

## **TEMPORARY APPOINTMENT: Data Base Officer**

### **TORS**

Under the general supervision and leadership of the Direct Marketing Specialist, the Database Officer will be in charge of having a database management system in place, ready to support FR operation and marketing campaigns in a cost-efficient way.

#### **Summary of key functions/accountabilities:**

- 1. Database security and confidentiality procedures, directives and instructions effectively established in concordance with the organization guidelines and regulations.**

#### **Duties & Tasks**

- Assure the correct functioning of Donor Perfect Online and other systems to manage the data of donors and supporters.
- Assure the implementation of database security and confidentiality procedures and periodical process to guarantee database integrity.
- Provide technical support to upgrade & maintenance different FR system criteria.
- Supervise the monthly data process for different payment methods and process the response of each donation.
- Effective and timely database uploading & maintenance to support financial and marketing processes
- Effective collaboration with PFP team and other ACO's areas (ICT) for efficient working processes, advisory functions and general database support.

- 2. Effective supervision of Database Associate and Database Assistant:**

#### **Duties & Tasks**

- Coordinate weekly meetings with the team with focus on: deadlines, drawbacks and progresses.
- Supervise assistants' duties and tasks being able to provide proper guidance and expertise to those issues that requires special tutorial.
- Ensure the completion of PER--both own and the staff under supervision by the deadlines.

- 3. Administrative tasks and responsibilities are effectively carried out and delivered.**

#### **Duties & Tasks**

- Prepare Terms of Reference for quotations. Follow up quotation process.
- Participate in CRC and other administrative mechanisms.
- Assist in the preparation of the workplan. Prepare periodic and ad-hoc reports and documents
- Use VISION to different administrative and financial processes.
- Follow up of the invoicing process. Control income and expenditure.

### **Qualifications of Successful Candidate**

### **Competencies required**

#### **Core Values**

- Commitment
- Diversity and inclusion
- Integrity

#### **Core competencies**

- Drive for Results (L2)
- Communication (L2)
- Working with People (L2)

#### **Functional Competencies**

- Entrepreneurial Thinking (L1)
- Relating & Networking (L2)
- Formulating Strategies and Concepts (L1)
- Analyzing (L1)
- Persuading and Influencing (L2)

### **Qualifications required**

**Experience:** 1 year of progressively responsible professional work experience in the development department of Technologies/Systems/Information.

**Language Requirements:** Fluency in Spanish and English is required.

**Education:** Advanced University degree in Information Technologies and Communications, IT, Systems or Computer Software Engineering. A first level University degree, in combination with qualifying experience, may be accepted in lieu of the Advanced University degree.

### **Technical Knowledge**

Knowledge of the following topics is required:

- Computer Skills: Fluent in MS SQL (DML and DDL), Advanced MS Excel user (Graphics, Pivot Tables, Advanced Functions, Integration with others Databases sources, VBA, Macros and automation), MS Access.

- Tools: MS SQL Management Studio, MS Office, MS VBA.

Knowledge of the following topics is desirable:

- Database Knowledge: SSRS, MS SQL Report Builder, SQL Integration Services.
- Web Literacy: Knowledge of HTML and CSS, MS Visual Studio, STFP/FTP Clients, Javascript, C#, WebHosting Administration (domains, SSL Certificates ,MySQL Databases, Open Source CMS), Server Search Engine Optimization (SEO), Search Engine Marketing (SEM), Google Analytics, Web Services and CMS Avaya is an asset.