



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150135	Staff Name:	Joseph Malonza Muinde
ID Number:	13714505	Employee E-mail:	joseph.malonza@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Sospeter Ohanya O.	Immediate Supervisor Designation:	Deputy Director Survey
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

1. To facilitate access and use of land for socio, economic and environmental sustainability
2. To facilitate an equitable and secure to land and land base resources

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Check status of Land for 300 No of correspondences sent to the commissio	1. Reister for incoming and outgoing mails/correspondences	Total number of status checked 320	106%	106	100
2. Conduct 25 Number of Ground site inspections and prepare site maps and reports for requested sites	2. Number of maps and reports prepared from/ for the ground site inspections	2. Number of ground site inspections undertaken 50	125%	125	125
3. Participate in 3 No of vesting/ Surveys of Land earmarked for public facilities and infrustructure	3. Number of Parcels/ Projects invovled	3. Number of vesting surveys undertaken 3	80%	100	80
Total Appraisee Score on Performance Targets				331.00	305.00
Mean Appraisal Scores				110.33%	101.67 %

APPRAISEE'S COMMENTS ON TARGET SETTING

Target setting has been done in consultation with the immediate supervisor.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets were set based on anticipated recourse availability. However, there were challenges in getting adequate resources especially for Vesting activities,



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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 did my best and was able to surpass all the set targets. My immediate supervisor was of alot of help to me in achieving the set targets	The Apraisee performed excellently despite financial constraints.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
2. Conduct 25 Number of Ground site inspections and prepare site maps and reports for requested sites	2. Number of maps and reports prepared from/ for the ground site inspections	2. Target changed to 40 No of Ground site inspections since i have already done 32 site inspections and also compiled their reports.	128% Performance
3. Participate in 3 No of vesting/ Surveys of Land earmarked for public facilities and infrastructure	3. Number of Parcels/ Projects invovled	3. Target changed to 5 No of vesting activities	i have been involved in 4 No of vesting activities by mid year and thus surpassed the

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Performance appraisal has been done in consultation with the immediate supervisor	I have noted that you have not checked status as per our set targets, what could the reason? Otherwise, good work keep it up.

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
Consultations took place at every stage of the performance appraisal and i appreciate the support of my immediate supervisor without which i would not have achieved much	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations