



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:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
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 the Human Resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist in review schemes of service/career progression guidelines between 1st October to 31st March, 2022	HRAC Papers, Budget Approvals	Partnered with State department for public service in development of scheme of service and career progression guideline	Draft career progression guideline in place	100	100
To develop memo /Circulars to all staff in conducting mid -term year and end year staff performance appraisals evaluations between 2nd January and 15th January, 2021	Memos and Circulars to staff	Circular/Internal Memeo circulated staff reminding/guiding on mid and end year staff appraisal	Staff were reminded to conduct mid year and end of year staff appraisals through internal memo	100	100



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To develop a HR Admin & Welfare work plan for FY 2022/2023 between 1st – 15th June 2022	HR Admin & Welfare Work Plan for FY 2022/2023	Developed HR Admin & Welfare Workplan	HR & Administration Workplan was developed and approved	100	100
To initiate Procurement / renewal of staff medical cover between 1st October and 31st December, 2021	Memo seeking for approval to initiate procurement of Staff Medical Insurance Cover sent out to CEO for approval. Tender adverts	Procurement of staff medical cover completed and operational	Staff medical group cover in place	100	100
To initiate Procurement / renewal of Group Personal Accident Cover and Work Injury Benefits Act (WIBA) cover between 1st October and 31st December, 2021	Memo seeking for approval to initiate procurement of GPA Cover sent out to CEO Contract for the Group Accident and WIBA Cover signed	Procurement of staff group personal accident cover completed and operational	Group personal accident cover in place	100	100
To initiate procurement of group life assurance (GLA) for NLC staff between 1st April and 30th June, 2022	Memo seeking for approval to initiate procurement of GL Cover sent out to CEO Contract for the Group Life Assurance Cover signed	Procurement of group life insurance cover completed and operational	Group Life Insurance Cover in place	100	100
To coordinate undertaking of staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	Memos Approvals Work Environment Survey Report Staff Satisfaction Survey Report	Internal memo initiating procurement of a consultant to conduct staff satisfaction and work environment survey was forwarded to CEO	Request for approval to initiate procurement process of employee satisfaction and work environment survey was approved by CEO and forwarded to Procurement.	100	100
To assist in enactment and implementation of policy framework for fighting corruption in the Commission between 1st July, 2021 to 30th June, 2022	Anti-corruption policy and framework Training of IAOs and CPC Members Letter to EACC	Appointment of Corruption Prevention Committee(CPC) Members and Integrity Assurance Officers(IAOs) done.	Corruption Prevention Committee(CPC) constituted and appointment of Integrity Assurance Officers(IAOs) done	100	100



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To assist in review of HR manual and administration policies and procedures manual between 1st January to 30th June, 2022	HRAC Papers on request to develop Policies Circular to staff, Reviewed manual and developed policies and procedures	Partnered with State department for public service in review of HR Policies & Procedure Manual	Draft HR Policy and Procedure Manual in place	100	100
To coordinate pension scheme AGM and staff awareness training on pension matters between 1st October 2021 and 31st December, 2021	Attendance List AGM Minutes Circular to Staff in regard to Pension AGM	Pension AGM was done	Pension AGM was done	100	100
Total Appraisee Score on Performance Targets				1000.00	1000.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are as per the approved HR work plan. The availability of required financial resources will be a key determinant of the achievement of the 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
Targets were achieved as agreed.	Very good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist in review schemes of service/career progression guidelines between 1st October to 31st March, 2022	HRAC Papers, Budget Approvals	Target not changed	The target will be achieved by end of the fourth quarter
To develop memo /Circulars to all staff in conducting mid-term year and end year staff performance appraisals evaluations between 2nd January and 15th January, 2021	Memos and Circulars to staff	Target not changed	On target



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To develop a HR Admin & Welfare work plan for FY 2022/2023 between 1st – 15th June 2022	HR Admin & Welfare Work Plan for FY 2022/2023	Target not changed	The activity will be done in the fourth quarter
To initiate Procurement / renewal of staff medical cover between 1st October and 31st December, 2021	Memo seeking for approval to initiate procurement of Staff Medical Insurance Cover sent out to CEO for approval. Tender adverts	Target not changed	Procurement procurement for new staff medical cover has been concluded. Awaiting rolling of the new staff medical cover on 24.01.2022
To initiate Procurement / renewal of Group Personal Accident Cover and Work Injury Benefits Act (WIBA) cover between 1st October and 31st December, 2021	Memo seeking for approval to initiate procurement of GPA Cover sent out to CEO Contract for the Group Accident and WIBA Cover signed	Target not changed	The procurement process for GPA and WIBA covers has been concluded. Awaiting rolling of the new GPA & WIBA Cover on 24.01.2022
To initiate procurement of group life assurance (GLA) for NLC staff between 1st April and 30th June, 2022	Memo seeking for approval to initiate procurement of GL Cover sent out to CEO Contract for the Group Life Assurance Cover signed	Target not changed	The Activity will be undertaken in the fourth quarter
To coordinate undertaking of staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	Memos Approvals Work Environment Survey Report Staff Satisfaction Survey Report	Target on changed	The activity will be undertaken in the third and fourth quarter
To assist in enactment and implementation of policy framework for fighting corruption in the Commission between 1st July, 2021 to 30th June, 2022	Anti-corruption policy and framework Training of IAOs and CPC Members Letter to EACC	Target not changed	The achievement of the target is a continuous process
To assist in review of HR manual and administration policies and procedures manual between 1st January to 30th June, 2022	HRAC Papers on request to develop Policies Circular to staff, Reviewed manual and developed policies and procedures	Target not changed	The activity will be undertaken in the third and fourth quarter.
To coordinate pension scheme AGM and staff awareness training on pension matters between 1st October 2021 and 31st December, 2021	Attendance List AGM Minutes Circular to Staff in regard to Pension AGM	Target not changed	On target



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All the agreed targets will be achieved by end of the financial year subject to availability of funds.	Strive to achieve all the targets by close of the Financial Year 2021-2022

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
	To be completed during end year performance evaluation

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
This Course will enable me development the required leadership development skills which are important in discharge of may duties as a team leader.	The training requested by the Officer is highly recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations