



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: | 2023-2024 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 47-Nairobi City County | Job Grade: | NLC3 |
| Dept/Directorate | ICT | Appraisal Status | Appraisee |
| 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 |
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| Ensure digitization and digitalization of Commission's processes, procedures and records |
| 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 coordinate renewal of contract for disaster recovery site/cloud based solution from 1st July 2023 to 31st October 2023 | One contract renewed for disaster recovery site/cloud based solution | | | 0 | 0 |
| To coordinate renewal of service level agreements of Enterprise Resource Planning (ERP) and Haki Kwa ground system from 1st July 2023 to 31st October 2023 | Two service level agreements of Enterprise Resource Planning (ERP) and Haki Kwa ground system renewed | | | 0 | 0 |
| To prepare ICT department work plans for FY 2024/25 by May 2023 | One work plan prepared | | | 0 | 0 |
| To coordinate with Human Resource and Administration on sensitization of 545 staff on Cyber Security from 1st July 2023 to 29th March 2024 | 545 staff sensitize on the cyber Security | | | 0 | 0 |
| To coordinate with Human Resource and Administration on sensitization of 545 staff on ICT Standard Operating Procedures from 1st July 2023 to 30th June 2024 | 545 staff sensitize on the revised ICT Standard Operating Procedures | | | 0 | 0 |
| To coordinate with Human Resource and Administration on sensitization of 545 staff on the revised ICT policy from 1st July 2023 to 29th March 2024 | 545 staff sensitize on the revised ICT policy | | | 0 | 0 |



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| To integrate 26 County offices to GCCN and 12 County offices via point to point connection respectively from 1st July 2023 to 30th June 2024 | 38 County offices integrated to GCCN and point to point connection | | | 0 | 0 |
| To coordinate the upgrading of computing Infrastructure from 1st July 2023 to 29th March 2024 | 4 Computing infrastructure upgraded | | | 0 | 0 |
| To coordinate re-engineering/upgrading, digitizing and digitalizing 5 Commission's Processes and Procedures from 1st July 2023 to 30th June 2024 | 5 processes and procedures digitalize and digitized | | | 0 | 0 |
| Total Appraisee Score on Performance Targets | | | | 0.00 | 0.00 |
| Mean Appraisal Scores | | | | 0% | 0% |

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The above targets are achievable in this financial year 2023/2024

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

MID YEAR REVIEW

| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
|---------------------------|-----------------------|-------------------------|---------|
|---------------------------|-----------------------|-------------------------|---------|

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

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

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
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