



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150173	Staff Name:	Nelly Waithera Mundati
ID Number:	27247445	Employee E-mail:	nelly.mundati@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	ICT	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Meshack Mwiti Maitima	Immediate Supervisor Designation:	Principal Network Administrator
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	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 integrate and implement the E1 line to the existing unified communication.	i) A signed contract between NLC and the service provider ii) No of level 9 users granted in the system	1)E1 line intergretd,teste d and implemented 2) 25 users granted level 9	E1 line was installed, commissioned and users enjoying the service	100	100
To perform bi-annual backups of the i)access control system (biometric) for the 2021/2022 financial year ii) Unified communication system	No of backups done	i) 2 backups done of the biometric system ii) 2 backups done of the UC	All users at HQ were granted access to UC	100	100
To generate an inspection and acceptance/rejection report for the networking hardware installed on the new Commission 's office on 316 upperhill chambers for the financial year 2021/2022	An Inspection report generated and signed	inspection report done for the networking hardware installed on 316 upper hill chambers	Inspection was done, report generated and filed	100	100



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To develop technical specifications for EMC storage upgrade for the year 2021/2022	A technical specification document generated	Technical specifications for EMC document generated	The specifications were done and forwarded to SCM	100	100
To perform day to day user support to the nlc staff	No of staff supported	on average 10 users supported daily	Users were fully supported on specified offices assigned to the officers	100	100
To register all HQ staff to the Unified communication system	No of staff at the HQ registered	All staff at the HQ and networked counties were registered in the UC	All staff at HQ have been registered to the UC and assigned calling number	100	100
Total Appraisee Score on Performance Targets				600.00	600.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are smart and achievable	The target were well set and implementable
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
I have achieved my set targets	The officer achieved her targets over and above

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To integrate and implement the E1 line to the existing unified communication.	i) A signed contract between NLC and the service provider ii) No of level 9 users granted in the system	target not changed	the contract was awarded to the service provider awaiting deployment
To perform bi-annual backups of the i) access control system (biometric) for the 2021/2022 financial year ii) Unified communication system	No of backups done	target not changed	backups for the biometric and UC done



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To develop technical specifications for EMC storage upgrade for the year2021/2022	A technical specification document generated	target not changed	a technical specification document generated and forwarded for approval
To perform day to day user support to the nlc staff	No of staff supported	Target not changed	on average 10 users supported
To register all HQ staff to the Unified communication system	No of staff at the HQ registered	Target not changed	All staff at the HQ office registered

MID YEAR APPRAISEES'S COMMENTS

Targets set are achievable by end of 2021/2022 financial year

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

targets are likely to be met before end of the year

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I uphold professionalism and efficiency in handling my duties

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer upholds innovativeness and fairness

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course
CISSP - Certified Information Systems Security	2 months	Network security training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

This training will help me perform my duties more efficiently

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I highly recommend for this training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Good performance. Keep it up

Second Supervisor Recommendations

I recommend the appraisee to be train on cyber security