



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |  |
|------------------------------|---------------------------|--|--|
| <b>Staff Number:</b>         | NLC20150144               | <b>Staff Name:</b>                       | Charles Wangila Musundi                    |
| <b>ID Number:</b>            | 22579575                  | <b>Employee E-mail:</b>                  | charles.musundi@landcommission.go.ke       |
| <b>Appraisal Type:</b>       | ANNUAL FINANCIAL YEAR     | <b>Appraisal Period:</b>                 | 2022-2023                                  |
| <b>Terms of Service:</b>     | Permanent and Pensionable | <b>Gender:</b>                           | Male                                       |
| <b>Work Station</b>          | 47-Nairobi City County    | <b>Job Grade:</b>                        | NLC5                                       |
| <b>Dept/Directorate</b>      | HRA                       | <b>Appraisal Status</b>                  | Approved/Closed/HR                         |
| <b>Immediate Supervisor:</b> | Ben Tuwai Bett            | <b>Immediate Supervisor Designation:</b> | Director Human Resource and Administration |
| <b>Second Supervisor:</b>    | Ben Tuwai Bett            | <b>Supervisor Designation:</b>           | 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 sixty(60) competent staff between 1st July 2022 to 30th September 2022                                     | No of staff recruited, interview minutes, job advert, appointment letter              | HRAC Paper to recruit staff prepared, longlist report prepared |                                | 90                 | 90            |
| Provide input in the development of Career Progression Guidelines between 1st July 2022 to 30th September 2022                           | HRAC/Commission paper, Career Progression Guidelines, Commission approval minutes     | HRAC paper prepared  |                                | 100                | 100           |
| Prepare HRAC Paper to develop and implement a staff retention strategy for the Commission 1st July 2022 to 30th September 2022           | HRAC Paper, Staff retention strategy report, Commission Approval Minutes              | HRAC paper prepared  |                                | 90                 | 90            |
| Prepare Training Plan for training of 570(No) Commissioners and staff in identified thematic areas between 1st July to 30th June 2023    | Training Plan, approved budgets, attendance list, training programme, nomination memo | Training Plan Approved   |                                | 100                | 100           |
| Write a HRAC paper on development of policy/framework on training revolving fund between 1st July 2022 to 30th September 2022            | Training revolving fund policy, Commission approval minutes                           | Target dropped   |                                | 95                 | 100           |
| Make arrangements for training of twenty(20) staff using the established training revolving fund between 1st July 2022 to 30th June 2023 | Budget approval, staff circular, No. of employees funded through the scheme           | Target dropped   |                                | 100                | 100           |



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|  |   |   |  |                |                |
|--|---|---|--|----------------|----------------|
| organize meetings for approvals to disburse Mortgages and Car Loans to staff between 1st July 2022 to 30th June 2023                     | Loan award letters, sale agreements, copies of house titles and car log books               | 3 No. meetings organized to disburse staff loans              |  | 100            | 100            |
| To provide information in the review of HR policy and procedure manual between 1st July 2022 to 30th September 2022                      | Reviewed HR policy and procedure manual   | provided input in the review of HR Policy                     |  | 100            | 100            |
| To assist in standardization of Commission Business Process Reengineering 1st July,2022 to 30th June,2023                                | Reengineered Commission Business process  | target dropped  |  | 100            | 100            |
| Carryout Occupational Health and Safety Audit and implement 50% of the Audit recommendations between 1st October and 31st December, 2022 | Occupational Health and Safety Audit Report Report on Implementation of the Recommendations | Target dropped  |  | 100            | 100            |
| Chair the monthly Training Sectional meeting 1st July 2022 to 30th June 2022   | Minutes, Attendance register  | Chaired monthly training sectional meetings                   |  | 100            | 100            |
| Organize the quarterly Training Committee meetings 1st July 2022 to 30th June 2023   | Minutes, Attendance register  | 1 No. Training Committee Meeting organized                    |  | 100            | 95             |
| Sign personal performance appraisal targets with the Director HRA 1st July 2022  | Signed Performance appraisal targets  | Personal performance appraisal targets signed                 |  | 100            | 100            |
| Sign performance appraisal targets with HRD staff 1st July 2022  | Signed performance appraisal targets  | performance appraisal targets signed                          |  | 100            | 100            |
| Attend monthly Directorate meetings 1st July 2022 to 30th June 2023  | Minutes, Attendance register  | Attended and participated in the monthly Directorate meetings |  | 100            | 91             |
| <b>Total Appraisee Score on Performance Targets</b>  |   |   |  | <b>1475.00</b> | <b>1466.00</b> |
| <b>Mean Appraisal Scores</b>   |   |   |  | <b>98.33%</b>  | <b>97.73%</b>  |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| The set targets are attainable         | Targets set were SMART                   |



## INDIVIDUAL APPRAISAL REPORT

| 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 sixty(60) competent staff between 1st July 2022 to 30th September 2022                                     | No of staff recruited, interview minutes, job advert, appointment letter              | Target not changed      | Recruitment process is ongoing   |
| Provide input in the development of Career Progression Guidelines between 1st July 2022 to 30th September 2022                           | HRAC/Commission paper, Career Progression Guidelines, Commission approval minutes     | Target not changed      | Process is ongoing               |
| Prepare HRAC Paper to develop and implement a staff retention strategy for the Commission 1st July 2022 to 30th September 2022           | HRAC Paper, Staff retention strategy report, Commission Approval Minutes              | Target not changed      | Process at initial stage         |
| Prepare Training Plan for training of 570(No) Commissioners and staff in identified thematic areas between 1st July to 30th June 2023    | Training Plan, approved budgets, attendance list, training programme, nomination memo | Target not changed      | Process is ongoing               |
| Write a HRAC paper on development of policy/framework on training revolving fund between 1st July 2022 to 30th September 2022            | Training revolving fund policy, Commission approval minutes                           | Target dropped          | Will be done next financial year |
| Make arrangements for training of twenty(20) staff using the established training revolving fund between 1st July 2022 to 30th June 2023 | Budget approval, staff circular, No. of employees funded through the scheme           | Target dropped          | Will be done next financial year |
| organize meetings for approvals to disburse Mortgages and Car Loans to staff between 1st July 2022 to 30th June 2023                     | Loan award letters, sale agreements, copies of house titles and car log books         | Target not changed      | Process is ongoing               |



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|  |  |                    |  |
|--|--|--------------------|--|
| To provide information in the review of HR policy and procedure manual between 1st July 2022 to 30th September 2022                      | Reviewed HR policy and procedure manual  | Target not changed | Process is ongoing                       |
| To assist in standardization of Commission Business Process Reengineering 1st July,2022 to 30th June,2023                                | Reengineered Commission Business process   | Target modified    | Process to begin in the 3rd quarter      |
| Carryout Occupational Health and Safety Audit and implement 50% of the Audit recommendations between 1st October and 31st December, 2022 | Occupational Health and Safety Audit Report<br>Report on Implementation of the Recommendations | Target reviewed    | The target to be done in the 3rd quarter |
| Chair the monthly Training Sectional meeting 1st July 2022 to 30th June 2022   | Minutes, Attendance register   | Target not changed | Meetings ongoing                         |
| Organize the quarterly Training Committee meetings 1st July 2022 to 30th June 2023   | Minutes, Attendance register   | Target not changed | Meetings ongoing                         |
| Sign personal performance appraisal targets with the Director HRA 1st July 2022  | Signed Performance appraisal targets   | Target not changed | Target already signed with DHRA          |
| Sign performance appraisal targets with HRD staff 1st July 2022  | Signed performance appraisal targets   | Target not changed | Target signed with HRD staff             |
| Attend monthly Directorate meetings 1st July 2022 to 30th June 2023  | Minutes, Attendance register   | Target not changed | Meetings ongoing                         |

### MID YEAR APPRAISEES'S COMMENTS

The targets are on course I estimate the performance to be above 50%

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve all set targets by 30.06.2023

### VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster  | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|-------------------|-------------------------------------|-------------------------------|
| Core Competencies | Rule of Law                         | Excellent - Higher Than 100%  |
| Core Competencies | Professionalism                     | Very Good - Upto 100%         |
| Core Competencies | Integrity                           | Very Good - Upto 100%         |
| Core Competencies | Innovativeness                      | Good - Between 80% and 99%    |



## INDIVIDUAL APPRAISAL REPORT

|                                       |   |                              |
|---------------------------------------|---|------------------------------|
| Core Competencies                     | Independence  | Very Good - Upto 100%        |
| Core Competencies                     | Efficiency  | Good - Between 80% and 99%   |
| Core Competencies                     | Transparency and Accountability                                 | Very Good - Upto 100%        |
| Managerial and Supervisory Competence | Planning and Organizing   | Very Good - Upto 100%        |
| Managerial and Supervisory Competence | Training and Development  | Very Good - Upto 100%        |
| Managerial and Supervisory Competence | Accountability in Managing Resources                            | Very Good - Upto 100%        |
| Managerial and Supervisory Competence | Anticipating Risks and Taking Measures to Mitigate against them | Excellent - Higher Than 100% |
| Managerial and Supervisory Competence | Judgement and Objectivity                                       | Very Good - Upto 100%        |
| Managerial and Supervisory Competence | Managing and Evaluating Performance                             | Good - Between 80% and 99%   |
| Managerial and Supervisory Competence | Promoting use of Information Technology                         | Fair - Between 60% and 79%   |
| Values                                | Respect for National /Gender Diversity                          | Very Good - Upto 100%        |
| Values                                | Meritocracy   | Very Good - Upto 100%        |
| Values                                | Fairness  | Very Good - Upto 100%        |
| Values                                | Confidentiality   | Fair - Between 60% and 79%   |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES   | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE         |
|---|--|
| I will endeavour to be efficient and effective while implementing the performance targets | The officer is generally good in upholding values and core competencies. |

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

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS                              | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS        |
|---|--|
| The course is very critical at this stage as it will enhance my management skills | The officer did not attend the training due to financial constraints |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS |  |
|--|--|
| Second Supervisor Comments                     | Second Supervisor Recommendations                          |
| The officer's performance was good             | To be exposed to more relevant trainings in the coming FY. |