



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150144	Staff Name:	Charles Musundi Wangila
ID Number:	22579575	Employee E-mail:	charles.musundi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	HRA	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Director Human Resource and Administration
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Director Human Resource and Administration

DEPARTMENTAL OBJECTIVES

To strengthen Human Resource capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters			0	0
Prepare HRAC paper to initiate the development of succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report			0	0
To implement training plan by training 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	No of staff trained Approved budgets, Attendance list, Training program, Nomination letter			0	0
To prepare HRAC paper to develop a policy framework on training revolving fund and train twenty(20)no. of staff using the established training revolving fund between 1st July 2023 to 30th June,2024	Training Revolving Fund Policy, No. of staff trained Commission approval minutes			0	0



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organize meetings for approvals to utilize 100% of staff car loan and house mortgage funds between 1st October, 2023 to 31st December, 2023	Vote book Loan award letters, Sale agreements, Copies of property titles, Copies of Car log books			0	0
To provide information in the standardization of Commission business processes and procedures 1st April, 2024 to 30th June, 2024	Commission business standard procedure manual			0	0
Chair the monthly HRD sectional meeting between 1st July 2023 to 30th June 2024	Minutes Attendance Register			0	0
Organize Quarterly Commission Training Committee meetings between 1st July 2023 to 30th June 2024	Minutes Attendance Register			0	0
Sign personal performance appraisal targets with the Director, HRA by 30th July 2023	signed performance appraisal targets			0	0
sign performance appraisal targets with HRD staff by 30th July 2023	signed performance appraisal targets			0	0
attend monthly Directorate meetings between 1st July 2023 to 30th June 2024	Minutes Attendance Register			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
The targets are attainable	Please go ahead and implement the agreed 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare HRAC paper to recruit fifty(50) competent staff in the Commission between 1st July 2023 to 30th June 2024	No. of staff recruited, Interview minutes, Job advert, Appointment letters	Target not changed	targets almost complete



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Prepare HRAC paper to initiate the development of succession management policy and staff retention strategy framework between 1st January 2023 to 31st March 2024.	Memo; Draft Policy; Approved Succession management policy and framework Staff retention strategy report	Target not changed	target almost complete
To implement training plan by training 500 No. of Commissioners and staff in identified thematic areas between 1st July 2023 to 30th June 2024	No of staff trained Approved budgets, Attendance list, Training program, Nomination letter	Target not changed	75% done
To prepare HRAC paper to develop a policy framework on training revolving fund and train twenty(20)no. of staff using the established training revolving fund between 1st July 2023 to 30th June,2024	Training Revolving Fund Policy, No. of staff trained Commission approval minutes	Target not changed	target is 50% done
organize meetings for approvals to utilize 100% of staff car loan and house mortgage funds between 1st October, 2023 to 31st December, 2023	Vote book Loan award letters, Sale agreements, Copies of property titles, Copies of Car log books	Target not changed	target is at 75%
To provide information in the standardization of Commission business processes and procedures 1st April,2024 to 30th June,2024	Commission business standard procedure manual	Target not changed	target at initial stages
Chair the monthly HRD sectional meeting between 1st July 2023 to 30th June 2024	Minutes Attendance Register	Target not changed	target still on course
Organize Quarterly Commission Training Committee meetings between 1st July 2023 to 30th June 2024	Minutes Attendance Register	Target not changed	target still on course
Sign personal performance appraisal targets with the Director, HRA by 30th July 2023	signed performance appraisal targets	Target not changed	target at 100%
sign performance appraisal targets with HRD staff by 30th July 2023	signed performance appraisal targets	Target not changed	target at 100%



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attend monthly Directorate meetings between 1st July 2023 to 30th June 2024	Minutes Attendance Register	Target not changed	target still on course
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All the targets have not changed	

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
I will endeavour to uphold professionalism and efficiency while undertaking my duties	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I Highly need this training to enhance my management skills	The training will be undertaken within the FY

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations