



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150207	Staff Name:	Catherine Chepkemboi Kimisik
ID Number:	22171509	Employee E-mail:	catherine.kimisik@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
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:	Julius Kiplagat Tarus	Immediate Supervisor Designation:	Chief systems administrator
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 infrastructure
Promote efficient utilization of information System.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Manage 50 IP Phones and E1 lines from 1st July 2021 to 30th June 2022.	Number of IP Phones and E 1 lines installed and maintained.	30 Ip phones were installed and maintained.	IP Phones maintained	95	95
To Maintain and update the Systems licenses from 1st July 2021 to 30th June 2022.	Report of Systems licenses.	Systems licenses maintained and updated were five of them..	System licenses report available	100	100
To coordinate the drafting of reviewed ICT Policy from 1st July 2021 to 30th June 2022.	Draft of reviewed ICT Policy.	Departmental , All staff and Management meetings Held.	ICT policy reviewed awaiting approval	95	95
To Automate Litigation, Audit and Risk system process and procedures from 1st July 2021 to 30th June 2022	Number of process and procedures automated.	Processes and procedures for Litigation, Audit and Risk System.	Litigation system working	100	100
To Implement SLA for HRMS from 1st July 2021 to 30th June 2022.	Number of HRMS Modules upgraded and updated.	All modules in HRMS (NAV).	SLA for HRMS signed and implemented	100	100



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To Support of commission's staff in Human Resource and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st july2021 to 30th June 2022.	Number of staff supported.	Support Payroll module, Training module, Rift valley Counties and Salary Advance and 50 Staff in Human Resource ,administration and audit /Risk Directorate.	Support provided to the directorates	100	100
Total Appraisee Score on Performance Targets				590.00	590.00
Mean Appraisal Scores				98.33%	98.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets as set are agreeable.	Achievable targets set
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 above targets were set and agreed as per the financial year 1st July,2021 and 30th June, 2022.	The appraisee performed well and achieved most of her targets

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Manage 50 IP Phones and E1 lines from 1st July 2021 to 30th June 2022.	Number of IP Phones and E 1 lines installed and maintained.	Target not Changed	Managed 100 IP Phones and E1 Lines
To Maintain and update the Systems licenses from 1st July 2021 to 30th June 2022.	Report of Systems licenses.	Target not changed.	Maintained and updated the systems Licences
To coordinate the drafting of reviewed ICT Policy from 1st July 2021 to 30th June 2022.	Draft of reviewed ICT Policy.	Target not Changed	Generation of new building requirements (WAN,LAN) and Data Centre
To Automate Litigation, Audit and Risk system process and procedures from 1st July 2021 to 30th June 2022	Number of process and procedures automated.	Target not Changed	Automated litigation, Audit and Risk system Processes and Procedures available.



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To Implement SLA for HRMS from 1st July 2021 to 30th June 2022.	Number of HRMS Modules upgraded and updated.	Target not Changed	SLA for HRMS Implemented.
To Support of commission's staff in Human Resource and Administration, Audit and Risk Directorate, Counties in (Rift-valley) from 1st July 2021 to 30th June 2022.	Number of staff supported.	Target not Changed.	Supported 50 commission's staff in Human Resource and Administration, Audit and Risk Directorate and Counties in Rift -Vally.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The above are targets for the financial year 1st July 2021 to 30th June 2022.	Targets set are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Promoting use of New trends in Information Technology	The appraisee upheld the Commissions' values

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Cloud Computing	3 months.	Technical Course.
Strategic Leadership and Development Programme. (SLDP)	6 weeks.	Management Course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course applied is relevant to enable me to strengthen my skills.	Recommended to undertake Cloud computing course as it is relevant for her role

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance. Keep it up	I recommend the appraisee to be train on Cloud computing course