INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS

Staff Number:	NLC20150207	**Staff Name:**	Catherine Kimisik Chepkemboi
ID Number:	22171509	**Employee E-mail:**	catherine.kimisik@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	**Appraisal Period:**	2022-2023
Terms of Service:	Permanent and Pensionable	**Gender:**	Female
Work Station	47-Nairobi City County	**Job Grade:**	NLC4
Dept/Directorate	ICT	**Appraisal Status**	Approved/Closed/HR
Immediate Supervisor:	Julius Kiplagat Tarus	**Immediate Supervisor Designation:**	Principal ICT Officer
Second Supervisor:	Amos Parletuan Kasaine	**Supervisor Designation:**	HEAD,ICT

DEPARTMENTAL OBJECTIVES

Ensure Automation of Commission's process and procedures.

Ensure Secure, Efficient and reliable IT Infrustucture.

Promote efficient utilization of information Systems.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Support Commission's staff in Human Resource and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st july2022 to 30th June 2023.	Number of staff supported.	Support Payroll module, Training module, Salary Advance and Rift valley Counties and 80 Staff .	The appraisee achieved this target as she supported HR and administration, audit and rift valley counties	105	100
To Manage 50 IP Phones from 1st July 2022 to 30th June 2023.	Number of IP Phones maintained.	30 Ip phones were maintained during this period.	The appraisee maintained 30 IP phones	98	95
To Automate Litigation, Monitory/Evaluation and Audit and Risk system process and procedures from 1st July 2022 to 30th June 2023.	Number of process and procedures automated.	Processes and procedures for Audit and Risk System.	The litigation system was implemented, However, the Audit and risk management system is partially done.	95	95

To coordinate the ICT Departmental meeting, from 1st July 2022 to 30th June 2023.	Minutes for ICT.	12 Departmental meetings attended from 1st July 2022 to 30th June 2023.	ICT Department meetings done and minutes of all meetings are taken by the appraisee who is the secretary	115	110
To organize all ICT documentation. from 1st July 2022 to 30th June 2023.	Documents for ICT.	ICT policy and Standard Operating Procedures. are ready for printing and binding for circulation from 1st July 2022 to 30th June 2023.	ICT Policy and ICT standard operating procedures were completed successfully	110	110
To Capture departmental and assigning rights of Biometrics system.1st july 2022 to 30th June 2023	Reports on all users in the system.	Assigning rights to the administrators to enable them register users, from 1st July 2022 to 30th June 2023.	The biometric system fully operational and reports in place	105	105
To Manage Active Directory and Assigning Users rights for all staff from 1st July 2022 to 30th June 2023.	Number of users in AD	Assigned rights to 400 staff on accessing the different applications in the system from 1st July to 30th June 2023.	The Active Directory was maintained and user rights assigned	105	105
Total Appraisee Score on Performance Targets				**733.00**	**720.00**
Mean Appraisal Scores				**104.71%**	**102.86 %**

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The above are the agreed performance target for the period 1st July 2022 to 30th June 2023.	Achievable targets set. strive to implement and achieve

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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 Audit and Risk System processes and procedures were completed, but not implemented due to Financial challenges. The IP Phones were not purchased from the period of 1st July 2022 to 30th June 2023. due to financial constraints hence affecting th	The appraisee achieved most of her targets. However, some targets were not met due to financial constraints

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Support Commission's staff in Human Resource and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st july2022 to 30th June 2023.	Number of staff supported.	Target not changed	Target on course.
To Manage 50 IP Phones from 1st July 2022 to 30th June 2023.	Number of IP Phones maintained.	Target not changed	Target on course to be achieved by the end of the performance period.
To Automate Litigation, Monitory/Evaluation and Audit and Risk system process and procedures from 1st July 2022 to 30th June 2023.	Number of process and procedures automated.	Target not changed.	Target on ongoing.
To coordinate the ICT Departmental meeting, from 1st July 2022 to 30th June 2023.	Minutes for ICT.	Target not Changed	Target on course.
To organize all ICT documentation. from 1st July 2022 to 30th June 2023.	Documents for ICT.	Target not changed	Target already achieved ICT Policy and SOP awaiting printing.
To Capture departmental and assigning rights of Biometrics system.1st july 2022 to 30th June 2023	Reports on all users in the system.	Target not changed.	Target on course.
To Manage Active Directory and Assigning Users rights for all staff from 1st July 2022 to 30th June 2023.	Number of users in AD	Target not changed	Target on course.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	By mid-year, most targets were on course to be achieved by the end of the appraisal period

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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
This will help in Promoting the use of New trends in Information Technology.	The appraisee observed Commission's values

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Cloud Computing	3 months	Technical Course.
Strategic Leadership and Development Programme. (SLDP)	6 weeks.	Management Course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course applied is relevant to enable me to strengthen my skills.	The appraisee did not attend any of the requested courses during the appraisal period. However, i recommend that she be sponsored to undertake Strategic Leadership and Development Programme.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
This is above average. Keep it up.	The appraisee need to be train on senior management course.