



**PERFORMANCE MANAGEMENT & DEVELOPMENT: DVC-F&A FOR YEAR ENDING December 31<sup>st</sup> 2019**

<b>Name of Employee</b>	<b>Alexis MUGWANEZA</b>	<b>Division</b>	<b>IT DEPARTMENT</b>
<b>Job Title</b>	<b>Database &amp; Application Administrator</b>	<b>Year Ending</b>	<b>December 31<sup>st</sup> 2019</b>
<b>Reporting to</b>	<b>IT Manager</b>		

**1. TARGET / WORK PLAN SETTING**

The recommended targets for this kind of work stands at a maximum of 4-5 targets, ideally with a target in each of the 3 categories: business, individual and team. Targets are set to reflect core job and work-plan. Targets should meet \*S.M.A.R.T. Criteria.

**Business Target (s)** - a target set for your University for the leadership team and by Heads of Department.

**Individual Target(s)** - personal target(s) directly related to your area of responsibility one of which should be development  
Of an employee/colleague/team member in a particular skill or competency.

**Team Target (s)** - This is a target common to all members of your project team/department with extended value chain

<b>Targets (Quantification of Targets and level of achievement required)</b>	<b>Mid-Year Achievement Level</b>	<b>Mid-Year Performance Achievement</b>	<b>End Year Performance Achievement</b>
<b>1. Strategic focus: To enhance quality academic and experiential learning</b>			
<b>KPI: - Enhance quality of faculty To be achieved through:</b>			
<ul style="list-style-type: none"> <li>Set up hardware and deploy the operating system for the database server</li> </ul>	I deployed two other testing system on server		
<ul style="list-style-type: none"> <li>Installs the database software and configure it for use.</li> </ul>	University server was installed		

<ul style="list-style-type: none"> <li>Handles on-going database and system maintenance.</li> </ul>	I upgrade system more than two times per week		
<ul style="list-style-type: none"> <li>Database Backup and Recovery</li> </ul>	Automatic backup was established once per day		
<ul style="list-style-type: none"> <li>Initiating and Deploying our Website hosting and it's various sub systems (CBE , Library Systems , Examination systems, MIS , Professional CBE ) by September 2019</li> </ul>	New version CBE system was installed		
<ul style="list-style-type: none"> <li>End users training on new systems</li> </ul>	I trained all full time and part time lecturer and all staff on the use of MIS		
<ul style="list-style-type: none"> <li>Setting up employee access is an important aspect of database security.</li> </ul>	I create account for new staff almost every month		
<ul style="list-style-type: none"> <li>Coordinate with development teams to identify needs and work with network engineers</li> </ul>	We developed the new modules in MIS like special exam and marks claim		
<ul style="list-style-type: none"> <li>Respond to requests received by help desk in timely manner.</li> </ul>	Most support of examination and finance I fulfilled it 100%		
<b>KPI: - Enhance quality of student experience</b>			
<b>To be achieved through:</b>			
<ul style="list-style-type: none"> <li>Deploying user friendly applications on the servers and computer labs</li> </ul>	Online results for students marks access was set		
<ul style="list-style-type: none"> <li>Ease remote access of student's academic resources via Internet Network accessibility</li> </ul>	For remote access I set Koha and calibre to be accessed on all learning centres		
<ul style="list-style-type: none"> <li>Ease the channel of marking and issue tracking between student and department via MIS</li> </ul>	I established the training of how to key in marks		

	and how to approve it		
<ul style="list-style-type: none"> <li>Improve Students and Lectures Support on different hosted technologies</li> </ul>	I trained apart students and some lecturers who were not able to attend the scheduled training		
<ul style="list-style-type: none"> <li>Enhance the confidentiality, integrity and availability of student information</li> </ul>	I achieved this by making sure that every day the server room is on		
<b>2. Strategic focus: To grow UoK's market presence</b>			
<b>KPI: - Build strong students relationships and loyalty</b>			
<b>To be achieved through:</b>			
<ul style="list-style-type: none"> <li>To make sure that student can access learning platforms via provided Internet connection.</li> </ul>	Network troubleshooting in case of congestion		
<ul style="list-style-type: none"> <li>Support and respond a student anytime it's necessary and receive him/her as a king</li> </ul>	We set the chairs in our office for students who need a support		
<b>KPI: - Establish growth trajectory</b>			
<b>To be achieved through:</b>			
<ul style="list-style-type: none"> <li>Establish powerful and user-friendly online and offline platforms</li> </ul>	For offline platforms I adjusted the system for accepting and reading students who registered from MIS		
<ul style="list-style-type: none"> <li>Develop Intranet as a central channel of internal communication by June 2019</li> </ul>	We managed to do cabling of whole building but is yet connected		
<ul style="list-style-type: none"> <li>Establish daily backup of database and repositories</li> </ul>	The server it backs up on google drive daily		

<b>KPI: - Match infrastructure with student population growth</b> <b>To be achieved through:</b>			
<ul style="list-style-type: none"> <li>Establish internal and external security of network devices of our institution</li> </ul>	Our network devices are secured for remote access today		
<ul style="list-style-type: none"> <li>Initiate and Deploy a Secured Backup system of all University data by December 2019</li> </ul>	I strongly verify the daily backup before any change		
<b>3. Strategic focus: To promote focused and innovative impactful research and community service</b>			
<b>KPI: - Involvement in community service</b> <b>To be achieved through:</b>			
<b>4. Strategic focus: To institutionalise leadership and corporate governance practices</b>			
<b>KPI: - To institute and strengthen leadership and governance structures</b> <b>To be achieved through:</b>			
<b>KPI: - Enhance strategic human resource development</b> <b>To be achieved through:</b>			
<ul style="list-style-type: none"> <li>Creating an IT Workshop for Capacity Building for the IT Staff</li> </ul>	I organized one week for all staff training		
<b>Overall Score</b>			

#### **Key - Overall score**

Outstanding O 100% targets exceeded in the target areas

Standard S Standard achievement Level or higher in the target areas

Minimum M Minimum achievement Level or higher in the target areas

Below B 3 or more targets not met

Not appraised N less than 3 months in the job

2.1 Area for Development	2.2 Improvement and Action Plan	3.3 Professional Qualification Required	Responsibility
<i>(Identify priority competency and skill area(s) to be developed over the next 12 months.)</i>	<i>(Identify how these key competency and skills areas will be worked on. What specific actions will be taken by you and your coach and by when?)</i>		

### 3.1 Personal/Job Growth Aspirations (notes by job holder)

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### 3.2 Employer View

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## Assessment

Supervisor's comments:

- 1.
- 2.
- 3.

Signature	Beginning of period	Mid-term evaluation	End-term evaluation
Overall agreed score			
Supervisor			
Employee			
Date			