



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150211	Staff Name:	Richard Kakai Kamuti
ID Number:	20656658	Employee E-mail:	richard.kamuti@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
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 the Human Resources capacity

To improve work environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist in development and implementation of Career Progression Guidelines between 1st July 2022 to 30th September 2022	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Final Career Progression Guidelines in place and forwarded to Commission for approval		100	100
To assist in development and implementation a staff retention strategy for the Commission 1st July 2022 and 30th September 2022	Staff retention strategy report Commission Approval Minutes	The staff retention strategy is being developed by the State Department for Public Service alongside the HR Strategy		95	95



INDIVIDUAL APPRAISAL REPORT

To coordinate implementation of performance management system in the Commission between 1st July 2022 to 30th June 2023	Performance contracts and Performance appraisal reports	<ul style="list-style-type: none"> • Mid-Year Performance appraisal for FY 2022-2023 was conducted • Final Staff performance Appraisals for FY 2021-2022 was done and report on scores generated • Final Staff performance appraisals for FY 2022-2023 was initiated and will be concluded by 		100	100
To maintain a robust staff insurance covers(Medical, GPA/WIBA & GL) between 1st July, 2022 to 30th June, 2023	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	<ul style="list-style-type: none"> • The four insurance covers are in place and operational i.e medical, group life, group personal Accident and Work Injury Benefits Act (WIBA) • Procurement for Group Life Insurance cover was initiated and finalized by 30.06.2023 		100	100



INDIVIDUAL APPRAISAL REPORT

To coordinate undertaking of conduct staff satisfaction and work environment survey between 1st July 2022 and 30th September 2022	Staff Satisfaction Survey Report Work Environment Survey Report	<ul style="list-style-type: none"> • The HRA Directorate partnered with Land Use & Research Directorate and the survey questionnaire has been developed. • Staff were sensitized on how to fill/respond to baseline survey questionnaires on 04.04.2023 • Procurement of survey software was 		90	90
To coordinate development of Anti-corruption Policy for the Commission between 1st July,2022 to 30th September,2022	Commission Anti-Corruption Policy Corruption Prevention Committee(CPC) Integrity Assurance Committee	<ul style="list-style-type: none"> • Code of conduct for Public Officers in NLC developed and approved • Draft Corruption Prevention Policy is in place • Corruption Prevention Committee (CPC) in place • Integrity Assurance Committee in place 		100	100
To Sensitize 200No of staff on Integrity and Ethics issues1st July,2022 to 30th June,2023	No. of staff Sensitized on Integrity and Ethics issues	Target was dropped due to unavailability of funds		100	100
To submit quarterly reports and evidence in prescribed format to EACC	Progress reports in prescribed format	Reports submitted		100	80



INDIVIDUAL APPRAISAL REPORT

To assist in review of HR policy and procedure manual between 1st July,2022 to 30th September,2023	Reviewed HR policy and procedures Manual	Human Resources Policies and Procedures Manual in place		100	100
To assist in standardization of Commission Business processes and procedures 1st July,2022 to 30th September,2022	Re-engineered Commission Business Processes	Reviewed HR SOPs		100	100
To set individual targets and sign staff performance appraisal with Supervisor by 1st July 2022	Staff Performance Appraisal Tool	Agreed targets for FY 2022-2023 were set.		100	100
To agree on set targets and sign staff performance appraisals with staff under my supervision by 1st July 2022	Staff performance Appraisal Tools	Targets were set and transferred to the online staff performance appraisal tool		100	100
To attend and participate in monthly directorate meetings	List of Attendance Directorate Minutes	Attended all monthly meetings		100	100
To attend and participate in monthly sectional meetings	List of Attendance Sectional Minutes	Attended all monthly sectional meetings.		100	100
Total Appraisee Score on Performance Targets				1385.00	1365.00
Mean Appraisal Scores				98.93%	97.5%

APPRAISEE'S COMMENTS ON TARGET SETTING

The above set target are within my duties and are achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Agreed targets were achieved.

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist in development and implementation of Career Progression Guidelines between 1st July 2022 to 30th September 2022	HRAC/Commission Papers Career Progression Guidelines Commission Approval Minutes	Target not Changed	Career Progression Guidelines in place
To assist in development and implementation a staff retention strategy for the Commission 1st July 2022 and 30th September 2022	Staff retention strategy report Commission Approval Minutes	Target not changed	Work in progress
To coordinate implementation of performance management system in the Commission between 1st July 2022 to 30th June 2023	Performance contracts and Performance appraisal reports	Target not changed	On target
To maintain a robust staff insurance covers(Medical, GPA/WIBA & GL) between 1st July, 2022 to 30th June, 2023	Memos, Tender documents, minutes of tender meeting, Attendance list, SLA agreements	Target not changed	On target
To coordinate undertaking of conduct staff satisfaction and work environment survey between 1st July 2022 and 30th September 2022	Staff Satisfaction Survey Report Work Environment Survey Report	Target not changed	On target
To coordinate development of Anti-corruption Policy for the Commission between 1st July,2022 to 30th September,2022	Commission Anti-Corruption Policy Corruption Prevention Committee (CPC) Integrity Assurance Committee	Target not changed	Work in progress
To Sensitize 200No of staff on Integrity and Ethics issues1st July,2022 to 30th June,2023	No. of staff Sensitized on Integrity and Ethics issues	Target not changed	On target
To submit quarterly reports and evidence in prescribed format to EACC	Progress reports in prescribed format	Target not changed	On target
To assist in review of HR policy and procedure manual between 1st July,2022 to 30th September,2023	Reviewed HR policy and procedures Manual	Target not changed	HR policy and procedure manual in place



INDIVIDUAL APPRAISAL REPORT

To assist in standardization of Commission Business processes and procedures 1st July,2022 to 30th September,2022	Re-engineered Commission Business Processes	Target not changed	On target
To set individual targets and sign staff performance appraisal with Supervisor by 1st July 2022	Staff Performance Appraisal Tool	Target not changed	100% achieved the target
To agree on set targets and sign staff performance appraisals with staff under my supervision by 1st July 2022	Staff performance Appraisal Tools	Target not achieved	The target has been 100% achieved
To attend and participate in monthly directorate meetings	List of Attendance Directorate Minutes	Target not changed	On target
To attend and participate in monthly sectional meetings	List of Attendance Sectional Minutes	Target not changed	On target

MID YEAR APPRAISEES'S COMMENTS

Most of the targets have been achieved.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

I agree with the officer's mid year review

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Managerial and Supervisory Competence	Planning and Organizing	Good - Between 80% and 99%
Managerial and Supervisory Competence	Training and Development	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Good - Between 80% and 99%
Managerial and Supervisory Competence	Judgement and Objectivity	Very Good - Upto 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Good - Between 80% and 99%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%



INDIVIDUAL APPRAISAL REPORT

Values	Meritocracy	Very Good - Upto 100%
Values	Fairness	Good - Between 80% and 99%
Values	Confidentiality	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership & Development Course	6 weeks	Leadership Development

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The requested training will enable me acquire required leadership skills to effectively lead my team	To be sponsored to attend the training once funds are available.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Keep up the good performance	To be exposed to more relevant trainings in his area of operations.