



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150207	<b>Staff Name:</b>	Catherine Chepkemboi Kimisik
<b>ID Number:</b>	22171509	<b>Employee E-mail:</b>	catherine.kimisik@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	ICT	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Julius Kiplagat Tarus	<b>Immediate Supervisor Designation:</b>	Chief systems administrator
<b>Second Supervisor:</b>	Amos Parletuan Kasaine	<b>Supervisor Designation:</b>	HEAD,ICT

DEPARTMENTAL OBJECTIVES
Ensure Automation of Commission's process and procedures.
Ensure Secure, Efficient and reliable IT Infrustrcture.
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
Support of commission's staff in Human Resource Directorate and Land Use Planning from 1st july 2020 to 30th June 2021.	Support 30 users, 30 Computers and Laptops and 5 Printer.	Support 28 users, maintained 30 computers, Laptops and 5 printers	Indicate the actual number of servers maintained	98	100
Server optimization, Ensure efficiency of memory, hard disk, Virtualization of Servers. From 1st July 2020 to 30th June 2021.	Number of Servers optimized	Ensured efficiency of servers memory and hard disk, 3 physical Servers and 30 virtual Servers.	Disaster recovery site configured at Konza Technopolis	95	80
To undertake backup and recovery of critical core business system from 1st july 2020 to 30th june 2021	Number of System backup done ( HRMS)	Backup of HRMS system.	Existence of core business system backups	90	80
Computerization of Legal System from 1st July 2020 to 30th June 2021.	Users in the System and System security in place.	Created users in the Legal System.	Development of Legal and Litigation system in place	80	90



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Maintain and manage users in Active Directory from 1st july 2020 to 30th june 2021	Active directorate functional.	Target not Changed	Well maintained Active Directory	95	100
<b>Total Appraisee Score on Performance Targets</b>				<b>458.00</b>	<b>450.00</b>
<b>Mean Appraisal Scores</b>				<b>91.6%</b>	<b>90%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets agreeable as set.	please change target 1 to be support.

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
Covid -19 really hampered operations.nevertheless much has been achieved regardless	The appraisee performed above average as some of the targets could not be achieved due to Covid-19 pandemic that hampered working from the office in full time

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Support of commission's staff in Human Resource Directorate and Land Use Planning from 1st july 2020 to 30th June 2021.	Support 30 users, 30 Computers and Laptops and 5 Printer.	Target not Changed	On progress
Server optimization, Ensure efficiency of memory, hard disk, Virtualization of Servers. From 1st July 2020 to 30th June 2021.	Number of Servers optimized	Target not Changed	On Progress
To undertake backup and recovery of critical core business system from 1st july 2020 to 30th june 2021	Number of System backup done ( HRMS)	Target not Changed	on Progress
Computerization of Legal System from 1st July 2020 to 30th June 2021.	Users in the System and System security in place.	Target not Changed	On progress
Maintain and manage users in Active Directory from 1st july 2020 to 30th june 2021	Active directorate functional.	Target not changed	On progress

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No Changes in the mid year review.	the targets are on course towards achieving by end year



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### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The above commission's values supports my performance	The appraisee observed Commission's values and is good at managing resources

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SENIOR MANAGEMENT COURSE-SMC	30 days	SENIOR MANAGEMENT COURSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need for capacity building	Recommended to undertake SMC which she was not able to take due to insufficient funding

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is a good performance. keep it up	The appraisee to be trained on system administration.