



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20150139 | Staff Name: | Kenneth Mutai Kiplangat |
| ID Number: | 10989707 | Employee E-mail: | kenneth.mutai@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Permanent and Pensionable | Gender: | Male |
| Work Station | 15-Kitui County | Job Grade: | NLC5 |
| Dept/Directorate | CCO | 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

To facilitate resolution of disputes and conflicts on land based resources

To enhance secure storage, access, retrieval of public land information

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

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraiser's Rating | Agreed Rating |
|--|---|---|---|--------------------|---------------|
| To Process/Resolve 85% of all received Land Disputes & Conflicts | List of cases received - List of cases investigated -Forms - Reports -Attendance lists -Land Ref. No. -Names of Parties concerned | 6 land disputes received and processed | 6 land disputes received and processed | 100 | 100 |
| Documentation/Titling 50 No. of public institutions | No of parcels identified/ processed for titling | 22 received and processed | 22 received and processed | 90 | 44 |
| Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year) | Attendance list -Reports -Programmes -Photos -Letters | 3 public /advocacy/ education activities undertaken | 3 public /advocacy/ education activities undertaken | 95 | 25 |
| To identify 100 No of Public Land in the County for Vesting | No of parcels identified -List of parcels | 201 parcels identified and forwarded to HQ for processing | 201 parcels identified and forwarded to HQ for processing | 120 | 200 |



INDIVIDUAL APPRAISAL REPORT

| | | | | | |
|---|--|---|---|----------------|---------------|
| Receive and process development applications 20 Renewal of Lease | no of Applications and Correspondences received and processed | 20 applications received and processed | 20 applications received and processed | 98 | 100 |
| Conduct monthly staff meetings | no of meetings conducted | 12 monthly staff meetings conducted | 12 monthly staff meetings conducted | 100 | 100 |
| Participate in 12 engagement meetings in the County | -Minutes of meetings -Invitations | Participated in 13 engagement meetings in the County | Participated in 13 engagement meetings in the County | 98 | 108 |
| Total Appraisee Score on Performance Targets | | | | 701.00 | 677.00 |
| Mean Appraisal Scores | | | | 100.14% | 96.71% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Targets were smart and achievable | |

| 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 achieved my set targets and surpassed some of them | Good performance |

| MID YEAR REVIEW | | | |
|--|---|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To Process/Resolve 85% of all received Land Disputes & Conflicts | List of cases received - List of cases investigated -Forms - Reports -Attendance lists -Land Ref. No. -Names of Parties concerned | Not changed | On Course few applications received |
| Documentation/Titling 50 No. of public institutions | No of parcels identified/ processed for tilting | Not Changed | On course few applications received |
| Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year) | Attendance list -Reports -Programmes -Photos -Letters | Not Changed | On course attended 4 public awareness meetings |
| To identify 100 No of Public Land in the County for Vesting | No of parcels identified -List of parcels | Not changed | On course 201 parcels identified |



INDIVIDUAL APPRAISAL REPORT

| | | | |
|---|---|-------------|---|
| Receive and process development applications 20 Renewal of Lease | no of Applications and Correspondences received and processed | Not changed | on Course few applications received |
| Conduct monthly staff meetings | no of meetings conducted | Not Changed | On course 6 monthly staff meetings conducted |
| Participate in 12 engagement meetings in the County | -Minutes of meetings -Invitations | Not Changed | On course participated in 3 county engagements meetings |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|----------------------------------|---|
| Targets are smart and achievable | Ensure you achieve all the agreed targets by close of the financial year. |

| 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 |
|---|--|
| I am efficient and effective | |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|-------------------------------|
| Training & Development Needs | Duration | Type of Training |
| Management Skills | 2 week | Supervisory Management Course |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| It will help in improving my service delivery to members of the public, Supervision and Management of Staff. | Training will be undertaken subject to availability of funds |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
| | |