



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
Staff Number:	NLC20150180	Staff Name:	Michael Wachira Mathenge		
ID Number:	24642902	Employee E-mail:	michael.mathenge@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:	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 ensure real time system replication between primary site and disaster recovery site from 1st July 2023 to 30th June 2024	Number of systems replicated	System replication done	100% done	100	100
To configure IPSEC tunnel between primary site and disaster recovery site from 1st July 2023 to 30th June 2024	An up and running IPSEC tunnel	IPSEC Tunnel up and running	Done 100%	100	100
Installation, configuration and testing of active devices connected to GCCN in 10 county offices from 1st July 2023 to 30th June 2024	Number of counties connected to GCCN	10 county offices connected to GCCN	Target achieved	100	100
Inspection of 10 county offices connected to GCCN from 1st July 2023 to 30th June 2024	Inspection report done	Partially done due to financial constraints	Partially done due to financial constraints	80	80
Installation and configuration of Storage Area Network (SAN) from 1st July 2023 to 30th June 2024	A report of working SAN	A working SAN.	Implemented 100%	100	100
To ensure quality control check of 1 million digitized record from 1st July 2023 to 30th June 2024	Number of records checked	1 million records checked	Done and completed successfully	100	100



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To roll out Unified communication to 10 counties from 1st July 2023 to 30th June 2024	Number of counties connected to unified communication	10 county offices connected to unified communication	Completed	100	100
To ensure internet service availability in all offices at head quarter from 1st July 2023 to 30th June 2024	Number of users accessing internet service	Internet was available to users throughout the year.	Internet services made available through out the year	100	100
To ensure a secure Commission's cyber space from 1st July 2023 to 30th June 2024	A functional and licensed firewall report.	Completed	Done	100	100
To offer ICT support to all Commission's staff on 6th floor from 1st July 2023 to 30th June 2024	-No. of incidences reported and supported -No. of user training done -No. of ICT devices maintained, serviced and repaired.	Commission's staff on 6th floor fully supported	Supported designated offices fully	100	100
Total Appraisee Score on Performance Targets				980.00	980.00
Mean Appraisal Scores				98%	98%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable in the financial year specified	The appraisee has done excellently in achieving his set 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
Targets set were achieved. Financial challenges affected my performance.	Please do as discussed

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To ensure real time system replication between primary site and disaster recovery site from 1st July 2023 to 30th June 2024	Number of systems replicated	No target changed	Completed
To configure IPSEC tunnel between primary site and disaster recovery site from 1st July 2023 to 30th June 2024	An up and running IPSEC tunnel	No target changed	Completed
Installation, configuration and testing of active devices connected to GCCN in 10 county offices from 1st July 2023 to 30th June 2024	Number of counties connected to GCCN	No target changed	Completed



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Inspection of 10 county offices connected to GCCN from 1st July 2023 to 30th June 2024	Inspection report done	No target changed	Patially done due to financial constraints
Installation and configuration of Storage Area Network (SAN) from 1st July 2023 to 30th June 2024	A report of working SAN	No target changed	Completed
To ensure quality control check of 1 million digitized record from 1st July 2023 to 30th June 2024	Number of records checked	No target changed	Completed
To roll out Unified communication to 10 counties from 1st July 2023 to 30th June 2024	Number of counties connected to unified communication	No target changed	Completed
To ensure internet service availability in all offices at head quarter from 1st July 2023 to 30th June 2024	Number of users accessing internet service	No target changed	Users are accessing internet services
To ensure a secure Commission's cyber space from 1st July 2023 to 30th June 2024	A functional and licensed firewall report.	No target changed	A working firewall
To offer ICT support to all Commission's staff on 6th floor from 1st July 2023 to 30th June 2024	-No. of incidences reported and supported -No. of user training done -No. of ICT devices maintained, serviced and repaired.	No target changed	Completed

MID YEAR APPRAISEES'S COMMENTS

No changes on targets that were set.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The officers is proceeding well on meeting targets

VALUES AND STAFF COMPETENCIES APPRAISAL

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I am competent to set and achieve targets.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer upholds professionalism and meritocracy in executing his duties



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	4 weeks	Senior Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the above training.		I recommend for his choice of course
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
This is an excellent performance.	I recommend the appraisee to be train on senior management course	