

CAREER OPPORTUNITY



BotswanaPost seeks to deliver sustainable innovative business growth through people excellence and a commitment to provide exceptional customer experience whilst continuously building a high-performance and people-centered company that is fit to serve and fit to grow. The company invites suitably qualified, innovative, results-orientated, resilient and self-driven individuals to apply for the positions described below and join a team of professionals to drive service excellence;

DATABASE ADMINISTRATOR - BPS 33/2/1 VOL.1 (59)

JOB SUMMARY

Own, engineer and operate BotswanaPost's enterprise database platforms, principally SQL, PostgreSQL and ClickHouse, together with any legacy or vendor-supplied database systems, ensuring they are available, performant, secure and recoverable in support of postal, financial services and Postbank operations. The role safeguards financial data through disciplined access control, encryption, monitoring, backup and recovery practices that satisfy the Data Protection Act, Bank of Botswana, BOCRA and NBFIRA expectations and internal and external audit requirements, and designs and delivers the data layer for the digital transformation programme.

The position reports to the **IT Platforms & Services Manager**.

POSITION REQUIREMENTS

Key Responsibilities;

1. DATABASE PLATFORM ENGINEERING & OPERATIONS

- Install, configure, upgrade and administer SQL, PostgreSQL, ClickHouse and other database platforms across sandbox, development, test and production environments.
- Design and maintain high-availability, replication, clustering and connection-pooling configurations to meet availability targets for transactional and analytical workloads.
- Perform proactive capacity planning, storage management and version lifecycle management so that platforms remain supported, patched and sized for growth.
- Automate provisioning, configuration and routine operations using scripting and infrastructure-as-code tooling.
- Maintain accurate, current documentation of database architecture, configurations, standards, runbooks and procedures.

2. PERFORMANCE, MONITORING & OBSERVABILITY

- Implement and operate monitoring, alerting and observability for database health, query performance, replication lag, storage and security events.
- Analyse and tune queries, indexes, schemas, partitioning and configuration to meet transaction and reporting SLAs, working with developers to design efficient data models.
- Establish performance baselines and produce regular capacity and performance reports.

3. BACKUP, RECOVERY & DISASTER RECOVERY

- Design, schedule and verify backup regimes, including point-in-time recovery, in line with defined RTO/RPO and data retention requirements.
- Own the database components of the Active-Passive disaster recovery architecture, including replication to the DR site, failover and failback procedures and periodic DR testing with documented evidence.
- Lead database incident response and root-cause analysis, restoring service within agreed service levels and escalating as required.

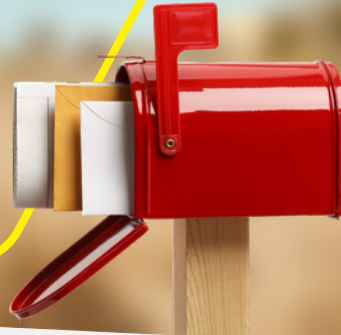
4. DATA SECURITY, PRIVACY & REGULATORY COMPLIANCE

- Administer database access on least-privilege and segregation-of-duties principles, including privileged-access management and periodic access reviews.
- Implement encryption at rest and in transit, data masking for non-production environments, audit logging and integrity controls in line with the Data Protection Act, Bank of Botswana, BOCRA and NBFIRA requirements and internal policy.
- Apply security patches and hardening baselines promptly; remediate vulnerability findings and support penetration testing of data platforms.
- Produce audit evidence and respond to internal audit, external audit and regulatory inspection requests concerning data management controls.

5. DIGITAL TRANSFORMATION & SOLUTION DELIVERY

- Design and build the database layer for transformation initiatives, including the digital wallet, pension disbursement and eMoney interoperability programmes.
- Participate in vendor and platform evaluations, providing technical assessment of database architecture, data migration, integration and licensing implications.
- Plan and execute data migrations, schema changes and releases through formal change management, working within DevOps/DataOps pipelines alongside development and integration teams.
- Enable analytics and reporting by maintaining well-governed analytical data structures and supporting data integration, APIs and regulatory reporting extracts.

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6. SUPPORT, COLLABORATION & KNOWLEDGE TRANSFER

- Provide third-line database support to application, integration, analytics and infrastructure teams and to business systems owners.
- Manage database-related engagements with software vendors, technical support providers and managed service partners, holding them to contracted service levels.
- Mentor IT colleagues on database practices and build in-house capability to reduce key-person dependency on the role.

COMPETENCIES;

- Strong Technical and Troubleshooting Skills
- Attention to Detail
- Strong Communication and Interpersonal Skills
- Time Management
- Analytical Thinking
- Assertive, Proactive and Decisive
- Team Player
- Confidentiality and Integrity

QUALIFICATIONS & EXPERIENCE;

- A degree in Computer Science, Information Technology, Information Systems or a related field.
- A minimum of five (5) years' experience as a database administrator or database engineer, of which at least two (2) years in a financial services, banking or other regulated, high-availability environment.
- Deep, current expertise in SQL and PostgreSQL administration (replication, high availability, performance tuning, backup and point-in-time recovery); working knowledge of analytical/columnar databases such as ClickHouse is a strong advantage.
- Experience with a legacy or commercial database (e.g. Oracle, Microsoft SQL Server, MySQL/MariaDB) and with database migration between platforms.
- Proficiency in Linux administration and in scripting/automation (e.g. Bash, Python, Ansible or Terraform); experience with virtualised environments such as Proxmox VE or VMware.
- Proven experience implementing database security controls: privileged-access management, encryption, auditing, data masking and segregation of duties.
- Knowledge of data protection and financial-sector regulatory requirements (Data Protection Act, Bank of Botswana and NBFIRA guidelines) and of ITIL change, incident and problem management.
- Experience with monitoring/observability tooling, CI/CD or DataOps pipelines and container platforms is an advantage.

QUALIFICATIONS & EXPERIENCE CONTINUED;

- Relevant certification (e.g. PostgreSQL Professional, Oracle OCP, Microsoft Azure Database Administrator, ITIL Foundation) is an advantage.
- Strong Analytical, problem-solving and documentation skills; ability to explain technical risk clearly to non-technical stakeholders; high integrity given the sensitivity of data handled.

BENEFITS;

BotswanaPost offers attractive salaries and benefit packages that are commensurate with qualifications and experience.

APPLICATION INSTRUCTIONS;

Only candidates who meet the above requirements need to apply by enclosing an application letter, detailed curriculum vitae, copies of certified certificates and Omang/ID to:

Chief Human Capital Officer
BotswanaPost
P.O. Box 100
Gaborone

OR email a complete application to:
recruitment@botswanapost.co.bw clearly stating the position applied in the subject box.

All applications must be submitted on or before **29th of September 2026**.

NOTE: Please note that we only contact shortlisted candidates.