



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210591	Staff Name:	Zipporah Wangui Muturi
ID Number:	32527034	Employee E-mail:	zipporah.muturi@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	18-Nyandarua County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	John Gabriel Mule	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	John Gabriel Mule	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. 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
Ensure proper filing system on daily basis- 2 files per day	File	2	2	100	100
Assist in writing 4 quarterly reports and 1 annual report	Report	3	3	75	75
Drafting of 6 staff meeting minutes within 2 days after the meeting	Minutes	4	4	67	67
To develop 2 report on disputes handled through use of ADR/TDR in the county	NO of disputes received processed/handled through ADR/TDR	1	1	50	50



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Preparation of 4 requisition forms for office equipment & fittings, cleaning supplies and other essentials on quarterly basis	NO of requisition forms for office equipment, furniture & fittings, cleaning supplies per quarter.	3	3	75	75
To maintain 1 updated asset register of all the assets in the county	update assets register	1	1	100	100
To identify 10 NO of undocumented parcels of land for public institutions and submit to land administration & management directorate for processing.	no of parcels identified and submitted to land administration and management for processing	5	5	50	50
Total Appraiser Score on Performance Targets				517.00	517.00
Mean Appraisal Scores				73.86%	73.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I will work extra hard to maintain integrity and values to the best of my ability	The set targets are realistic

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
learning new ways and to be given direction on what to do in a better way i will be comfortable to embrace .	The Appraiser's performance was good although it was affected by Covid -19 pademic.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Ensure proper filing system on daily basis- 2 files per day	File	no target changed	target is achievable
Assist in writing 4 quarterly reports and 1 annual report	Report	No target changed	achievable target
Drafting of 6 staff meeting minutes within 2 days after the meeting	Minutes	Target changed from 4 to 6	the target is achievable
To develop 2 report on disputes handled through use of ADR/TDR in the county	NO of disputes received processed/handled through ADR/TDR	no target changed	the target is achievable.
Preparation of 4 requisition forms for office equipment & fittings, cleaning supplies and other essentials on quarterly basis	NO of requisition forms for office equipment, furniture & fittings, cleaning supplies per quarter.	no target changed	requisition notes are used exclusively for internal communication purposes
To maintain 1 updated asset register of all the assets in the county	update assets register	no target changed	achievable target



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To identify 10 NO of undocumented parcels of land for public institutions and submit to land administration & management directorate for processing.	no of parcels identified and submitted to land administration and management for processing	no target changed	the target is achievable
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I WILL ENSURE I PRESENT MY IDEAS IN A SKILLFUL, EFFECTIVE, AND PROFESSIONAL MANNER.	The Appraisee has room for improvement.

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	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership	3 months	Supervisory Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training will help me grow my experience and be of good use in the organization	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee's performance is good and promising if supported.	The officer requires both Induction and further technical training in her field of assignment.