



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150322	Staff Name:	Snowy Jepkoech
ID Number:	30299836	Employee E-mail:	snowy.jepkoech@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
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 commissions processes and procedures
Ensure secure, efficient and reliable IT infrastructure.
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
Drafting and review of ICT Policy from 1st July to 31st Dec 2022.	Number of drafts reviewed and meetings held.	ICT policy draft Document completed awaiting printing.	ICT Policy document was reviewed successfully and approved by ICT Committee	115	110
Generation of specifications and user requirements for digitization of supply chain management system, Records management and Research management systems from 1st July to 30th June 2023.	Number of meetings held and Requirements generated	Requirements generated awaiting implementation of Digitization	Supply chain management system under implementation	70	80
Management, Maintenance and Backup of CCTV surveillance from 1st July 2022 to 30th June 2023.	Number of cameras managed, maintained and Backup report	Management of 42 CCTV cameras and Report generated.	CCTV system well maintained and reports available	110	110



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Creation of users and mapping in the Active Directory from 1st July to 30th June 2023.	Number of users created and mapped in the Active Directory	20 users created and mapped in the Active Directory.	Active directory is well managed and users mapped appropriately	120	115
Management of virtual servers and systems at the HQ from 1st July to 31st Dec 2022.	Number of servers and systems managed	24 servers and system managed and maintained in the HQ.	All the virtual servers in the Headquarters' well managed	100	100
Performing day to day support to the commissions staff on 18th floor from 1st July 2022 to 30th June 2023.	Number of staff supported	100 staff supported in departments based on 18th floor.	All departments in the 18th Floor were well supported	120	110
Management and Maintenance of Biometric system from 1st July to 31st Dec 2022.	Number of Biometric devices managed and Report generated.	28 Biometric devices managed and Reports generated	Biometric devices at the headquarters well managed and reports available	130	110
Total Appraisee Score on Performance Targets				765.00	735.00
Mean Appraisal Scores				109.29%	105%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set with the guidance of my immediate supervisor	Achievable targets set. please strive to achieve them

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
The targets achieved for 2022-2023 financial year	The appraisee achieved most targets. However some targets were partially achieved due to the financial constraints in the Commission

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drafting and review of ICT Policy from 1st July to 31st Dec 2022.	Number of drafts reviewed and meetings held.	Target not changed	50% Done.



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Generation of specifications and user requirements for digitization of supply chain management system, Records management and Research management systems from 1st July to 30th June 2023.	Number of meetings held and Requirements generated	Target not changed	10 Meetings held and a Draft of Requirements Generated
Management, Maintenance and Backup of CCTV surveillance from 1st July 2022 to 30th June 2023.	Number of cameras managed, maintained and Backup report	Target not changed	Management of 42 CCTV Cameras and Generation of Report
Creation of users and mapping in the Active Directory from 1st July to 30th June 2023.	Number of users created and mapped in the Active Directory	Target not changed	20 users created and mapped in the Active Directory
Management of virtual servers and systems at the HQ from 1st July to 31st Dec 2022.	Number of servers and systems managed	Target not charged	21 servers and systems managed in the HQ
Performing day to day support to the commissions staff on 18th floor from 1st July 2022 to 30th June 2023.	Number of staff supported	Target not changed	The number of staff supported are 100 from the departments based on 18th floor
Management and Maintenance of Biometric system from 1st July to 31st Dec 2022.	Number of Biometric devices managed and Report generated.	Target not changed	The number of Biometric devices managed are 28 and Generated report.

MID YEAR APPRAISEES'S COMMENTS

I have set my mid year targets with the help of my supervisor

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

By Mid year, the targets were on course

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%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I worked diligently to meet the core values of the commission

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The Apraisee observed Commission values



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
cloud computing skills	one month	Cloud computing and management course
Cyber security	one month	Cyber security and management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to be trained on the courses above in order to be able to perform my duties and responsibilities diligently.	The appraisee did not attend any of the requested courses. However since they are relevant to her duties, I recommend that in the next appraisal period she be sponsored for a Cloud Computing Skills course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is good performance. keep it up	I recommend the appraisee to be train on cyber security.