

JOB POSTING FOR JUNIOR DATABASE MANAGER (INTERN)

Designation	JUNIOR DATABASE MANAGER (AS AN INTERN)
Project / Back Support	RRR-2
Location	NEW DELHI
Reports to	PROJECT MANAGER - RRR
Nature Of Employment	(For 6 months)
About The Organization	About DEF: Set up in 2002, the Digital Empowerment Foundation (DEF) is a development entity with focus on Information Communication Technologies (ICTs) for development and good governance. It works in key areas of – Skill development & capacity building, social entrepreneurship, ICT services delivery, Information for empowerment & development (CIRCs), digital content & solutions for rural empowerment, youth and women empowerment, Local self-governance (Panchayats), ICTs for Civil Society Organisations (eNGO), ICT solutions for MSMEs (eMSME), District Public Library as knowledge centres, Wireless solutions for communities (W4C), ICT for cluster development (Chanderiyan), ICTs for environment & natural resource management, Internet rights, Knowledge products and services (Research & case study products), Knowledge networks (the Manthan Award, mBillionth Award), Mobiles for Social & Behavioural Changes, Social Media for Development & Change, ICTs for regional development (North East India), Community Radio & Broadcasting solutions, ICT Academy for youth & institutional empowerment. DEF has presence in India, South Asia and initial interventions in Africa. Details at www.defindia.org
Job Description	<ol style="list-style-type: none"> 1. Maintains database results by setting and enforcing standards and controls. 2. Prepares for database expansion by studying plans and requirements; advising senior technical management; <u>coordinating design and programming.</u> 3. Keeps senior technical management informed by preparing reports on system performance and problems. 4. Maintains database performance by troubleshooting problems. 5. Accomplishes platform upgrades and improvements by supervising system programming. 6. Secures database by developing policies, procedures, and controls. 7. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. 8. Accomplishes information systems and organization mission by completing related results as needed.
Desired Profile	Graduate (preferably technical education), Computer Literacy with good MS Office-suit knowledge. Research skills, Data Maintenance and database Management, Presenting Technical Information, Essential Database Design, Essential Reporting Skills, Quality Focus, Essential Technical Understanding, Attention to Detail, Thoroughness.
Salary	Rs. 10,000/- per month.
To Apply	Please send your application and resume through e-mail at sanjay@defindia.net . Please mention the subject line of your e-mail as "DEF-JUNIOR DATABASE MANAGER-INTERN". Only short listed applicants will be contacted. Selected candidates are supposed to join with immediate effect.
Note	INTERVIEWS WILL BE CONDUCTED AT NEW DELHI OFFICE.