



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150211	Staff Name:	Richard Kakai Kamuti
ID Number:	20656658	Employee E-mail:	richard.kamuti@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Director Human Resource and Administration
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration

## DEPARTMENTAL OBJECTIVES

To improve work environment

To strengthen the Human Resources capacity

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To develop succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report	Draft Succession management policy in place	Draft Succession management policy in place	100	100
To review performance management system in the Commission between 1st January 2024 to 31st March 2024	Reviewed performance management system (PMS),	Developed Performance Contract guidelines. Conducted staff appraisals for FY 2022-2023. Conducted Mid Year Reviews for the FY 2023-2024. Notified staff to conduct final staff appraisals for FY 2023-2024. Notified staff to set targets for	Developed Performance Contract guidelines. Conducted staff appraisals for FY 2022-2023. Conducted Mid Year Reviews for the FY 2023-2024. Notified staff to conduct final staff appraisals for FY 2023-2024. Notified staff to set targets for	100	100



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To maintain a robust staff insurance covers between 1st July, 2023 to 30th June, 2024	Insurance covers in place, Insurance contract agreements, Memos, Tender documents, minutes of tender meeting	Staff Medical Cover, Group Life Cover, Group Personal Accident/WIBA Cover was procured and operational.	Staff Medical Cover, Group Life Cover, Group Personal Accident/WIBA Cover were procured and operational.	100	100
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	Developed online questionnaire in the survey monkey tool for staff satisfaction and work environment survey	Developed online questionnaire in the survey monkey tool for staff satisfaction and work environment survey.	90	95
To develop Anti-corruption policy and framework for the Commission between 1st October,2023 to 31st December,2023	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Draft Anti-Corruption policy in Place. Corruption Prevention Committee was constituted	Draft Anti-Corruption policy in Place. Corruption Prevention Committee was constituted	100	0
To standardize Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual	Target dropped due to unavailability of funds	Target dropped due to unavailability of funds	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>590.00</b>	<b>495.00</b>
<b>Mean Appraisal Scores</b>				<b>98.33%</b>	<b>82.5%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Target set are achievable subject to availability of required resources.

Please go ahead and implement the agreed targets.

### 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 met despite lack of funds

Very good performance



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To develop succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report	Target not changed	Draft succession management policy in place
To review performance management system in the Commission between 1st January 2024 to 31st March 2024	Reviewed performance management system(PMS),	Target not changed	Mid-year review done, Targets set and final appraisals for FY 2022-2023 completed..
To maintain a robust staff insurance covers between 1st July, 2023 to 30th June, 2024	Insurance covers in place, Insurance contract agreements, Memos, Tender documents, minutes of tender meeting	Target not changed	All insurance covers in place and operational
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	Target not changed.	Questionnaire has been developed..
To develop Anti-corruption policy and framework for the Commission between 1st October,2023 to 31st December,2023	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Target not changed	Draft policy in place
To standardize Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual	target dropped	Target was dropped due to lack of funds to hire a consultant to lead the process.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
On Target	Mid-year performance is satisfactory however try to achieve all set targets by close of the financial year.

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



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership & Development Course	6 weeks	Leadership Development
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will go a long way in assist me in sharpening my leadership skills.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Very good performance	None	