



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140039	Staff Name:	Ben Tuwai Bett
ID Number:	11575267	Employee E-mail:	ben.bett@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2017-2018
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tom Aziz Chavangi	Supervisor Designation:	Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To develop the capacity to enhance efficiency and transparency in service delivery

To facilitate an equitable and secure working environment for all

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in the recruitment of 70 skilled staff by end of financial year 2017/2018	Appointment letters issued and/or approval of candidates			0	0
Train 266 staff on relevant areas by close of the financial year	List of trained staff Attendance registers Copies of certificates			0	0
Facilitate the absorption of Interns and Students on attachment on quarterly basis	Interns and Students advertisement Appointment letters Internship and Attachment reports			0	0
Train 30 Senior Management staff on leaderships skills by end of financial year Train 30 Senior Management staff trained on Senior Management course by end of financial year	Copies of certificates Training Approvals Nomination letters			0	0
Assist in the facilitation of the training of Human Resources Management Committees by December, 2017	Training request/proposal forwarded			0	0
Assist in ensuring that all staff are put under Performance management regime and ensure that monitoring and evaluation is conducted on regular basis	List of staff on Performance management regime Monitoring and Evaluation reports			0	0
Assist in the facilitation of Team building in the Commission by the end of the financial year	Team building request/approval Team building report			0	0



INDIVIDUAL APPRAISAL REPORT

Assist in the training of all staff on Organisational Culture Change	Training proposal/approval Training report			0	0
Assist in efficiently managing remuneration, staff welfare and conducive work environment	Timely disbursement of salaries (Payroll); Job satisfaction survey results Staff attendance books			0	0
Assist in the facilitation of the provision of staff Medical Insurance Cover & Other Insurances by Feb.2018 and manage the same on continuous basis	signed Medical Cover contract Correspondences with the underwriter			0	0
Assist in the ope-rationalization of House mortgage Scheme and Car Loans Scheme by end of the financial year	House mortgage Scheme and Car Loans Scheme in place Regulations for House mortgage Scheme and Car Loans Scheme in place Appointment of Schemes Committees Creation of the funds and opening of the accounts List of beneficiaries Meetings minutes			0	0
Ope-rationalize Human Resource Management System (HRMS) by end of financial year	Operational HRMS modules			0	0
Assist in the development/review of relevant HR policies and procedures by ends of the financial year	Policies developed/reviewed and implemented			0	0
Assist in the conversation of staff terms from contract to Permanent and Pensionable terms	Proposal to convert terms and approval Approval by the National treasury/Director of Pension Declaration of the Commission to be Public Service for purposes of pension by the Presidency Procurement of Pension Administrator.Fund Manager and Custodi			0	0
Draft approval request to the Commission to carry out Organizational Design (OD)	Approval request /proposal			0	0
Facilitate Registration of the Commission with National Industrial Training Authority (NITA)	Registration certificate/letter Communications with NITA Voucher of arrears paid			0	0
Assist in the maintenance of registration with Federation of Kenya Employers (FKE)	FKE Registration certificate			0	0
Facilitate subscriptions to staff's professional bodies to enable them meeting the minimum standards of the Continuous Professional Development (CPD) points	List of staff subscribed to professional bodies			0	0
Assist in the procurement of a consultant to develop HR Strategy paper	Request to procure a consultant in place			0	0
Assist in the development of Staff Health and Safety policy and ope-rationalization of Safety Committee	Health and safety policy Health and Safety Committee in place			0	0



INDIVIDUAL APPRAISAL REPORT

Participate in the mainstreaming of Mainstreamed cross cutting issues i.e HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse	Cross cutting issues Committees in place Request for allocation of funds to the Committee			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Given the necessary support, I should be able to deliver on the targets as envisioned.	Strive to achieve the targets as set

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
Certified Human Resource Practitioner Course (CHRP)	6 months	Management
HR Metrics and Analytics Course	5 days	Management
Mediation Course	5 days	Management
HR Conference	3 days	Professional Requirement (CPD scheme)
HR congress	3 days	Professional Requirement (CPD Scheme)

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the listed training in order to perform effectively	



INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations