

## **JOB DESCRIPTION FOR ASSISTANT SYSTEMS ADMINISTRATOR**

**Post:** Assistant System Administrator  
**Reports to:** Systems Administrator  
**Works with:** Other Section heads  
**Answerable to you:** None

*Ruharo Mission Hospital is a health institution of Ankole Diocese. its mission is to provide high quality, accessible and holistic, general and specialized health services to all people of Ankole Diocese and beyond and to witness Christ in service.*

*Its vision is to have all communities in Ankole Diocese and beyond live healthy and productive lives in witness to God's glory from our services.*

This job description is prepared to guide you as you serve with Ruharo Mission Hospital. Please refer to it from time to time and consult with your immediate supervisor to ensure that your work is in line with the prescriptions of this document.

### **Responsibilities:**

1. Database Development:

Design, develop, and implement a custom database management system tailored to the hospital's data digitization needs.

2. User Training:

Provide training sessions to hospital staff on how to use the new database system effectively, ensuring a smooth transition to digitized processes.

3. Security Implementation: Implement robust security measures to safeguard patient and hospital data, adhering to relevant healthcare data protection regulations.

4. Quality Assurance:

Conduct thorough testing of the database system to identify and resolve any issues, ensuring data integrity and system reliability.

5. Customization:

Tailor the system to accommodate specific hospital workflows, ensuring optimal usability for different departments and users.

6. Maintaining internal infrastructure requirements including, laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates; supporting internet, intranet, LANs, WANs, and network segments.

7. Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly

8. Documentation:

Create comprehensive documentation outlining database design, data dictionaries, and operational procedures to support ongoing system maintenance.

9. Carry out any other duties assigned from time to time.

**Skills and Qualifications:**

- Bachelor's degree in computer science, information technology, or a related field.
- Proven experience in developing and implementing database management systems.
- Additional training in software programming or data base management systems
- Excellent communication and interpersonal skills for effective collaboration with healthcare professionals.
- Attention to detail and accuracy in handling sensitive medical information.
- Problem-solving abilities to address challenges associated with data digitization.