



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150248	Staff Name:	George Katana Mwanyae
ID Number:	26915189	Employee E-mail:	george.mwanyae@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dennis Mutungi Kinyamasyo	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Dennis Mutungi Kinyamasyo	Supervisor Designation:	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	Appraisee's Rating	Agreed Rating
Identify, verify and update 100 No. of public land in the county from 1st July 2020 to 30th June 2021.	Number of parcels received, verified and updated.	112 parcels of public land received, verified and updated.	Target surpassed. Excellent.	200	112
Receive and record 50 No. of applications by public institutions from 1st July 2020 to 30th June 2021.	Number of applications received.	32 applications received from public institutions.	Target met after midyear variation.	200	100
Receive 20 No. of applications on subdivision/amalgamation of public land from 1st July 2020 to 30th July 2021.	Number of applications received and recorded.	Received 6 applications of subdivision/amalgamation of public land.	Good performance. Strive to do better next FY	120	60



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Receive 50 No. of applications for allocation/applications for ownership documents/land regularization from 1st July 2020 to 30th July 2021.	Number of applications received and recorded.	Received 16 applications for allocation/application for ownership documents/land regularization.	Fair performance.	107	53
Drafting 10 reports of preliminary investigation for historical land injustices from 1st July 2020 to 30th June 2021.	List of cases filed, preliminary reports and Ground/site reports.	8 reports on preliminary and ground/site reports filed.	Great performance.	160	80
Taking/preparing minutes for 12 monthly staff meetings from 1st July 2020 to 30th July 2021.	Minutes prepared and filed.	12 filed minutes taken.	12 minutes filed as agreed.	200	100
Updating register of court cases weekly.	Updated register.	Up to date court register.	Court register updated.	200	100
Total Appraiser Score on Performance Targets				1187.00	605.00
Mean Appraisal Scores				169.57%	86.43 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set in consultation with the supervisor are achievable and realistic.	The officer met most of the targets as agreed after midyear review. Strive to do better next FY.

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 was able to meet most of my target set despite working under minimal resources that are also overwhelmed by an existing pandemic of coronavirus, I believe that should I undergo the training I requested, my effort and production will be maximized to	The officer performed well despite the Covid 19 pandemic challenges. He should be trained as requested to do more better in future.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Identify, verify and update 100 No. of public land in the county from 1st July 2020 to 30th June 2021.	Number of parcels received, verified and updated.	Target not varied.	Mid year achievement is 69.
Receive and record 50 No. of applications by public institutions from 1st July 2020 to 30th June 2021.	Number of applications received.	Target varied from 50 to 30..	Mid year achievement is 10.



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Receive 20 No. of applications on subdivision/amalgamation of public land from 1st July 2020 to 30th July 2021.	Number of applications received and recorded.	Target varied from 20 to 10. The office processes what is immediately brought.	Mid year achievement is 1.
Receive 50 No. of applications for allocation/applications for ownership documents/land regularization from 1st July 2020 to 30th July 2021.	Number of applications received and recorded.	Target varied from 50 to 30.	Mid year achievement is 10.
Drafting 10 reports of preliminary investigation for historical land injustices from 1st July 2020 to 30th June 2021.	List of cases filed, preliminary reports and Ground/site reports.	Target not varied.	Mid year achievement is 4.
Taking/preparing minutes for 12 monthly staff meetings from 1st July 2020 to 30th July 2021.	Minutes prepared and filed.	Target not varied.	Mid year achievement is 6.
Updating register of court cases weekly.	Updated register.	Target did not vary.	1 court case has been updated so far.

MID YEAR APPRAISEES'S COMMENTS

Target varied downwards due to the numerous restrictions put in place to curb the spread of the pandemic thus restricting clients from visiting the office.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve the annual set targets.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Confidentiality	-1

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I commit to deliver a peak level of performance that uses the least amount of inputs to achieve the highest amount of output given the times we are facing now.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Am confident that you can perform well. Do it!

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Land administration skills.	one month.	Land administration course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I need training on Land administration so that i can know how the rules of land tenure are applied and made operational. Given that land administration, whether formal or informal, comprises an extensive range of systems and processes to administer.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Highly recommended. I will forward your request to the relevant department for consideration in the next FY.



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance was good.	The officer should be taken for the training course requested to enable him do even better.