TERMS OF REFERENCE

Position Title: Database Administrator

Practice Area or Hub: Procurement Lifecycle Portal: Development and delivery

Location: SSN, Cape Town

Start date: As soon as possible

Remuneration: R40 000 – R65 000 dependent on experience

About SouthSouthNorth

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries’ access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to management of donor funds, technical assistance and project management.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

About the Role

This position within SSN covers two overlapping mandates: Project-level Procurement, and Organisational Operational Workflow. This is a new position for a Database Administrator who will manage, support and maintain a browser-based Lifecycle Portal from pre-installation build-phase onwards, acting as a gatekeeper between the procurement and operations departments. For this reason candidates with a strong foundation in Law, Statistics or I.T. are preferred.

Roles and Responsibilities:

• Conduct solution scoping and configuration under supervision
• Lead in design and implementation of the portal
• Lead in database analysis within the portal
• Shape variable definitions for statistical inquiry within the database
• Create and manage user accounts and permissions.
• Supervise training regimes for existing and new staff.
Experience, Education and Knowledge Base

Advantageous experience base

- Experience working on and with Macbooks and Apple OS.
- Experience developing or administering within the Salesforce or Sage Evolution ecosystems.
- Business accounting experience/ exposure.
- Experience with spreadsheet-based monitoring and reporting systems in MS Excel 2016 and later.
- Model-building and logistics planning experience.
- Coding or backend dev experience.
- SQL or relational database skills, or experience writing basic SQL scripts.
- Prior engagement in procurement and risk management for small organisations.

Advantageous knowledge base

- Basic IT and networking knowledge.
- Tertiary qualification or course in an IT field.
- Tertiary qualification or course in a Contract Law field
- Accounting qualification or course.
- Basic coding course.

Competencies and personal qualities

- Excellent written and verbal communications.
- Ability to self-manage deadlines and workflows.
- Exceptionally accurate and efficient in quantitative work.
- Ability to work within a flexible and fluid work environment.
- Eagerness to learn new approaches to data handling.
- A grasp of general business and accounting practices.
- Patience, resourcefulness and a willingness to help others.
- Ability to work as part of a team.
- An ethos of sustainability.

Qualifications

IT Diploma, 8+ years work related experience

Application process

To apply, please complete the Google Form, upload your CV and Cover Letter via the following link Database Administrator

SSN is looking to recruit the Database Administrator as soon as possible, with a preference for a strong candidate who can start work immediately. Application closing date is 8 May. Unfortunately we are not able to offer feedback on any application made for this job posting. SouthSouthNorth reserves the right not to make an appointment.