



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150173	Staff Name:	Nelly Mundati Waithira
ID Number:	27247445	Employee E-mail:	nelly.mundati@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:	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 configure 30 SIP trunk telephone in the commission from 1st July 2022 and 30th June 2023	i)No of level 9 users granted in the system ii)Configuration report	30 users granted level 9 privileges.	Target achieved	100	100
To ensure the commission transitions its IP scheme from class C to class A between 1st July 2022 and 30th June 2023	A report of the transition done	40% achieved due to financial constraints	Target not achieved due to financial constraints	40	50
To ensure replication of 3 active servers between Primary Data center and the Disaster Recovery site between 1st July 2022 and 30th June 2023	3 active servers replicated	3 active servers replicated	Target achieved	100	100
To ensure quality,efficient and availability of internet services in Kilifi county offices from 1st July 2022 to 30th June 2023	A report generated indicating usage and availability	A report indicating availability and usage generated.	Target achieved	100	100
To perform day to day user support,training and sensitization to all NLC staff on 20th floor between 1st July 2022 and 30th June 2023	A report on number of users supported	on average 10 users supported daily	Target achieved	100	100



INDIVIDUAL APPRAISAL REPORT

To role out/establish GCCN internet services to 11 Commission's county offices between 1st July 2022 and 30th June 2023.	No of counties connected and integrated	Technical specifications document generated awaiting availability of funds	Target not achieved due to financial constraints	60	50
To install, configure and commission P2P connection to Kitui, Turkana and Machakos counties between 1st July 2022 and 30th June 2023	No of counties connected.	Technical specifications document generated awaiting availability of funds	Target not achieved due to financial constraints	60	50
Total Appraisee Score on Performance Targets				560.00	550.00
Mean Appraisal Scores				80%	78.57 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The Targets set are achievable	The officer achieved 100% on four of set target. However, she failed to achieve on other 3 set target due to budget cuts.

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
Most of the targets are awaiting availability of funds for them to be completed	Well done and good job. Keep it up!

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To configure 30 SIP trunk telephone in the commission from 1st July 2022 and 30th June 2023	i)No of level 9 users granted in the system ii)Configuration report	target not changed	10 users granted level 9 A configuration report done
To ensure the commission transitions its IP scheme from class C to class A between 1st July 2022 and 30th June 2023	A report of the transition done	target not changed	30%
To ensure replication of 3 active servers between Primary Data center and the Disaster Recovery site between 1st July 2022 and 30th June 2023	3 active servers replicated	target not changed	50% done



INDIVIDUAL APPRAISAL REPORT

To ensure quality,efficient and availability of internet services in Kilifi county offices from 1st July 2022 to 30th June 2023	A report generated indicating usage and availability	target not changed	70%
To perform day to day user support,training and sensitization to all NLC staff on 20th floor between 1st July 2022 and 30th June 2023	A report on number of users supported	target not changed	Average of 7 users supported on a daily basis
To role out/establish GCCN internet services to 11 Commission's county offices between 1st July 2022 and 30th June 2023.	No of counties connected and integrated	on average 10 users supported	30%
To install, configure and commission P2P connection to Kitui,Turkana and Machakos counties between 1st July 2022 and 30th June 2023	No of counties connected.	target not changed	20%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my set targets by end of financial year 2022/2023	Quite impressive results. good job

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I uphold professionalism and efficiency in handling my duties	The officer has high level of professionalism which translates to efficiency

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course
CISSP - Certified Information Systems Security	2 months	continuous professional development needs

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will help me perform my duties more efficiently	I highly recommend for her training



INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is an average performance. Keep it up.	I recommend you to be train on CISSP - Certified Information Systems Security