



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150278	<b>Staff Name:</b>	Loice Seinadu Ntirah
<b>ID Number:</b>	25306697	<b>Employee E-mail:</b>	loice.ntira@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	33-Narok County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Susie Kidemi Namunyak	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Susie Kidemi Namunyak	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

- To develop a comprehensive public land inventory and data base
- To provide redress to Historical land Injustices (HLI)
- To ensure financial sustainability
- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To provide redress to land disputes
- To improve work environment
- To strengthen internal systems and process for efficient service delivery
- To enhance corporate image of the commission through county office
- To mainstream land use planning in the national and county development agenda

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Ensure proper filing system on daily basis	File	95	95	90	98
Assist in writing quarterly report	reports	100	97	95	98
attending to clients on daily basis	visitors book	90	90	85	95
collection/keeping of data on public land	reports/site visits	100	99	99	99
drafting of staff meeting minutes during meetings	minutes	100	100	90	100
assisting in typing of letters	typed letters	100	100	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>559.00</b>	<b>590.00</b>



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<b>Mean Appraisal Scores</b>		<b>93.17%</b>	<b>98.33%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
target achieved	The targets were smart.

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Ensure proper filing system on daily basis	File	Target not changed	Well file documents
Assist in writing quarterly report	reports	target not changed	90
attending to clients on daily basis	visitors book	Target not changed	95
collection/keeping of data on public land	reports/site visits	Target not changed	100
drafting of staff meeting minutes during meetings	minutes	Target not changed	95
assisting in typing of letters	typed letters	Target not changed	90

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
we delivered our mandate without interference	the Targets are SMART

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
performing my duties without interference in a conducive environment	The Officer has tried to be efficient despite the limited resources.

<b>STAFF TRAINING AND DEVELOPMENT NEEDS</b>		
<b>Training &amp; Development Needs</b>	<b>Duration</b>	<b>Type of Training</b>
customer care skills	two weeks	customer care management course
customer care skills	two weeks	customer care management course



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records keeping	two weeks	records management
customer care skills	two week	customer care management course
<b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>		<b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>
training will help me achieve my targets		Training is very important for her career advancement.
<b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b>		
<b>Second Supervisor Comments</b>		<b>Second Supervisor Recommendations</b>
The Officer was on leave , but she is efficient in her work.		NONE