



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140039	<b>Staff Name:</b>	Ben Tuwai Bett
<b>ID Number:</b>	11575267	<b>Employee E-mail:</b>	ben.bett@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2016 - 2017
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC3
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Supervisor
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tom Aziz Chavangi	<b>Supervisor Designation:</b>	Chief Executive Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Initiate and recruitment of 59 new staff by 30th June,2017	•Proposal to recruit 59 new staff submitted for approval	Proposal to recruit 59 new staff submitted for approval	Agreed	100	100
Submit a proposal to train 30 Senior Management on Leaderships and Management skills by 31st March, 2017	•Proposal to train 30 Senior Managers on Leaderships skills submitted	Proposal to train 30 Senior Managers on Leaderships skills submitted	Achieved	110	100
Submit a proposal for Team Building for approval by 30th April, 2016	•Submitted proposal for approval	Submitted the proposal for staff training on Organizational Culture by October,2016	Proposal submitted and approval granted	105	105
Submit a proposal for staff training on Organizational Culture by November, 2016	•Submitted proposal for approval	Submitted the proposal for staff training on Organizational Culture by November, 2016	Agreed	100	100



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Ensure review of HR manual and the Standard Operating Procedures by 31st May, 2017	<ul style="list-style-type: none"> <li>•HR manual and Procedures developed and implemented</li> </ul>	HR manual and Procedures reviewed and forwarded for approval	HR manual review undertaken	100	100
Prepare and submit for approval the undertaking of Commission Organizational Design	<ul style="list-style-type: none"> <li>• Submitted proposal for approval</li> <li>•Up and running HR modules in the HRMS</li> <li>•Sign offs sheets</li> </ul>	Submitted for approval the undertaking of Commission Organizational Design	OD proposal submitted and approval granted	100	100
Develop and monitor the implementation of the Human Resource management strategy by 30th June, 2017	<ul style="list-style-type: none"> <li>•Human Resource management strategy in place</li> </ul>	Approval to procure a consultant to undertake Human Resource management strategy in place	Approval granted	100	100
Participate in the development of staff Pension Scheme and oversee Gratuity administration 30th June, 2017	<ul style="list-style-type: none"> <li>• Tender Advertisement</li> <li>• Attendance to Pension scheme Development Meetings</li> <li>• TD &amp; R in place</li> <li>• Recruitment of Pension service providers</li> <li>• Declaration of NLC and Public Service</li> <li>• Tender Advertisement</li> <li>• Attendance to Pension scheme Development M</li> </ul>	Participated in the development of staff Pension Scheme and oversaw Gratuity administration in the course of the year	The officer participated in the development of staff Pension Scheme and oversaw Gratuity administration in the course of the year	100	100



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<p>Oversee;</p> <ul style="list-style-type: none"> <li>• Leave administration,</li> <li>• Employee welfare issues including;</li> <li>• Medical scheme,</li> <li>• loans,</li> <li>• parties,</li> <li>• Provision of financial assistance during funerals,</li> <li>• Provision of drinking water and</li> <li>• Health Talks on continuous basis</li> </ul>	<ul style="list-style-type: none"> <li>• Leave Schedule ,</li> <li>• Medical scheme,</li> <li>• List of approved staff loans,</li> <li>• Staff Parties proposals,</li> <li>• Commission payments in of support bereaved staff</li> <li>• Benevolent fund in place</li> <li>• Provision of drinking water,</li> <li>• Number of Health Talks</li> </ul>	<p>Leave Schedule</p> <ul style="list-style-type: none"> <li>• Medical scheme, • List of approved staff loans, • Staff Parties proposals, • Commission payments in of support bereaved staff • Benevolent fund in place • Provision of drinking water, • Number of Health Talks</li> </ul>	Agreed	100	105
<p>Provide secretarial services to the Staff Disciplinary Committee and provide advice on resolution of cases on discipline on continuous basis</p>	<ul style="list-style-type: none"> <li>•Meetings attendance list</li> <li>•Correspondence on disciplinary matters</li> <li>•Meetings minutes</li> </ul>	<p>Provided secretarial services to the Staff Disciplinary Committee and provided advice on resolution of cases on discipline on continuous basis</p>	<p>The officer provided secretarial services to the Staff Disciplinary Committee and provided advice on resolution of cases on discipline on continuous basis</p>	110	110
<p>Coordinate Staff Performance Appraisal System in the Commission including proposal for the establishment of the Commission Performance Moderation Committee (CPMC).</p> <ul style="list-style-type: none"> <li>•Filling of PATs by August, 2016</li> <li>•Mid-Year reviews by January, 2017</li> <li>•Staff Perfor</li> </ul>	<ul style="list-style-type: none"> <li>• Propose names for the Commission Performance Moderation Committee for approval</li> <li>• Filled in PATs for all HR staff</li> <li>• Filled in PATs for all Commission staff</li> <li>• Memos and email Communication to staff of SPAS</li> <li>• Training Attendance lists</li> </ul>	<p>Coordinated Staff Performance Appraisal System in the Commission and made proposal for the establishment of the Commission Performance Moderation Committee (CPMC). • Oversaw the filling of PATs and the mid year reviews</p>	<p>The officer coordinated Staff Performance Appraisal System in the Commission and made proposal for the establishment of the Commission Performance Moderation Committee (CPMC).</p>	100	100



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Initiate the enactment of the Occupational Health and Safety Committee by December, 2016	<ul style="list-style-type: none"> <li>Occupational Health and Safety Committee appointment letters</li> <li>Occupational Health and Safety Committee in place</li> </ul>	Initiated the enactment of the Occupational Health and Safety Committee	Agree with the achievement of the target	110	110
Initiate the enactment of HIV/AIDS, Alcohol and Drug Abuse Committee in the Commission by December, 2016	<ul style="list-style-type: none"> <li>HIV/AIDS, Alcohol and Drug Abuse Committee appointment letters</li> <li>HIV/AIDS, Alcohol and Drug Abuse Committee in place</li> </ul>	Initiated the enactment of HIV/AIDS, Alcohol and Drug Abuse Committee	Agree with the achievement of the target	110	110
Initiate the enactment of Gender and Persons Living With Disabilities Committee in the Commission by December, 2016	<ul style="list-style-type: none"> <li>Gender and Persons Living With Disabilities Committee appointment letters</li> <li>Gender and Persons Living With Disabilities Committee in place</li> </ul>	Initiated the enactment of Gender and Persons Living With Disabilities Committee	Agree with the achievement of the target	110	110
Validate the payroll process and review all entries and submit for approval to the Director on monthly basis	<ul style="list-style-type: none"> <li>Approved monthly payrolls</li> </ul>	Validated the payroll process and reviewed all entries and submitted for approval to the Director on monthly basis	Agree with the achievement of the target	100	100
Ensure compliance with all HRM statutory requirements e.g. PAYE, NSSF, NHIF, Employees' TAX Returns on monthly and annual basis respectively	100% compliance with; <ul style="list-style-type: none"> <li>PAYE,</li> <li>NSSF,</li> <li>NHIF,</li> <li>Employees' TAX Returns,</li> </ul>	100% compliance with; <ul style="list-style-type: none"> <li>PAYE,</li> <li>NSSF,</li> <li>NHIF,</li> <li>Employees' TAX Returns</li> </ul>	Agree with the achievement of the target	100	100



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Coordinates  Directorate /individual staff work plans in line with human resource quality standards and time lines, to ensure the achievement of the directorate strategy on continuous basis	<ul style="list-style-type: none"> <li>• HR Directorate work plan in place</li> <li>• Individual HR staff work plans in place</li> </ul>	Coordinated Directorate /individual staff work plans in line with human resource quality standards and time lines, so as to ensure the achievement of the directorate strategy on continuous basis	Agree with the achievement of the target	105	105
Develop and Maintain Competencies and skills inventory for the Commission by 30th June, 2017	<ul style="list-style-type: none"> <li>• Competencies and skills inventory in place</li> </ul>	Competencies and skills inventory process initiated	Agree with the achievement of the target	95	95
Prepare and submit for approval staff subscriptions to professional bodies by February, 2017	<ul style="list-style-type: none"> <li>• Proposal to pay staff professional subscriptions</li> <li>• Updated staff files,</li> </ul>	Prepared and submitted for approval staff subscriptions to professional bodies	Agree with the achievement of the target	100	100
Develop conflict resolution mechanisms for the Commission by 31st March, 2017,	<ul style="list-style-type: none"> <li>• Grievance handling procedure in place</li> <li>• List of resolved grievances</li> </ul>	Grievance handling procedure in place	Agree with the achievement of the target	100	100
Prepare funding proposals for training of 200 staff for approval to the Secretary/CEO on continuous basis	<ul style="list-style-type: none"> <li>• Numbers of submitted training funding proposals</li> <li>• List of 200 staff proposed for training</li> </ul>	Prepared funding proposals for training of 200 staff for approval to the Director on continuous basis	Agree with the achievement of the target	110	110
Prepare,Monitor and implement Personal Emoluments budgets including supplementary budget in the course of FY/2016/2017	Sector/Sub-sector budgets meetings attendance list PE budget PE Monitoring reports Processed payrolls	Prepared,Monitored and implemented Personal Emoluments budgets including supplementary budget	Agree with the achievement of the target	100	100



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<b>Total Appraisee Score on Performance Targets</b>		<b>2265.00</b>	<b>2260.00</b>
<b>Mean Appraisal Scores</b>		<b>102.95%</b>	<b>102.73%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The targets will be achieved given necessary support and/or facilitation	Targets set are SMART

<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>
Initiate and recruitment of 59 new staff by 30th June,2017	•Proposal to recruit 59 new staff submitted for approval	Target did not change	The achievement of the target is on course

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
No Change of target during the first half of FY2016/2017	No changes during the mid year review

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Very Good - Upto 100%

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
	The officer is an excellent performer

<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
Strategic Leadership Development Programme -SLDP	six (6) weeks	Management course



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IHRM Training, Seminars, Workshops and Conferences	12 weeks	Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Will appreciate my supervisor's support in this direction	The officer was facilitated to attend the above identified seminars and training	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Kindly fill the departmental objectives and other sections	Ditto	