



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150215	<b>Staff Name:</b>	Meshack Maitima Mwiti
<b>ID Number:</b>	22059590	<b>Employee E-mail:</b>	meshack.mwiti@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC4
<b>Dept/Directorate</b>	ICT	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Amos Parletuan Kasaine	<b>Immediate Supervisor Designation:</b>	HEAD,ICT
<b>Second Supervisor:</b>	Amos Parletuan Kasaine	<b>Supervisor Designation:</b>	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 drafting and supervise implementation of disaster recovery contract from 1st July 2023 to 31st June 2024	A drafted Contract, A report on implemented services on DR site			100	100
To draft technical requirements and layout plans for 38 county offices for on integration with GCCN and NOFB from 1st July 2023 to 31st June 2024	Technical requirements and layout plans document			100	100
To implement upgrading of ICT computing infrastructure from 1st July 2023 to 30th June 2024.	No. of ICT computing infrastructure components upgraded			100	100
To re-engineer and digitalize 5 commission's processes from 1st July 2023 to 30th June 2024.	No. of processes re-engineered and digitalized			100	90
To digitize, quality control check, verify and uploading to production environment 1.1M commission's records from 1st July 2023 to 30th June 2024.	No. of records digitized, verified and uploaded			100	90
To roll-out unified communication to 41 NLC county offices from 1st July 2023 to 30th June 2024.	No. of counties with operationalized unified communication			100	80
To carryout 2 vulnerability test on NLC ICT infrastructure from 1st July 2023 to 31st June 2024	A vulnerability test report.			100	90
To supervise four ICT staff from 1st July 2023 to 31st June 2024	No. of appraisal performance reports			100	100



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<b>Total Appraiser Score on Performance Targets</b>		<b>800.00</b>	<b>750.00</b>
<b>Mean Appraisal Scores</b>		<b>100%</b>	<b>93.75 %</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
I believe I will achieve my set target with resources available	This targets are achievable in this financial year 2023/24

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
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<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraiser's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
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<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
Project management course	2 months	managerial course

<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>
Project management course is an important course since it will enhance my project management techniques.	I recommend for this training to be undertaken within the set period

<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>	
<b>Second Supervisor Comments</b>	<b>Second Supervisor Recommendations</b>
This is a good performance. Keep it up	I recommend the appraiser to be train on SLDP course