



INDESEEM, Inc.

Enhancing Partnerships for Development

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Job Description

Position Title	Grants Database Developer & Administrator		
Functional Title	Database Development & Management		
Department/Unit	ICT	Reports to	Director of ICT
Position Type	Mid-Professional	Job Category	<i>Unpaid Internship</i>
Position Location	Remote		
Salary Range	N/A		
Organizational Overview	<p>INDESEEM, Inc. is a nonprofit educational, research, and development organization with the vision to enhance partnerships for development. Our mission is to deliver reliable and credible technical and non-technical solutions and services to our partners to collaboratively achieve the United Nations Sustainable Developments by 2030 and beyond. INDESEEM, Inc. was officially incorporated as a nonprofit corporation in the Commonwealth of Massachusetts in 2017, but has been in existence since 2013.</p>		
Our Core Values	<p>We embrace and foster data-driven decisions that are grounded on sustainability, collaborative partnership, teamwork, responsible stewardship, accountability, transparency, participation, honesty, efficiency, and reliability of Services. We co-create the environment and conditions necessary to support life processes of humans and nature. We do this by co-existing in productive harmony to support and sustain our present needs without compromising the needs of similar resources for future generations.</p>		
Position Purpose	<p>To develop a relational database to be hosted on our website to track funding sources that we could use to source funding.</p>		
Duties & Responsibilities	<ul style="list-style-type: none"> • Develop and implement data administration policies and standards for the organization • Research and document data requirements, data collection and administration policy, data access rules and security • Strong skills and knowledge with WordPress and WordPress's databases design is required • Develops, implements, and maintains processes, procedures, standards, and methodologies necessary to support database management activities • Supports project management of database projects and support system implementation initiatives using project management disciplines • Applies changes to database structure and enhancements 		

	<ul style="list-style-type: none"> • Provides technical expertise, advice and consultation to corporate staffs and others, including board of directors of the organization regarding database systems • Participates in the coordination of IT activities with other Colleges and Institutions, software vendors and in the management of vendor contracts
General Requirements	<ul style="list-style-type: none"> • A degree or Diploma in Computer Science or related discipline, with a minimum of 1 to 2 years' experience in database development in an evolving environment where WordPress and operational maintenance is required; or an acceptable equivalent combination of education, training and experience • Certification or demonstrated knowledge of MS SQL Server including; T-SQL & Database Administration, data security methodologies, relational database management, e-business intelligence and ETL processes.
Preferred Qualifications & Skills	<ul style="list-style-type: none"> • Relational Database Design • Database processing application include web based processing and XML • Data modeling and Entity-relationship model which involve entity-relationship data model, entity-relationship diagrams and normalization • Structured Query Language and MYSQL • Strong background with Content management systems mainly WordPress • Strong knowledge with schema and attribute and the three types of binary relationships (one to one, one to many, and many to many)
Educational Requirements	<ul style="list-style-type: none"> • Degree/Diploma in Computer Science • A recognized certification for related experience and Database administration program
Application Process	<p>If interested, please email your CV or resume and a Statement of Interest (SOI) to info@indeseem.org. Please write the position title in the subject line of the email and a member of a talent acquisition team will contact you shortly.</p> <p>It is the policy of INDESEEM, Inc. to afford equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, gender, or any other category protected by applicable law.</p>

**denotes that this position is voluntary until we transition to a salary scheme. Signing below indicate that you have agreed to volunteer in this capacity.*

Full Name & Signature

Date: dd/mm/yyyy