

ToR

Database Administrator Vacancy

Ministry of Education

Queen Rania Centre for Education and Information Technology

2026

1. Job Title:

Databases Administrator

2. Location:

Queen Rania Centre for Education and Information Technology

Ministry of Education, [Amman, Jordan]

3. Reporting to:

Information Technology Manager, Queen Rania Center for Education and Information Technology

4. Duration:

Contract One Year with possible extension based on performance and project requirements.

5. Background

The Ministry of Education, through the Queen Rania Centre for Education and Information Technology, is committed to enhancing educational services using modern technologies. This centre plays a crucial role in developing and maintaining digital platforms that support the educational system in Jordan.

As part of this process, a Data-Based Administrator is needed to ensure the effective management, organization, and security of the organization's data systems

6. Objective

The primary objective of the Data-Based Administrator is to oversee the MoE databases and data systems, ensuring data integrity, security, and availability. They will also play a key role in supporting data analysis and reporting needs. The selected candidates will work closely with the IT team to ensure that the

digital solutions meet the educational needs and are aligned with the Ministry's strategic goals.

7. Key Responsibilities

Database Administrator:

The Data-Based Administrator will be responsible for the following tasks:

a. Database Management

- Design, implement, and maintain databases to meet MoE needs.
- Optimize database performance, troubleshoot issues, and ensure data consistency and best performance.
- Regularly back up and recover data to prevent loss.

b. Data Security

- Develop and implement data security measures to protect sensitive information with compliance with MoDE and National Cyber Security Centre standards.
- Monitor systems for potential breaches and ensure compliance with data protection regulations.

c. Data Quality and Integrity

- Perform regular audits to ensure data accuracy and completeness.
- Establish and enforce data governance policies.

d. Support for Data Analysis and developers

- Provide support for data analysts and Developers in QRC and other stakeholders by ensuring accessibility to required datasets.
- Assist in creating dashboards and reports as needed.

e. Documentation and Training

- Document database structures, processes, and changes.
- Provide training and support to staff on data-related tools and best practices.

8. Qualifications:

Database Administrator

a. Education:

- Bachelor's degree in Computer Engineering, Computer Science, Information Technology, or a related field.

b. Experience:

- 2–3 years of hands-on experience as a Database Administrator
- Experience managing SQL databases such as MySQL, PostgreSQL, SQL Server, or Oracle
- Background in backup and recovery procedures, including automated backups
- Experience in performance monitoring and resolving database issues
- Familiarity with database design, normalization, and schema updates
- Worked with teams to support application development and deployment
- Experience in managing user roles, permissions, and maintaining data integrity
- Exposure to cloud-based databases (AWS RDS, Azure SQL) is a plus

c. Technical Skills:

- Proficiency in database management systems such as SQL Server, MySQL or any DB MoE use.
- Knowledge of data protection regulations (e.g., GDPR, HIPAA).
- Proficient in SQL (queries, joins, stored procedures, indexing, optimization)
- Solid understanding of RDBMS concepts and data modelling
- Experience with performance tuning tools (e.g., SQL Profiler, pgAdmin, Oracle AWR)
- Skilled in database security, user access control, and encryption methods
- Knowledge of backup strategies, recovery models, and disaster recovery planning
- Familiarity with basic scripting (e.g., Bash, PowerShell) for automation
- Understanding of database maintenance tasks: indexing, statistics, job scheduling
- Optional: knowledge of NoSQL databases (MongoDB, etc.)

d. Soft Skills:

- Excellent problem-solving and analytical skills.
- Strong communication skills, both written and verbal.
- Ability to work both independently and as part of a team.
- High attention to detail and commitment to delivering quality work.

9. Submission

Interested candidates are invited to submit their resume, cover letter, and any relevant certifications by the deadline specified in the announcement on the Ministry's website, to the following email address: A.abumtawea@moej.edu.jo

Only shortlisted candidates will be contacted for an interview.

This ToR outlines the general responsibilities and qualifications required for the position. It is not an exhaustive list, and additional tasks may be assigned based on the QRC needs.