INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS

Staff Number:	NLC20130002	**Staff Name:**	Amos Parletuan Kasaine
ID Number:	23928622	**Employee E-mail:**	amos.kasaine@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	**Appraisal Period:**	2022-2023
Terms of Service:	Permanent and Pensionable	**Gender:**	Male
Work Station	47-Nairobi City County	**Job Grade:**	NLC3
Dept/Directorate	ICT	**Appraisal Status**	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	**Immediate Supervisor Designation:**	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	**Supervisor Designation:**	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

Ensure digitization and automation of Commission's process and procedures
Ensure secure,efficient and reliable Computing infrastructure
Promote efficient utilization of information sytems

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To upgrade computing Infrastructure from 1st July 2022 to 30th June 2023	No. of Computing infrastructure ugraded	Most of the work has been done	Progress was made in upgrading of Computing infrastructure	90	90
To renew contract for disaster recovery site/cloud based solution from 1st July 2022 to 30th June 2023	No. of contract renewed for disaster recovery site/cloud based solution	Completed	Contract renewed for disaster recovery site/cloud based solution	100	100
To renew service level aggreement of Enterprise Resource Planning (ERP) and Haki Kwa ground system from 1st July 2022 to 30th June 2023	No. of service level aggreement of Enterprise Resource Planning (ERP) and Haki Kwa ground system	Done	Service level agreement of Enterprise Resource Planning (ERP) and Haki Kwa ground system in place	100	100

Target	Indicator	Status	Output	Planned	Actual
To renew service level agreements for Computing infrastructure from 1st July 2022 to 30th June 2023	No. of service level agreements for Computing infrastructure renewed	Done	Service level agreements for Computing infrastructure renewed	100	100
To sensitize staff on Cyber Security from 1st July 2022 to 30th June 2023	No. of staff sensitize on Cyber Security	Completed	staff sensitized on Cyber Security	100	100
To sensitize staff on the revised ICT policy from 1st July 2022 to 30th June 2023	No. of staff sensitize on the revised ICt policy	Completed	Staff sensitized on the revised ICT policy.	100	100
To digitize and automate Commission's Processes and Procedures from 1st July 2022 to 30th June 2023	No. of processes and procedures automated and digitized.	Ongoing	Ongoing	85	85
To integrate 26 County offices to GCCN and 12 County offices via point to point connection from 1st July 2022 to 30th June 2023	No. of County offices integrated to GCCN and point to point connection	Ongoing	Ongoing	90	90
To develop ICT Processes and Procedures manual from 1st July 2022 to 30th June 2023	No. of Processes and Procedures manual developed	Completed	ICT Processes and Procedures manual developed	100	100
To redesign the Commission"s website from 1st July 2022 to 30th June 2023	No. of Websites redesigned	Completed	Commissiion Website redesigned	100	100
Total Appraisee Score on Performance Targets				**965.00**	**965.00**
Mean Appraisal Scores				**96.5%**	**96.5%**

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Most of the targets have been as planned.	Targets set are agreeable.

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
If finances were available as planned, all the targets could have exceeded 100%.	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To upgrade computing Infrastructure from 1st July 2022 to 30th June 2023	No. of Computing infrastructure ugraded	No change	No change

To renew contract for disaster recovery site/cloud based solution from 1st July 2022 to 30th June 2023	No. of contract renewed for disaster recovery site/cloud based solution	Was not Changed	The target is ongoing
To renew service level aggreement of Enterprise Resource Planning (ERP) and Haki Kwa ground system from 1st July 2022 to 30th June 2023	No. of service level aggreement of Enterprise Resource Planning (ERP) and Haki Kwa ground system	Target not changed	The activity is ongoing.
To renew service level agreements for Computing infrastructure from 1st July 2022 to 30th June 2023	No. of service level agreements for Computing infrastructure renewed	Target not changed	This activity is ongoing
To sensitize staff on Cyber Security from 1st July 2022 to 30th June 2023	No. of staff sensitize on Cyber Security	Not Changed	Done
To sensitize staff on the revised ICT policy from 1st July 2022 to 30th June 2023	No. of staff sensitize on the revised ICt policy	Not Changed	The activity is ongoing
To digitize and automate Commission's Processes and Procedures from 1st July 2022 to 30th June 2023	No. of processes and procedures automated and digitized.	Not Changed	The activity is ongoing
To integrate 26 County offices to GCCN and 12 County offices via point to point connection from 1st July 2022 to 30th June 2023	No. of County offices integrated to GCCN and point to point connection	Not Changed	This activity is ongoing
To develop ICT Processes and Procedures manual from 1st July 2022 to 30th June 2023	No. of Processes and Procedures manual developed	Not changed	Its ongoing
To redesign the Commission"s website from 1st July 2022 to 30th June 2023	No. of Websites redesigned	Not Changed	The activity has been achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Some Targets might change depending on Supplimentary 1 budget allocation	Work towards achieving the deisred targets

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	**Duration**	**Type of Training**
Train on cyber security	two weeks	Technical Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training is important since it equip in current technological threat in cyber space.	Training requested will be undertaken subject to availability of funds.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	**Second Supervisor Recommendations**
Good performance	None