



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit a high caliber, results oriented and self-driven individual to fill the position of **Database Administrator**.

DATABASE ADMINISTRATOR

Job Type

Three (3) year Contract.

Job Purpose

Reporting to the Business Systems Manager, the Database Administrator will be responsible for designing, planning, implementing and supporting the databases in the Bank and the related infrastructure

Key Responsibilities

- Install, configure, upgrade, and maintain database server and application tools
- Allocate system storage and plan future storage requirements for the database system
- Support the Bank's digital channels and core banking systems
- Modify database structure as necessary based on requirements from application developers
- Monitor and optimize database performance using advanced tuning techniques
- Plan, implement, and test backup and recovery procedures for database information
- Maintain archived data and ensure data retention policies compliance
- Generate reports and perform data analysis as per business requirements
- Contact database vendors for technical support and coordinate vendor relationships
- Enroll users and maintain comprehensive system security protocols
- Control and monitor user access to databases with role-based access controls (RBAC)
- Establish and maintain audit trails for all database activities
- Conduct regular access reviews and privilege management
- Maintain detailed documentation for audit purposes
- Participate in regulatory audits and examinations
- Ensure proper handling of Personally Identifiable Information (PII)

- Maintain compliance with data retention and disposal policies
- Establish incident response procedures for database-related issues
- Coordinate with cybersecurity team on threat detection and response
- Maintain business continuity plans for critical banking operations

Required Technical Skills & Qualifications

Education & Experience

- Bachelor's degree in computer science, Information Technology, or related field
- **Minimum 3 years** of database administration experience, preferably in a financial institution
- Professional certifications preferred (Oracle DBA, Microsoft SQL Server)

Technical Expertise

- **Database Platforms:** Oracle, SQL Server, MySQL, PostgreSQL
- **Programming Languages:** SQL, PL/SQL, Shell scripting
- **Operating Systems:** Linux, Windows Server
- **Monitoring Tools:** Oracle Enterprise Manager, SQL Server Management Studio, Nagios, Zabbix, SolarWinds
- **Backup Solutions:** RMAN, SQL Server Backup, third-party backup tools

Banking Domain Knowledge

- Understanding of banking operations and workflows
- Knowledge of payment systems
- Familiarity with regulatory reporting requirements
- Understanding of risk management principles
- Knowledge of customer data protection requirements

Soft Skills & Competencies

- **Communication Skills:** Ability to explain technical concepts to non-technical stakeholders
- **Problem-Solving:** Strong analytical and troubleshooting capabilities
- **Time Management:** Ability to prioritize multiple tasks and meet deadlines
- **Attention to Detail:** Critical for maintaining data integrity and compliance
- **Teamwork:** Collaborate effectively with development, security, and business teams
- **Adaptability:** Keep current with evolving technologies and regulations
- **Leadership:** Mentor junior staff and lead database projects

Method of Application

Please note that applications with the position applied for clearly indicated on top of the envelope together with a detailed Curriculum vitae and copies of academic and professional certificates, should be **HAND DELIVERED** or sent through **COURIER/POST OFFICE** to the Bank's Head Office located at Consolidated Bank House, Koinange Street, 6th Floor on or before Friday, 19th September 2025 at 5.00 pm and addressed to:

**The Head of Human Resources
Consolidated Bank of Kenya Limited
P.O. Box 51133 - 00200
NAIROBI**

Consolidated Bank of Kenya Limited is an equal opportunity employer.