

PERFORMANCE MANAGEMENT 2022

FRANK GALOS

- Performance Management for 2022
- Performance Evaluation
- Development Plan

*Please mention here any person in a position to assess the appraiser's performance.

<input checked="" type="checkbox"/> <input type="checkbox"/> Ms.	First Name: FRANK	Family Name: GALOS	Position Title: DIGITAL SERVICES SUPERVISOR
Institution / Department HR		Line Manager / Appraiser: MIHAYO WILMORE	Other Key Stakeholder(s) / Appraiser(s)*: <i>(where applicable)</i>
Job Grade: G4			Contract type:

KEY RESULTS AREA (SMART OBJECTIVES)	MEASURES (Quality requirements)	ACTUAL ACHIEVEMENT	PERFORMANCE RATING
BUSINESS FINANCIAL TARGETS 30%	➤ Deliver OP 900 million in 2022 i.e., an average of Tshs100m per month up to September.	➤ Tsh 65Mn Sept 2022.	
Support Function for Commercial, Circulation & Editorial 5%	i) Support Commercial to Achieve Epaper Revenue (1.6%) – 120M a. M-paper – Sh 25mn b. eGazeti -- Sh 90mn c. Nation Epaper -- Sh 5mn ii) Support Commercial to Online Revenue (1.6%) – 463M a. Online Adverts (Ad-Manager) – 396mn b. Partnership -- 25mn iii) Support Online Editorial & Commercial (1.6%) --178mn a. MwananchiScoop -- Sh 30Mn b. YouTube -- Sh 20mn c. Google Ads -- Sh 42mn d. SokaAPP -- Sh 25mn e. HabariSMS -- Sh 88mn f. Pasha -- Sh 15mn	Total Achieved: 36.9% -- Sh. 45.83mn ➤ M-Paper 58% – Sh. 14.6mn ➤ eGazeti 33.2% -- Sh. 29.93mn ➤ NationEpaper 26/% -- Sh 1.3Mn Total Achived: 32% -- Sh 149.57Mn ➤ OnlineAds. 37.7% -- Sh 149.57Mn ➤ Partnership 0% --- Sh 0Mn Total Achieved: 18% -- Sh. 21.4Mn ➤ MwaScoop 0.10% --Sh 31575.25 ➤ YouTube 24.5% - Sh 4.9Mn ➤ GoogleAds Revenue 44.6% -- Sh 16.08Mn ➤ SokaApp – 400k ➤ HabariSMS – 19.2Mn ➤ Pasha - 0	
Project Initiatives 15%	1) Technical Support & Connectivity – 5% - Enable Commercial & Online Department to Sell Digital Advertising by ensuring 95% Uptime of System & Platforms - Innovate new products, services, and process that will ensure USP.	• Technical Support & Connectivity ➤ Tigo boom, Vodacom minApp and Halotel integration completed waiting for commercial completion.	

	<p>2) Digital Innovation and Projects – Bonus Revenue Here – 10%</p> <ul style="list-style-type: none"> - 3 New products/ programs to be launched by Sept 2022 - 1 projects/ event launched - 100Mn Gross revenue generated) - Digitize performance tracking system by end of March, 2022 - Monetization of Online Publication & Websites – July 2022 	<ul style="list-style-type: none"> ➤ Zantel breakingNews – integration completed waiting for tigo merge for contract signoff and launch ➤ eGazeti, Habari SMS support ongoing. ➤ Fupi support - ongoing. ➤ MwananchiScoop- added new features (support multiple images), Support external ads network. ➤ Website redesign – Ontrack ➤ Major Website Performance enhancement – ongoing /monthly ➤ Legal portal development – Completed – data uploads phase ➤ Corporate website development – completed and launched ➤ Coremedia and breaking news support – ongoing/daily ➤ Integrated with Payment system on MwananchiScoop and Mwananchi.co.tz – Completed on MScoop. Mwananchi waiting for ME recommendations ➤ SokaApp operation on stall due to unpaid livescore reporters ➤ Mwananchi.Africa – ontrack <p>2. Digital Innovation Projects</p> <ol style="list-style-type: none"> Local Payway design and adoption Podcast Integration on CZ Vodacom Mini App for eGazeti Mwananchi.Africa Partnership with Broadcasters 	
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DEPARTMENTAL KEY PERFORMANCE INDICATORS 50% Jan – Dec 2021	<ol style="list-style-type: none"> 1. Platform Management – 10% 2. SEO – Search Engine Optimization – 2% 3. Website & System Development – 15% 4. Website's, System Support & Maintenance – 2% 5. System administration & Support – 4% 6. System Monitoring, Certificates & Domain Renewal – 2% 	<ul style="list-style-type: none"> ➤ All platforms are well managed and running ➤ Developed Legal portal and corporate website. ➤ SEO monthly ➤ SA&S monthly ➤ All domains certificates are all renewed 	
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PERFORMANCE APPRAISAL RATINGS DEFINATIONS.

1 = clearly Exceeds job requirements.

2 = Meets and Exceeds some job requirements.

3 = Meets all job requirements.

4 = Meets some but not all job requirements.

5 = Does not meet job requirements.


BEHAVIOURAL	RATING	COMMENTS
Client Orientation: Understands client's needs and concerns: Responds promptly and effectively to client needs: Customises services and products as appropriate.	1	
Drive for Results: Makes things happen: Is proactive, Balances analyzing" with" "doing"; Sets high standards: Commits to institutional goals.	2	
Teamwork: Collaborations with others in own unit and across boundaries; Acknowledges others' contributions; Works effectively with individuals of different culture and gender; Is willing to seek help as needed.	3	
Learning and Knowledge Sharing: Is open to new ideas; Shares own knowledge; Applies knowledge in daily work; Builds partnerships for learning and knowledge sharing.	1	
FOR THOSE WITH DIRECT REPORTS ONLY.	RATING	COMMENTS
Selecting, coaching and appraising staff: Selects on basic skills; Coaches staff to help them perform effectively; Appraises performance accurately.		
Influencing and resolving differences across boundaries: Builds useful alliances and collaborates with others; breaks down barriers between units; Gains support from others without using formal authority.		
Planning and managing staff to achieve quality results: Communicates unit's goals clearly; Develops realistic plans; Empowers staff by removing obstacles.		
Encouraging innovation and open, team-based environment: Creates an environment for collaboration and teamwork; Shares information well; Thinks beyond existing boundaries.		
Inspiring trust: Treats everyone fairly, consistently, and with respect; Maintains high standards of personal integrity; Demonstrates commitment to institutional objectives and vision.		
Creating an environment for learning and knowledge sharing: Uses knowledge to equip clients and staff; promotes continuous learning environment; shares knowledge and information.		
Focusing on big picture and overall framework for development: Develops strategies priorities consistent with AKDN's objectives and vision; Communicates strategy to diverse constituencies.		

DEVELOPMENT PLAN FOR 2022

ACTIONS	Deadline (mm/yy)	TO BE CONDUCTED BY (Appraisee / Appraiser / HR Department)
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CAREER ASPIRATIONS

COMMENTS AND SIGNATURES	OTHER KEY STAKEHOLDER(S) /APPRAISER(S) <i>(where applicable)</i>	APPRAISEE
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Date: 26/ 07 / <u>2022</u>	Date: <u>26</u> / <u>07</u> / <u>2022</u>	Date: 26 / 07 / <u>2022</u>

<p>Overall Performance Rating</p> <p style="text-align: right;">4</p> <p>Seen by Appraiser (Line Manager)'s Manager: _____ (signature)</p>
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