



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150207	<b>Staff Name:</b>	Catherine Chepkemboi Kimisik
<b>ID Number:</b>	22171509	<b>Employee E-mail:</b>	catherine.kimisik@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2017-2018
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	ICT	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Julius Kiplagat Tarus	<b>Immediate Supervisor Designation:</b>	Chief systems administrator
<b>Second Supervisor:</b>	Amos Parletuan Kasaine	<b>Supervisor Designation:</b>	HEAD,ICT

DEPARTMENTAL OBJECTIVES
1.Ensure automation of commission's process and procedures
2. Ensure secure,efficient and reliable IT infrastructure
3.Promote efficient utilization of information System

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Cloud Computing/Disaster Recovery site to be accomplished by the end of the Financial Year 2017/2018	Installation and Configuration of Cloud Computing/Disaster Recovery Site	Procurement Process have been finalized awaiting contract signing between the commission and the awarded vendor.	Procurement process done awaiting contract signing between the Commission and the awarded vendor.	80	85
2.Development of Technical specifications, Installation and configurations of Phase II of ERP i.e financial management and procurement processes to be completed by end of financial year 2017/2018	Installation, Configuration and customization of the solution	Technical specification for Legal, Procurement and finance have been gathered.	User requirements gathered and technical specifications for Procurement, Finance and Legal directorates finalized	98	98



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3. Contract signed between Internet Service Provider and National Land Commission on provision of internet services to be completed by January 2018	All offices at the head quarters are connected to the Internet	Contract already signed.	Internet service provision between ISP and the Commission. Internet was provided to all Commission offices at the Headquarters.	95	105
4. Drafting and signing of service level agreements for servers and Storage between Commission and provider to be completed by December 2017	Servers and Storage are serviced	Service Level Agreements for Servers and Storage have been signed awaiting implementation.	Procurement process for the SLA's was completed, contract signed awaiting implementation by the awarded vendor.	90	85
<b>Total Appraisee Score on Performance Targets</b>				<b>363.00</b>	<b>373.00</b>
<b>Mean Appraisal Scores</b>				<b>90.75%</b>	<b>93.25 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets can be achieved fully if the the funds are available.	The set targets are achievable

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE	IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE
	The appraisee met her targets and for those partially met, the justification was due to lack of funds.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Cloud Computing/Disaster Recovery site to be accomplished by the end of the Financial Year 2017/2018	Installation and Configuration of Cloud Computing/Disaster Recovery Site	no change in Target	on course



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2.Development of Technical specifications, Installation and configurations of Phase II of ERP i.e financial management and procurement processes to be completed by end of financial year 2017/2018	Installation, Configuration and customization of the solution	No addition or change of target	on course
3. Contract signed between Internet Service Provider and National Land Commission on provision of internet services to be completed by January 2018	All offices at the head quarters are connected to the Internet	No addition or changes in target	on course
4.Drafting and signing of service level agreements for servers and Storage between Commission and provider to be completed by December 2017	Servers and Storage are serviced	No change in Target	target on course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
85% Done	Kindly add objectives

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Attributes and values agreeable	The appraisee observed the Commission's values as stipulated in the strategic plan

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
MCSE	6 months	Certification
CISA	6 months	Certification

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above course is in line with my job at work place.	The course requested is recommended. However, the officer was not able to undertake the training due to lack of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
This is a a fair good performance	I recommend the appraised to be trained on MCSE course