

Database Manager / Administrator will be responsible for the performance, integrity and security of a database being operated however, depending on the Projects running with PUNBUS/Punjab Roadways and level of responsibility, the role can vary from inputting information through to total management of data.

Task to be assigned to DBA will include:

- Key role of I.T. expert for all I.T. related projects of Departments/PUNBUS
- Assisting in database design.
- Updating and amending existing databases.
- Setting up and testing new database and data handling systems.
- Monitoring database efficiency.
- Sustaining the security and integrity of data.
- Creating complex query definitions that allow data to be extracted.
- Training colleagues in how to input and extract data.
- Monitoring database related to ETM Machine Project including security, compliance with head office instructions, carry out checking of depots, monitor working of staff deputed in depots for ETM, updation of database, creation of reports as per requirements, updation of data base in case of fare revision.
- Monitoring database related to GPS Project including reports development as per PUNBUS requirements.
- Monitoring & co-ordinating with depots & with Online Booking Provider Firm to handle refund related issues, Booking done by CRS or Through Online & Handling Complaints raised by passengers are the key responsibilities for Online Booking Project.
- Play key role as department expert in development of integrated depot management system in which all aspects of depot management are being computerised for which RFP is under finalisation. Perform other I.T. related duties assigned by M.D. PUNBUS.
- Apart from these key responsibilities, perform other IT related/ Data Management duties which will be assigned by **Executive Director (I.T)**

Required skills

- For a role in database management, PUNBUS/Punjab Roadways will be looking for:
- Strong analytical and organisational skills
- Understanding of structured query language (SQL)
- Understanding of .Net Framework application development & Java
- Knowledge of 'relational database management systems' (RDBMS), 'object oriented database management systems' (OODBMS) and XML database management systems
- Experience with their database software/web applications
- Up-to-date knowledge of technology and the Data Protection Act
- Ability to work well in a fast paced environment, where the technology is constantly changing
- DBA will play key role during project development to ensure database is being built up as per user requirement of PUNBUS / Punjab Roadways, submit reports to management and monitor operations of integrated depot management system (IDMS).