



**Database Administration Officer**  
**Mazingira Institute**  
**Nairobi, Kenya**

**About the Host Organization:**

[Mazingira Institute \(MI\)](#) is a Kenyan civil society organization established in 1978. It integrates knowledge and practice to advance human dignity for all, common interest and sustainable built and natural environments. The activities include inquiry and prototypes, learning and training, advocacy and campaigns, and promoting platforms and networks. Mazingira Institute and RoofTops Canada have collaborated for many years on key themes such as gender and land rights; shelter, cooperatives and urban food security; democratization, civic strengthening and human development; and, HIV, AIDS and housing. Mazingira Institute is the Kenyan implementing partner for the 2022-27 *Women's Spaces: Implementing Equal Rights to Land, Housing and Livelihoods* project in Angola, South Africa and Uganda in addition to Kenya.

**Project Description:**

With the Mazingira Institute, the Women's Spaces project will focus on working with the Nairobi City County to increase women's livelihoods related to urban agriculture and food security activities. The Database Administration Officer will work on testing and implementing this newly developed and installed urban farmers agriculture and food system database. The objective is to enhance the implementation of women's equitable rights to and control over land for urban agriculture and food system activities in Nairobi. The project will target women, men and youth in areas with very high rates of poverty.

**Job Description:**

- Working with database software to find ways to store, organize and manage data for the institute:
  - Testing and modifying databases to ensure that they operate reliably;
  - Ensuring that databases meet user requirements;
  - Providing user training, support and feedback;
  - Implementing security measures; and
  - Archiving data.
- Helping with database design review and development:
  - Defining objectives through consultation with staff at all levels;
  - Writing reports, documentation and operating manuals;
  - Writing disaster recovery plans;
  - Designing maintenance procedures and putting them into operation; and
  - Liaising with programmers/developers, applications/operational staff, and other technical staff.

**Qualifications:**

- A bachelor's degree in computer science or a related field.
- Advanced certification as an MCDBA or MCSDB for .NET is advantageous.
- Practical experience in database management would be an added advantage.
- Proficiency in data manipulation languages, including MS SQL, Oracle Database, Hadoop, or PostgreSQL.
- Up-to-date with trends and developments in database administration.



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- Strong working knowledge of issues related to poverty, gender, international development and/or human settlements.
- Analytical mindset and good problem-solving skills.
- Highly organized and responsible.
- Capable of working under pressure.
- Excellent verbal and written communication skills.
- Good cross-cultural communication and interpersonal skills.
- Ability to work both independently and within a team context to meet overall project goals and objectives.