



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210656	Staff Name:	Nicholas Kiriimi Mwiti
ID Number:	21971709	Employee E-mail:	nicholas.mwiti@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Deputy Director HR
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HR

DEPARTMENTAL OBJECTIVES

To strengthen Human Resource Capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Streamline management of physical records of 2 NLC Directorates and Departments every quarter	Records management tools in place No of NLC Directorates records under control of Records Management Unit			0	0
To Acquire a Records Management Software March 2023	No of Completed processes in the Pre-digitization phase. Software in place			0	0
To Digitize 100 identified Vital files every quarter	Number of digitized records			0	0
To acquire 3 storage equipment for Accommodation of Records by March 2023	Number of Mobile Bulk Fillers procured			0	0
To acquire a Mail Franking Machine by January 2023	Mail Franking machine			0	0
To organize and carry out 2 sensitization and trainings to staff on Archives and Records Management by April 2023	No of Trainings			0	0
To Benchmark with 10 Institutions on proper Records Management Practices by April 2023	No of Benchmarking reports done			0	0
To train 3 target groups on Knowledge Management every quarter	No of trainings and reports			0	0
To attend HRAD meetings every month	No of Meetings attended			0	0
To hold sectional meetings every month	No of meetings held			0	0



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To ensure 3 NLC counties Records Management operations are in line with the set policies, guidelines and standards by March 2023	No of Counties visited			0	0
Establish 1 confidential Registry by March 2023	reports and minutes			0	0
To Formulate Records Management policy, SOPs and procedures by February 2023	Policy and procedures			0	0
To appraise records in 10 NLC Directorates and departments every quarter	list of Archival materials and Records for destruction			0	0
To Transfer records of 10 directorates and departments to Archives every half of the year	Accession Registers			0	0
To sign Appraisal forms with all Records Management staff by 1st July, 2022	Signed Appraisal Forms			0	0
To sign Personal Appraisal Form with my immediate supervisor by 1st July 2022	Signed Appraisal form			0	0
To acquire 30x50 FT storage space every quarter	No of FT Acquired			0	0
To train 3 Target groups on Data Protection every quarter	No of trainings held			0	0
Establish a Secret Registry by February,2023	Secret Registry			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
There was appropriate discussions between Appraisee and Immediate supervisor	Targets are reasonable and 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Streamline management of physical records of 2 NLC Directorates and Departments every quarter	Records management tools in place No of NLC Directorates records under control of Records Management Unit	Not changed	100%
To Acquire a Records Management Software March 2023	No of Completed processes in the Pre-digitization phase. Software in place	Not Changed	30%



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To Digitize 100 identified Vital files every quarter	Number of digitized records	Not Changed	40%
To acquire 3 storage equipment for Accommodation of Records by March 2023	Number of Mobile Bulk Fillers procured	Not changed	0%
To acquire a Mail Franking Machine by January 2023	Mail Franking machine	Target Dropped	These machines are currently unavailable in the market. There is no indication that they will be available during the year under review. Alternative solutions being sought with PCK
To organize and carry out 2 sensitization and trainings to staff on Archives and Records Management by April 2023	No of Trainings	Not changed	0%
To Benchmark with 10 Institutions on proper Records Management Practices by April 2023	No of Benchmarking reports done	Not Changed	0%
To train 3 target groups on Knowledge Management every quarter	No of trainings and reports	Changed	To be done in the last quarter
To attend HRAD meetings every month	No of Meetings attended	Not changed	100%
To hold sectional meetings every month	No of meetings held	Not changed	100%
To ensure 3 NLC counties Records Management operations are in line with the set policies, guidelines and standards by March 2023	No of Counties visited	Not changed	0%
Establish 1 confidential Registry by March 2023	reports and minutes	Not changed	40%
To Formulate Records Management policy, SOPs and procedures by February 2023	Policy and procedures	Not changed	100%
To appraise records in 10 NLC Directorates and departments every quarter	list of Archival materials and Records for destruction	Target changed	2 NIC Directorates/Departments every quarter
To Transfer records of 10 directorates and departments to Archives every half of the year	Accession Registers	Not Changed	0%



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To sign Appraisal forms with all Records Management staff by 1st July, 2022	Signed Appraisal Forms	Not changed	100%
To sign Personal Appraisal Form with my immediate supervisor by 1st July 2022	Signed Appraisal form	Not changed	100%
To acquire 30x50 FT storage space every quarter	No of FT Acquired	Not changed	0%
To train 3 Target groups on Data Protection every quarter	No of trainings held	Changed	Training to be done in third and Forth quarter
Establish a Secret Registry by February,2023	Secret Registry	Not Changed	10%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most of the targets have been achieved. Lack of Resources have contributed to failure to achieve some of the targets.	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	Please propose relevant training that will help you deliver on the agreed targets.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations