



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|----------------------------------|
| Staff Number: | NLC20170496 | Staff Name: | Ken Kimathi Kirimi |
| ID Number: | 30036579 | Employee E-mail: | ken.kimathi@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: | NLC7 |
| 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 |
|--|
| 1.Ensure automation of commission's process and procedures |
| 2.Ensure secure, efficient and reliable IT infrastructure |
| 3.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 ensure real-time back up on primary and disaster recovery site | Number of backups | All 3 backups done | Backups were made as required | 100 | 100 |
| To install, configure and test of active devices in 10 Counties | Number of counties integrated to GCCN | 10 counties were integrated to GCCN | Done | 100 | 100 |
| Inspection of active devices in 10 Counties | Inspection report | Inspection report generated for 8 counties | Partially done due to financial constraints | 80 | 80 |
| Installation and configuration of back up software | Number of instances connected to back up software | Back up software connected | Backups done and instances connected to backup software | 100 | 100 |
| To generate user requirements on digitization of renewal of lease system | Generated user requirements report | User requirements generated | Requirements generated | 100 | 100 |
| To verify 1.1 million Commission's records | Number of records verified | 1.1 million records verified | Records verified | 100 | 100 |



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| To roll out unified communication to 10 Counties | Number of Counties connected to UC | 10 counties were connected to UC | Target achieved | 100 | 100 |
| To ensure real-time, up-time and back up of the Commission's website | Number of back ups generated | Monthly backups generated | Backups done in accordance with target | 100 | 100 |
| To offer ICT support to all NLC staff on 19th floor | Number of users supported | 80 + users supported on 19th floor | Target has been achieved | 100 | 100 |
| Total Appraisee Score on Performance Targets | | | | 880.00 | 880.00 |
| Mean Appraisal Scores | | | | 97.78% | 97.78% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| I offer my feedback and suggestions to my team members tenaciously with a great sense of consideration | 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 |
|--|---|
| I have a cheerful attitude that benefits my teammates, | Officers performance for the year has been comdable |

| MID YEAR REVIEW | | | |
|--|---|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To ensure real-time back up on primary and disaster recovery site | Number of backups | Target not changed | All 3 backups done |
| To install, configure and test of active devices in 10 Counties | Number of counties integrated to GCCN | Target not changed | All 10 counties were integrated to GCCN |
| Inspection of active devices in 10 Counties | Inspection report | Target not changed | Inspection report generated for 8 counties |
| Installation and configuration of back up software | Number of instances connected to back up software | Target not changed | Back up software connected |
| To generate user requirements on digitization of renewal of lease system | Generated user requirements report | Target not changed | User requirements generated |
| To verify 1.1 million Commission's records | Number of records verified | Target not changed | 1.1 million records verified |
| To roll out unified communication to 10 Counties | Number of Counties connected to UC | Target not changed | 10 counties were connected to UC |



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| To ensure real-time, up-time and back up of the Commission's website | Number of back ups generated | Target not changed | Monthly backups generated |
| To offer ICT support to all NLC staff on 19th floor | Number of users supported | Target not changed | 80 + users supported on 19th floor |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--|---|
| I am a self-learner and pick up new skills from people around me and a team player | Target set are implementable |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
| Core Competencies | Innovativeness | Excellent - Higher Than 100% |
| Values | Confidentiality | Excellent - Higher Than 100% |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|---|--|
| | The officer is an innovator and holds confidentiality |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|--|
| Training & Development Needs | Duration | Type of Training |
| IT Skills | 3 months | Artificial Intelligence and Machine Learning |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|---|---|
| It will help in well-structured learning approach and industry-relevant projects to tackle complex challenges to remain at the forefront. | I recommend this training. it will improve his work knowledge |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|--|
| Second Supervisor Comments | Second Supervisor Recommendations |
| This is good performance. Keep it up | I recommend him to be train on website and security courses. |