



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150173	Staff Name:	Nelly Mundati Waithira
ID Number:	27247445	Employee E-mail:	nelly.mundati@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	ICT	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Meshack Mwiti Maitima	Immediate Supervisor Designation:	Principal Network Administrator
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	HEAD,ICT

DEPARTMENTAL OBJECTIVES
Ensure automation of Commission's processes and procedures
Ensure secure, efficient and reliable IT infrastructure
Promote efficient utilization of information technology

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To install Data Protection component for the year 2023/2024	Report of working Data protection component			0	0
To design and develop workflows on extension and renewal of lease for the year 2023/2024	No of workflows developed			0	0
To digitize 3 million commissions records for the year 2023/2024	number of commissions records digitized			0	0
To roll out unified communication to 11 counties for the year 2023/2024	Number of counties connected to CUCM			0	0
To manage and administer CUCM Infrastructure at the HQ for the year 2023/2024	Report of working CUCM			0	0
Configuration and Installation of active devices in 10 county offices for the year 2023/2024	No of Active devices configured and installed			0	0
To install, configure and test GCCN in 10 county offices for the year 2023/2024	No of counties connected.			0	0
To perform day to day user support,training and sensitization to all NLC staff on 20th floor between 1st July 2023 and 30th June 2024	No of users supported daily			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



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Mean Appraisal Scores					0%	0%
APPRAISEE'S COMMENTS ON TARGET SETTING			IMMEDIATE SUPERVISOR'S ON TARGET SETTING			
Targets were discussed and agreed upon						
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		
MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS				
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			
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			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS						
Second Supervisor Comments			Second Supervisor Recommendations			