

## KINNAIRD COLLEGE FOR WOMEN



### Vacant Position

Kinnaird College for women invites the applications from bright and motivated individuals (Females Only) for the following vacant position:

#### **Database Analyst:**

Database analysts design, develop and administer data management solutions using database management software. Data administrators develop and implement data administration policy, standards and models.

#### **Main Duties:**

Database analysts perform some or all of the following duties:

- Collect and document user's requirements
- Design and develop database architecture for information systems projects
- Design, construct, modify, integrate, implement and test data models and database management systems
- Conduct research and provide advice to other informatics professionals regarding the selection, application and implementation of database management tools
- Operate database management systems to analyze data and perform data mining analysis
- May lead, co-ordinate or supervise other workers in this group

#### **Additional Duties**

- Develop and implement data administration policy, standards and models
- Research and document data requirements, data collection and administration policy, data access rules and security
- Develop policies and procedures for network and/or internet database access and usage and for the backup and recovery of data
- Conduct research and provide advice to other information systems professionals regarding the collection ,availability ,security and suitability of data
- Write scripts related to stored procedures and triggers
- May lead and coordinate teams of data administrators in the development and implementation of data policies, standards and models.

#### **Employment Requirements**

- Bachelors degree, preferably in Computer Science or Related field
- Courses , Diplomas & Experience in Computer Programming will be an added advantage

Applications consisting of the following must reach the Principal's Office through Registered mail by 16<sup>th</sup> November 2011:

- cover letter along with detailed resume
- passport size photograph
- attested copies of CNIC
- all relevant documents (degrees, transcripts and experience certificates)
- complete personal contact details
- names & exact contact details of two referees

**Only short listed candidates will be invited for an interview**

Please write the position applied for clearly on the envelope.

All applications should be sent to:

The Principal

Kinnaird College for Women, 93-Jail Road, Lahore.