

Royal Thimphu College

Terms of Reference – IT (Asst.) Officer / Database Administrator

The IT Officer or Assistant IT Officer (Database Administrator) (depending on qualifications and experience) will be responsible for overseeing database functions and development (backend and frontend). The DBA will be guided and supervised by the IT Adviser under the Administration & Finance Department, and work with a team of 4-5 IT staff members. A general framework for the roles and responsibilities (including but not limited to the following) of the DBA is outlined below:

Developing and Administering RTC databases and related apps:

- Implement, administer, and maintain RTC databases (MS SQL Server, MySQL). **The DBA must be comfortable with database design and usage (SQL programming and queries, tables, stored procedures, views).**
- Implement, administer, and maintain related desktop (MS Access, Visual Basic) and web applications (Visual Basic, C#.NET). **The DBA must be comfortable with programming in these or equivalent languages to develop software code.**
- Develop new systems as per RTC requirements.
- Assist with other IT-related tech support for client and server systems throughout the college.
- Any other tasks as and when assigned.

Reporting: The DBA shall report to the IT Adviser and the Head, Administration & Finance.