



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
<b>Staff Number:</b>	NLC20140039	<b>Staff Name:</b>	Ben Tuwai Bett		
<b>ID Number:</b>	11575267	<b>Employee E-mail:</b>	ben.bett@landcommission.go.ke		
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2018-2019		
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male		
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC3		
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR		
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer		
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer		

## DEPARTMENTAL OBJECTIVES

To develop the capacity to enhance efficiency and transparency in service delivery

To facilitate an equitable and secure working environment for all

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To train seventy three (73) on relevant areas by the end of financial year	No of staff trained	One hundred and thirteen (113) staff were trained in different thematic areas	One hundred and thirteen (113) staff were trained in different thematic areas	154.7	154.7
To recruit thirty(3) Interns and students on attachment every quarter	Number of Interns and students on attachment recruited	Fifty six(56) attaches and eighty(80) interns were recruited during the financial year 2018-2019	Fifty six(56) attaches and eighty(80) interns were recruited during the financial year 2018-2019	113.3	113.3
To train seven (7) Senior Management staff on Senior Management Course	Number of staff trained on Senior Management course	Target dropped	Target dropped	100	100
To train all Human Resources Management Committees by the end of the financial year	All Human Resource Management Committees trained on relevant areas	Target Dropped	Target Dropped	100	100
To put all staff under Performance management regime and to carry out monitoring and evaluation of the same	Number of staff put under Performance management regime	Facilitated to put all staff on performance management	Facilitated to put all staff on performance management	95	95



## INDIVIDUAL APPRAISAL REPORT

To undertake team building programmes in all Directorates/Department in the Commission	Number of Team Building programmes undertaken	Team building undertaken in all directorates/Departments	Team building undertaken in all directorates/Departments	100	100
To train twenty (20) senior management staff on Organisational Culture Change	Number of staff trained on Organisational Culture Change	Sixty eight(68) Senior Management Staff which included CEO,Directors,Deputy Directors & County Coordinators were trained on organizational culture change.	Sixty eight(68) Senior Management Staff which included CEO,Directors,Deputy Directors & County Coordinators were trained on organizational culture change.	200	200
To carry out staff satisfaction survey by fourth quarter	staff satisfaction survey report	Staff Satisfaction Survey questionnaire was developed	Staff Satisfaction Survey questionnaire was developed	100	100
To continuously manage all staff welfare issues ranging from Administration of leave; Expeditious processing of grievances and disciplinary issues; Management of Top Management members club membership; and Administration of staff benevolent funds;	All staff welfare issues attended to on timely basis	Staff welfare issues were managed on timely basis as per set target	Staff welfare issues were managed on timely basis as per set target	100	100
To pay staff salaries by 24th day of every month	All monthly salaries paid by 24th day	All monthly salaries proceed and paid by 22nd day of every month	All monthly salaries proceed and paid by 22nd day of every month	108	108
To ensure staff Medical Insurance, Work Injury Benefit, Group personal Accident and Group Life are procured and on timely basis and maintained	Procured and maintained staff Insurance covers	Staff Medical Insurance, Work Injury Benefit, Group personal Accident and Group Life were procured and on time.	Staff Medical Insurance, Work Injury Benefit, Group personal Accident and Group Life were procured and on time.	100	100
To ensure House Mortgage and Car Loan Schemes are up and running subject to availability of funds	Number of House and Car loans dispensed	House Mortgage and Car Loan Schemes are up and running	House Mortgage and Car Loan Schemes are up and running	100	100



## INDIVIDUAL APPRAISAL REPORT

To ensure that Human Resource Management System (HRMS) is operational	Operational HRMS	Human Resource Management System (HRMS) is 95% operational	Human Resource Management System (HRMS) is 95% operational	100	100
To review relevant sections of HR Manual	Number of HR manual sections reviewed	Target dropped	Target dropped	100	100
To ensure staff Pension deduction and Remittance of the same to the Pension Administrator/Fund Manager and to train Trustees on Pension related issues	12 months staff pension deductions and remittance of the same to ITSL/ICEA Train Trustees on Pension related issues	The 12 months staff pension deductions and remittance to ITSL/ICEA were carried out as per the target	The 12 months staff pension deductions and remittance to ITSL/ICEA were carried out as per the target	100	100
To ensure compliance with all HR related statutory requirements	Zero breach of existing laws and regulations	Compliance with all HR related statutory requirements have been maintained	Compliance with all HR related statutory requirements have been maintained	100	100
To facilitate subscriptions to staff's to professional bodies	Number of staff subscribed to professional bodies	Facilitation for payment of staff subscription to various professional bodies was done.	Facilitation for payment of staff subscription to various professional bodies was done.	100	100
To Develop HR strategy paper	HR strategy paper developed	Target Dropped	Target Dropped	100	100
To ensure safe and Conducive work environment through development of Staff Health and Safety policy and Operationalization of Health and Safety Committee	Staff Health and Safety policy Operationalized Health and Safety Committee	Target Dropped	Target Dropped	100	100
To ensure zero discrimination of all forms in work place Mainstreamed cross cutting issues i.e HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse	Operational HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse Committees Enacted policies on HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse	All Committees on various cross cutting thematic areas were constituted as per the target	All Committees on various cross cutting thematic areas were constituted as per the target	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>2171.00</b>	<b>2171.00</b>
<b>Mean Appraisal Scores</b>				<b>108.55%</b>	<b>108.55%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Given necessary Cooperation, Support and Finances I will be able to meet and surpass the set targets	The targets set were achieved

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
In future the Commission should ensure that funds are availed for achievement of all the targets set	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To train seventy three (73) on relevant areas by the end of financial year	No of staff trained	Target did not change	Achievement of target on course
To recruit thirty(3) Interns and students on attachment every quarter	Number of Interns and students on attachment recruited	Target did not change	Achievement of target on course
To train seven (7) Senior Management staff on Senior Management Course	Number of staff trained on Senior Management course	Target dropped	Lack of funds
To train all Human Resources Management Committees by the end of the financial year	All Human Resource Management Committees trained on relevant areas	Target dropped	Lack of funds
To put all staff under Performance management regime and to carry out monitoring and evaluation of the same	Number of staff put under Performance management regime	Target did not change	Achievement of target on course
To undertake team building programmes in all Directorates/Department in the Commission	Number of Team Building programmes undertaken	Target did not change	Achievement of target on course
To train twenty (20) senior management staff on Organisational Culture Change	Number of staff trained on Organisational Culture Change	Target did not change	Achievement of target on course
To carry out staff satisfaction survey by fourth quarter	staff satisfaction survey report	Target changed to development of survey tools	Survey tool developed



## INDIVIDUAL APPRAISAL REPORT

To continuously manage all staff welfare issues ranging from Administration of leave; Expeditionous processing of grievances and disciplinary issues; Management of Top Management members club membership; and Administration of staff benevolent funds;	All staff welfare issues attended to on timely basis	Target did not change	Achievement of target on course
To pay staff salaries by 24th day of very month	All monthly salaries paid by 24th day	Target did not change	Achievement of target on course
To ensure staff Medical Insurance, Work Injury Benefit, Group personal Accident and Group Life are procured and on timely basis and basis and maintained	Procured and maintained staff Insurance covers	Target did not change	Achievement of target on course
To ensure House Mortgage and Car Loan Schemes are up and running subject to availability of funds	Number of House and Car loans dispensed	Target not changed	Achievement of target on course
To ensure that Human Resource Management System (HRMS) is operational	Operational HRMS	Target did not change	Achievement of target on course
To ensure staff Pension deduction and Remittance of the same to the Pension Administrator/Fund Manager and to train Trustees on Pension related issues	12 months staff pension deductions and remittance of the same to ITSL/ICEA Train Trustees on Pension related issues	Target not changed	Achievement of target on course
To ensure compliance with all HR related statutory requirements	Zero breach of existing laws and regulations	Target not changed	Achievement of target on course
To facilitate subscriptions to staff's to professional bodies	Number of staff subscribed to professional bodies	Target on course	Achievement of target on course
To ensure safe and Conducive work environment through development of Staff Health and Safety policy and Operationalization of Health and Safety Committee	Staff Health and Safety policy Operationalized Health and Safety Committee	Target dropped	Lack of funds



## INDIVIDUAL APPRAISAL REPORT

To ensure zero discrimination of all forms in work place Mainstreamed cross cutting issues i.e HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse	Operational HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse Committees Enacted policies on HIV and AIDS, Gender, Persons Living With Disabilities and Alcohol and Substance Abuse	Target did not change	Achievement of target on course
--	---	-----------------------	---------------------------------

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Will strive to achieve targets as reviewed during mid year review.	The changed targets are in order

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Will strive to uphold the Values And Competencies as envisaged	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
HR Annual Conference	3 days	Professional
Strategic Human Resource Management Course	seven (7) days	Management
Management Development Course	five (5) days	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the training to be able to deliver on the set targets	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The employee achieved excellent performance during the year	The training not undertaken during the year to be undertaken in the next financial year.