complexity and Judgment

- Incumbent is required to demonstrate very good understanding of Oracle Programming and Database Management knowledge in large functional disciplines.

3. Responsibility

A. Freedom to Act

- The job incumbent responsibility is extended to the overall MEET functions, as described in duties and responsibilities above.

3/A- Laws, policies and procedures governing the job boundaries.

1. Technical and professional Oracle Programs' applications.

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2. ISO Certificates policies, rules and procedures.
3. Other rules and/or regulations directly and/or indirectly related programming and database management.

3/A/2/1	Conducts job-related studies and researches on: As might be requested and assigned to him.	Yes
3/A/2/2	Analysis and evaluates job-related studies and researches on: As might be requested and assigned to him.	Yes

B. Scope/Span

- The job incumbent responsibility is extended to cover overall MEET functions.

4. Supervision Exercised

4/2- Supervision Exercised OVER the “Job Holder”

4/2/1 Immediate supervisor **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job.

4/3- Jobs directly reporting to the “Job Holder”

Sr. No.	Job Title	Number of Job Holders
4/3/1	None	None

4/4- Supervision Exercised BY the “Job Holder”

4/4/1 Only **FUNCTIONALLY** oversees his job.

5. Interpersonal and Communication Skills

5/1- Job holder’s External Communications-e.g.:-

5/1/1 **Contracted local S/W suppliers.** YES

5/2- Job holder’s Internal/External Communications objectives e.g.:-

5/2/1	Secure approval	YES	<input type="checkbox"/>
5/2/2	Obtain information	YES	<input type="checkbox"/>
5/2/3	Explain to maintain cooperation and support	YES	<input type="checkbox"/>
5/2/4	Committee membership	YES	<input type="checkbox"/>
5/2/5	Presentations and Demonstrations	YES	<input type="checkbox"/>
5/2/6	Represent Company/Department	YES	<input type="checkbox"/>

5/2/7 Others: **As may be assigned to him by his superior.**

6. Manual / Motor Skills

6/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. Servers and Main Frames
3. H/W & S/W
4. Mobile Phone

6/2- Hazardous that represents a threat to the job holder while getting the job done.

- **Nil**

7. Visual Concentration

- The job requires continues requirement for close visual concentration that may exceed 80% of the job incumbent's working day.

7/1- Machines and equipments used by the job holder to get the job done.

- 1. Personal Computers**
- 2. Servers and Main Frames**
- 3. H/W & S/W**
- 4. Mobile Phone**

7/2- Hazardous that represents a threat to the job holder while getting the job done.

- None

8. Physical Effort

- Normal physical office effort.

9. Work Environment

A. Working Conditions

- Normal air conditioned fully equipped office.

B. Overnight Travel

- The job does not require travelling within and/or outside country boundaries.