



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210631	Staff Name:	Eunice Jephchirchir Songok
ID Number:	25419782	Employee E-mail:	eunice.songok@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	29-Nandi County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mbiti Ngati Matano	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Mbiti Matano Ngati	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
To create awareness through advocacy, coordination and information dissemination on the role of NLC.
To facilitate access and use of land for socio-economic and environmental sustainability
To facilitate resolution of disputes and conflicts on land and land-based resources
To enhance secure, storage, access and retrieval of public land information

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Maintain an updated asset register	updated asset register	130	130	130	130
Receiving and processing development applications	leases Allotment letters	120	120	120	120
Attend forums /meetings to sensitize on NLC mandates and service delivery	attendance register	130	130	130	130
prepare and submit annual and quarterly reports on the county performance	quarterly reports	120	120	120	120
Conduct ground reports with the aim of identifying public institutions	report attendance register	110	110	110	110
Facilitate the provision of general office supplies	requisition letters	120	120	120	120
Total Appraisee Score on Performance Targets				730.00	730.00
Mean Appraisal Scores				121.67%	121.67%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable.	The officer need to really correlate targets and achievements.Need to learn more on targeting and indicators

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
The set targets are realistic and achievable	The officer is capable of performing better if she does proper targeting and capture of achievement.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Maintain an updated asset register	updated asset register	Target was maintained	The target was maintained because there were no new asset received.
Receiving and processing development applications	leases Allotment letters	Target increased from 10 to 11.	Target changed due to increased number of field visits,ground status reports & photos .
Attend forums /meetings to sensitize on NLC mandates and service delivery	attendance register	No target changed or added	It was maintained because no sensitization forums were received.
prepare and submit annual and quarterly reports on the county performance	quarterly reports	Target was maintained	4 quarterly reports prepared and submitted.
Conduct ground reports with the aim of identifying public institutions	report attendance register	Target maintained	There was no applications received
Facilitate the provision of general office supplies	requisition letters	Target was maintained	There was no requisition made.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets set are realistic and achievable	The revised agreed targets are feasible.

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



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The training will enable effective and efficient working skills	The officer promotes professionalism and confidentiality.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Office Administration skills	two weeks	Administrative course
Records and Asset management course	two weeks	Administrative course
Customer service management	two weeks	Administrative course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To enable me perform my duties effectively.	I recommend appropriate training and urgently

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer is a hardworking, team player and works under minimum supervision.	I recommend appropriate training urgently