



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20210638 | Staff Name: | Margaret Makena Mbae |
| ID Number: | 33252292 | Employee E-mail: | margaret.mbae@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 20-Kirinyaga County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Geofrey Charagu Kariuki | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | Francis Mirara Mwaura | Supervisor Designation: | Intern |

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and database
- To regularize urban land allocations
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To provide redress to Historical Land Injustices
- To enhance corporate image of the Commission through County office
- To improve work environment
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|--|---|---------------------------------------|--------------------|---------------|
| To assist in preparation and processing 10 No. of applications for extension/renewal of leases | No. of applications submitted to Land Administration Directorate | Assisted in preparing and submitting 7 applications | 7 applications prepared and submitted | 70 | 70 |
| To hold/ attend 7 No. of forums/ meetings to sensitize public on NLC mandates, service delivery timeliness | No. of awareness forums/meetings | Took part in 4 awareness forums | 4 awareness meetings done | 100 | 100 |



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| To prepare 4 Requisition forms for office equipment, furniture& fittings, cleaning supplies and other essentials on a quarterly basis | No. of requisition forms for office equipment, furniture& fittings and cleaning supplies per quarter | 4 requisition forms prepared | 4 requisitions done | 100 | 100 |
| To maintain an updated asset register of all the assets in the county during the financial year | An updated asset register | 1 updated asset register | 1 asset register maintained | 100 | 100 |
| To develop County workplan for the next financial year | County workplan | 1 workplan prepared and in place | 1 county workplan prepared | 100 | 100 |
| To prepare and submit quarterly reports(4) on the performance of the County | No. of quarterly reports submitted | 4 quarterly reports prepared and submitted | 4 quarterly reports submitted | 100 | 100 |
| To prepare and submit annual report for the FY 2022-2023 on the performance of the County | County Annual Report | 1 annual report prepared and submitted | Annually report submitted | 100 | 100 |
| Total Appraisee Score on Performance Targets | | | | 670.00 | 670.00 |
| Mean Appraisal Scores | | | | 95.71% | 95.71% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| These targets were set with the guidance of my immediate supervisor. | Targets were agreed on |

| 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 |
|--|---|
| Performance was satisfactory | The Officer performed her duties well |

| MID YEAR REVIEW | | | |
|---|--|----------------------------|---|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To assist in preparation and processing 10 No. of applications for extension/renewal of leases | No. of applications submitted to Land Administration Directorate | Target not changed | Assisted in preparation and processing of 3 applications for extension/ renewal of leases |
| To hold/ attend 7 No. of forums/ meetings to sensitize public on NLC mandates, service delivery timeliness | No. of awareness forums/meetings | Target changed from 7 to 4 | Attended 3 awareness forums |
| To prepare 4 Requisition forms for office equipment, furniture& fittings, cleaning supplies and other essentials on a quarterly basis | No. of requisition forms for office equipment, furniture& fittings and cleaning supplies per quarter | Target not changed | 2 requisition forms prepared |



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| To maintain an updated asset register of all the assets in the county during the financial year | An updated asset register | Target not changed | Asset register updated |
| To develop County workplan for the next financial year | County workplan | Target not changed | 1 county workplan prepared and in place |
| To prepare and submit quarterly reports(4) on the performance of the County | No. of quarterly reports submitted | Target not changed | 2 quarterly reports prepared and submitted |
| To prepare and submit annual report for the FY 2022-2023 on the performance of the County | County Annual Report | Target not changed | Annual report in progress |

MID YEAR APPRAISEES'S COMMENTS

The set targets are achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|---------------------------------------|---|-------------------------------|
| Core Competencies | Rule of Law | Very Good - Upto 100% |
| Core Competencies | Professionalism | Good - Between 80% and 99% |
| Core Competencies | Efficiency | Very Good - Upto 100% |
| Core Competencies | Integrity | Very Good - Upto 100% |
| Managerial and Supervisory Competence | Planning and Organizing | Very Good - Upto 100% |
| Managerial and Supervisory Competence | Accountability in Managing Resources | Very Good - Upto 100% |
| Managerial and Supervisory Competence | Promoting use of Information Technology | Very Good - Upto 100% |
| Values | Respect for National /Gender Diversity | Very Good - Upto 100% |
| Values | Fairness | Good - Between 80% and 99% |
| Values | Confidentiality | Very Good - Upto 100% |

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I purpose to serve with integrity and professionalism

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The Officer performed her duties diligently

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|------------|--------------------|
| Microsoft office specialist | two months | Data Management |
| Leadership skills | 6 months | Supervisory Course |



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| Public Administration | two months | Supervisory Course |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS | |
| Any of these courses would equip me with better skills necessary for provision of quality serve delivery . | The Officer was not trained for the above courses | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | |
| Second Supervisor Comments | Second Supervisor Recommendations | |
| The officer performed her duties diligently and achieved the over all goal. | The officer is recommended for further training | |