



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150180	Staff Name:	Michael Wachira Mathenge
ID Number:	24642902	Employee E-mail:	michael.mathenge@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:	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 implement Commission's cloud disaster recovery site from 1st July 2022 to 30th June 2023	A working disaster recovery site	Disaster recovery site working	Target achieved	100	100
To operationalize 2 modules in Commission's ERP from 1st July 2022 to 30th June 2023	Operationalized transport and exit interview ERP modules	Target Achieved	Target achieved	100	100
To manage internet in the Commission from 1st July 2022 to 30th June 2023	One Internet utilization report generated	Target Achieved	Target achieved	100	100
To integrate Commission's HQ LAN with GCCN from 1st July 2022 to 30th June 2023	Report done on integration	Target was partially achieved due to lack of funds.	Target not achieved due to financial constraints	30	50
To establish connectivity of 11 Commission's county offices to HQ through GCCN from 1st July 2022 to 30th June 2023	Number of counties connected	Target was partially achieved due to lack of funds.	Target not achieved due to financial constraints	30	50
To manage Commission's firewall security from 1st July 2022 to 30th June 2023	One report on cyber security	Target Achieved	Target achieved	100	100



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To offer ICT support to all Commission's staff on 6th floor from 1st July 2022 to 30th June 2023	-No. of incidences reported and supported -No. of user training done -No. of ICT devices maintained, serviced and repaired	Target Achieved	Target achieved	100	100
Total Appraisee Score on Performance Targets				560.00	600.00
Mean Appraisal Scores				80%	85.71 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable in the financial year specified	The target set are SMART

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
Targets set were achieved. Some were partially achieved due to lack of funds.	The Officer has achieved most of his target set. However, the two targets that he did not achieve 100% was due to austerity measures announced by treasury on budgets that affected the delivery of the targets.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To implement Commission's cloud disaster recovery site from 1st July 2022 to 30th June 2023	A working disaster recovery site	No target changed	70%
To operationalize 2 modules in Commission's ERP from 1st July 2022 to 30th June 2023	Operationalized transport and exit interview ERP modules	No target changed	90%
To manage internet in the Commission from 1st July 2022 to 30th June 2023	One Internet utilization report generated	No target changed	60%
To integrate Commission's HQ LAN with GCCN from 1st July 2022 to 30th June 2023	Report done on integration	No target changed	30%
To establish connectivity of 11 Commission's county offices to HQ through GCCN from 1st July 2022 to 30th June 2023	Number of counties connected	No target changed	30%
To manage Commission's firewall security from 1st July 2022 to 30th June 2023	One report on cyber security	No target changed	80%



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To offer ICT support to all Commission's staff on 6th floor from 1st July 2022 to 30th June 2023	-No. of incidences reported and supported -No. of user training done -No. of ICT devices maintained, serviced and repaired	No target changed	50%
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets will be achieved by end of financial year	Good performance, strive in achieving your targets.

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am competent to set and achieve targets	The officer upholds efficiency and professionalism.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	4 weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the above trainings	I recommend this training to be facilitated

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is a good performance.	I recommend you to be train on cyber security.