



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150248	<b>Staff Name:</b>	George Katana Mwanyae
<b>ID Number:</b>	26915189	<b>Employee E-mail:</b>	george.mwanyae@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2019-2020
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	02-Kwale County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Edward Maoncha Bosire	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Edward Bosire Maoncha	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

To facilitate access and use of land for socio-economic and environmental sustainability

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

To facilitate resolution of disputes and conflicts on land and land based resources.

To create awareness through advocacy, coordination and information dissemination on the role of NLC.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. To assist in organizing and conducting 12 public awareness forums from 1st July 2019 to 30th June 2020.	invitation letters, attendance list, photographs, minutes and reports	6	6	50	100
2. To register and mark the daily ADR case lists and maintain a register for the same to ensure 20 number of ADR cases are efficiently monitored and resolved from 1st July 2019 to 30th June 2020.	Case register, land reference number, case files, reports, photos and minutes.	16	16	100	100
3. To draft 12 number of staff meetings minutes within 2 days after the meeting from 1st July 2019 to 30th June 2020.	Minutes available.	6	6	100	100
4. To assist in the requisition of office consumables to ensure efficient flow of departments work from in every quarter for the year starting 1st July 2019 to 30th June 2020.	Requisition letters, receipts and received office consumables	Highly achieved	22 items	100	100
5. To assist in preparation of county imprest on quarterly basis from 1st July 2019 to 30th June 2020.	Office budget, minutes and receipts.	Highly achieved.	Imprest acquired once	100	100
6. To assist in writing 4 quarterly reports in the months of October, January, April and July for the year starting 1st July 2019 to 30th June 2020.	Ready available quarterly reports	4 quarterly reports.	4 quarterly reports	100	100



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8. To receive, record, and file extension of lease/ renewal of lease correspondences and requests from 1st July 2019 to 30th June 2020.	Extension/ renewal of lease application documents received, recorded and filed.	0	County doesn't involve NLC in development applications. Negotiations ongoing. Bad relations developed between CG and Chairman Swazuri.	100	100
9. To receive, record, and file subdivision of land correspondences and requests from 1st July 2019 to 30th June 2020.	Subdivision requests received, recorded and filed.	0	County doesn't involve NLC in development applications. Negotiations ongoing. Bad relations developed between CG and Chairman Swazuri.	100	100
9. To receive, record, and file change of user requests and correspondences from 1st July 2019 to 30th June 2020.	Change of user documents received, recorded and filed.	0	County doesn't involve NLC in development applications. Negotiations ongoing. Bad relations developed between CG and Chairman Swazuri.	100	100
10. To receive, record and file allocation of land requests and correspondences from 1st July 2019 to 30th June 2020.	Allocation of land documents received, recorded and filed.	50	50	100	100
11. To receive, record and file application for ownership documents/land regularization correspondences and requests from 1st July 2019 to 30th June 2020.	Application for ownership documents/land regularization received, recorded and filed.	5	5	100	100
12. To receive and record any new cases of public land in the public land inventory from 1st July 2019 to 30th June 2020.	Public land inventory register in place.	3	3	70	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1120.00</b>	<b>1200.00</b>



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<b>Mean Appraisal Scores</b>		<b>93.33%</b>	<b>100%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets well set in consultation with the supervisor.	Performance satisfactory

<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>
In spite of the many challenges that I face in discharging my duties, my performance was above board and most of the targets were met after midyear review despite facing the global pandemic and the restrictions put in place to curb it.	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
1. To assist in organizing and conducting 12 public awareness forums from 1st July 2019 to 30th June 2020.	invitation letters, attendance list, photographs, minutes and reports	Target varied downwards from 12 to 6.	Very low, due to the following of COVID-19 guidelines.
2. To register and mark the daily ADR case lists and maintain a register for the same to ensure 20 number of ADR cases are efficiently monitored and resolved from 1st July 2019 to 30th June 2020.	Case register, land reference number, case files, reports, photos and minutes.	Target varied downwards from 20 to 15	Very low, due to the following of covid-19 guidelines.
3. To draft 12 number of staff meetings minutes within 2 days after the meeting from 1st July 2019 to 30th June 2020.	Minutes available.	Target varied downwards from 12 to 6.	Target achievement on course.
4. To assist in the requisition of office consumables to ensure efficient flow of departments work from in every quarter for the year starting 1st July 2019 to 30th June 2020.	Requisition letters, receipts and received office consumables	Target didn't vary.	Target didn't vary.
5. To assist in preparation of county imprest on quarterly basis from 1st July 2019 to 30th June 2020.	Office budget, minutes and receipts.	Target didn't vary.	Target achievement on course.



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6. To assist in writing 4 quarterly reports in the months of October, January, April and July for the year starting 1st July 2019 to 30th June 2020.	Ready available quarterly reports	Target didn't vary.	Target achievement on course.
8. To receive, record, and file extension of lease/ renewal of lease correspondences and requests from 1st July 2019 to 30th June 2020.	Extension/ renewal of lease application documents received, recorded and filed.	Target varied downwards from 10 to 5.	Target achievement halted, due to the following of COVID-19 guidelines.
9. To receive, record, and file subdivision of land correspondences and requests from 1st July 2019 to 30th June 2020.	Subdivision requests received, recorded and filed.	Target varied downwards from 10 to 5.	Target achievement halted, due to the following of COVID-19 guidelines.
9. To receive, record, and file change of user requests and correspondences from 1st July 2019 to 30th June 2020.	Change of user documents received, recorded and filed.	Target varied downwards from 10 to 5.	Target achievement halted, due to the following of COVID-19 guidelines.
10. To receive, record and file allocation of land requests and correspondences from 1st July 2019 to 30th June 2020.	Allocation of land documents received, recorded and filed.	Target varied downwards from 100 to 50.	Target achievement halted, due to the following of COVID-19 guidelines.
11. To receive, record and file application for ownership documents/land regularization correspondences and requests from 1st July 2019 to 30th June 2020.	Application for ownership documents/land regularization received, recorded and filed.	Target varied downwards from 10 to 5.	Target achievement halted, due to the following of covid-19 guidelines.
12. To receive and record any new cases of public land in the public land inventory from 1st July 2019 to 30th June 2020.	Public land inventory register in place.	Target varied downwards from 10 to 5.	Target achievement halted, due to the following of covi-19 gguidelines.

### MID YEAR APPRAISEES'S COMMENTS

Most targets varied downwards and their achievement halted due to the global pandemic challenge and following of the guidelines/direction given by health officials and the authority to combat it.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets change confirmed

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Meritocracy	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I commit myself to uphold transparency and accountability at all times.	The officer exhibits high levels of competency

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Ifmis training	one week	office finance expenditure.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Given that i was nominated to be the holder of tea imprest in the office, getting training on usage of Ifmis would be important.	Training need to be considered appropriately

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performance satisfactory. The officer exhibits high levels of professionalism and competency.	The officer satisfies the requirements of clerical officer. He fits the next level of responsibility.