



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150207	Staff Name:	Catherine Kimisik Chepkemboi
ID Number:	22171509	Employee E-mail:	catherine.kimisik@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC5
Dept/Directorate	ICT	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Julius Kiplagat Tarus	Immediate Supervisor Designation:	Principal ICT Officer
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	HEAD,ICT

DEPARTMENTAL OBJECTIVES
Ensure Automation of Commission's process and procedures.
Ensure Secure, Efficient and reliable IT Infrustrcture.
Promote efficient utilization of information Systems.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To implement a new service level agreement (SLA) for ERP from 1st July 2023 to 30th June 2024.	The number of SLAs renewed.	Service Level Agreement (SLA) Renewed	ERP SLA renewed and implemented	95	90
To sensitize the commission staff on cyber security. On how to protect an organization's staff and assets against cyber threats from 1st July 2023 to 30th June 2024.	The number of staff Sensitized.	450 staff were sensitized on Cyber Security.	Target partially met	90	90
To sensitize the commission's staff on the Revised ICT Policy. from 1st July 2023 to 30th June 2024.	The number of staff sensitized.	Sensitization to be done next financial year, Revised ICT Policy PowerPoint ready to be presented..	ICT Policy document approved and sensitization PowerPoint presentation prepared.	85	80



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To Train the commission's staff on the importance of Standard Operating Procedures from 1st July 2023 to 30th June 2024.	The Number of staff trained.	Sensitization to be done next financial year, Standard Operating Procedures. PowerPoint ready to be presented.	SOP document was approved and a sensitization PowerPoint presentation was prepared.	80	80
To identify the licenses to be renewed in the commission's. from 1st July 2023 to 30th June 2024.	The number of licenses to be renewed.	I identified 6 Licenses to be renewed in the commission.	Licenses renewed	95	90
To manage the commission's Active Directorate and Assigning Users rights as from 1st July 2023 to 30th June 2024.	The number of users and devices managed.	I managed 600 users and 200 Desktops and Laptops in Active directorate by assigning roles and rights .	Active Directory managed	100	100
To manage users in the Biometric System Biometric from 1st july 2023 to 30th June 2024	The number of users in the system.	Managed 200 staff.	Biometric system well managed and reports can be presented	85	90
To Support the Commission"s staff in Human Resources and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st july2023 to 30th June 2024.	The Number of staff supported.	Supported 100 staff from Human Resources and administration, Audit, procurement, Monitory, Finance Departments which are based on 19th floor. Support HRMS system that is Payroll, Training and Assigning rights and roles.	User support for Commission's 19th floor provided	95	100



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To Manage 50 IP Phones from 1st July 2023 to 30th June 2024.	The Number of IP Phones maintained.	I managed 50 Ip Phones which are based in 19th floor.	Commission IP Phones maintained	100	100
To manage the workflows of digitization for Land use from 1st July 2023 to 30th June 2024.	The number of workflows processed.	Generation of workflows for Digitization for Land use Directorate ready for implementation.	Land use planning work flows prepared	90	90
To coordinate the ICT Departmental meeting, from 1st July 2023 to 30th June 2024.	Minutes for ICT.	i coordinated 8 ICT departmental meeting.	ICT Department meetings coordinated well	95	100
To organize all ICT documentation. from 1st July 2023 to 30th June 2024.	Documents for ICT.	ICT documentation filled and kept in safe place.	ICT Department documentations prepared	95	95
Total Appraisee Score on Performance Targets				1105.00	1105.00
Mean Appraisal Scores				92.08%	92.08%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The above are the agreed performance target for the period 1st July 2023 to 30th June 2024.	Achievable targets set. strive to meet the 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
I met most of my targets as of the end of the financial year 2023 - 2024.	Most targets met while the few that were partially met were due to financial constraints by the Commission

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To implement a new service level agreement (SLA) for ERP from 1st July 2023 to 30th June 2024.	The number of SLAs renewed.	No changes	Ongoing



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To sensitize the commission staff on cyber security. On how to protect an organization's staff and assets against cyber threats from 1st July 2023 to 30th June 2024.	The number of staff Sensitized.	No changes	Ongoing
To sensitize the commission's staff on the Revised ICT Policy. from 1st July 2023 to 30th June 2024.	The number of staff sensitized.	No changes	Ongoing
To Train the commission's staff on the importance of Standard Operating Procedures from 1st July 2023 to 30th June 2024.	The Number of staff trained.	No changes	Ongoing
To identify the licenses to be renewed in the commission's. from 1st July 2023 to 30th June 2024.	The number of licenses to be renewed.	No changes	Ongoing
To manage the commission's Active Directorate and Assigning Users rights as from 1st July 2023 to 30th June 2024.	The number of users and devices managed.	No changes	Ongoing
To manage users in the Biometric System Biometric from 1st July 2023 to 30th June 2024	The number of users in the system.	No changes	Ongoing
To Support the Commission's staff in Human Resources and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st July 2023 to 30th June 2024.	The Number of staff supported.	No changes	Ongoing
To Manage 50 IP Phones from 1st July 2023 to 30th June 2024.	The Number of IP Phones maintained.	No changes	Ongoing
To manage the workflows of digitization for Land use from 1st July 2023 to 30th June 2024.	The number of workflows processed.	No changes	Ongoing
To coordinate the ICT Departmental meeting, from 1st July 2023 to 30th June 2024.	Minutes for ICT.	No Changes	Ongoing
To organize all ICT documentation. from 1st July 2023 to 30th June 2024.	Documents for ICT.	No Changes	Ongoing



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All targets did not change.	Most targets on course by mid year

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Managerial and Supervisory Competence	Training and Development	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The training will help me to perform my duties better.	The appraisee observed core values and competences

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SLDP	6 weeks	Managerial

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Requesting to be considered to do SLDP COURSE.	Recommended to undertake the requested SLDP course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
An average performance	none