



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170496	<b>Staff Name:</b>	Ken Kimathi Kiriimi
<b>ID Number:</b>	30036579	<b>Employee E-mail:</b>	ken.kimathi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	ICT	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Meshack Mwiti Maitima	<b>Immediate Supervisor Designation:</b>	Principal Network 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 technology

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
To ensure backups of 5 active servers are backed up from 1st July 2022 to 30th June 2023	No. of backups done	Backups done	Target was achieved	100	100
To design , maintain and create daily back ups of the Commission's website from 1st July 2022 to 30th June 2023	1. Designed website 2. Up to date website 3. No. of Back ups created	Designed website completed, maintenance done on daily basis and backups done on weekly basis.	Target was achieved	100	100
To install, configure and commission point to point connection to 3 counties; Nandi, Garissa and Tharaka Nithi from 1st July 2022 to 30th June 2023	No. of counties connected	Requirements done, process at tender stage	Target was partially achieved due to financial constraints	30	40
To configure CUCM and add new users from 1st July 2022 to 30th June 2023	No. of users added	Configurations done	Target achieved	100	100
To ensure quality and efficient internet service is available in Samburu county from 1st July 2022 to 30th June 2023	No. of reports generated	Internet coverage is up	Target achieved	100	100



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To prepare 10 requests for hardware/software technical specifications for user requirements 1st July 2022 to 30th June 2023	No. of requests done	12 Technical requirements specifications done	Target was surpassed as officer generated more specifications than anticipated	120	115
To establish/rolling out of GCCN to 11 Commission's counties from 1st July 2022 to 30th June 2023	No. of counties connected	Requirements done, process at tender stage	Target wasn't achieved due to financial constraints	30	35
To offer ICT support to all NLC staff on 19th floor from 1st July 2022 to 30th June 2023	No. of staff supported	Over 90 staff on 19th floor	Target achieved	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>680.00</b>	<b>690.00</b>
<b>Mean Appraisal Scores</b>				<b>85%</b>	<b>86.25 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The above agreed performance targets are achievable and realistic.	The Officer did well in achieving his targets. The two he didn't achieve was due to budgetary cuts within the FY

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
all targets were achieved and met	The officer performed well. Keep it up!

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To ensure backups of 5 active servers are backed up from 1st July 2022 to 30th June 2023	No. of backups done	Target not changed	3 active servers backed up on a daily basis
To design , maintain and create daily back ups of the Commission's website from 1st July 2022 to 30th June 2023	1. Designed website 2. Up to date website 3. No. of Back ups created	Target not changed	1.Design of website completed 2.website updates done on a daily basis 3.Backups done on daily basis
To install, configure and commission point to point connection to 3 counties; Nandi, Garissa and Tharaka Nithi from 1st July 2022 to 30th June 2023	No. of counties connected	Target not changed	30% done



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To configure CUCM and add new users from 1st July 2022 to 30th June 2023	No. of users added	Target not changed	90% done
To ensure quality and efficient internet service is available in Samburu county from 1st July 2022 to 30th June 2023	No. of reports generated	Target not changed	internet connectivity always up
To prepare 10 requests for hardware/software technical specifications for user requirements 1st July 2022 to 30th June 2023	No. of requests done	Target not changed	70% done
To establish/rolling out of GCCN to 11 Commission's counties from 1st July 2022 to 30th June 2023	No. of counties connected	Target not changed	30% done
To offer ICT support to all NLC staff on 19th floor from 1st July 2022 to 30th June 2023	No. of staff supported	Target not changed	support to staff at 100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
It will help me on current and upcoming technologies	This good progress

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am innovate and very efficient in carrying out my duties	The officer is innovative and very efficient in his work

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Training on Cloud Computing Technologies	3 months	Cloud Computing Technologies

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will help me on current and upcoming technologies	I recommend him for this training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
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Second Supervisor Comments	Second Supervisor Recommendations
Good performance. Keep it up	I recommend you to be train on graphic design