



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150179	Staff Name:	Ronald Kafwa Wilson
ID Number:	27420223	Employee E-mail:	ronald.kafwa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	34-Kajiado County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Saida Mohammed Isak	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Saida Isak Mohammed	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development.
- To regularize urban land allocation.
- To map ecologically sensitive land in Kajiado.
- To promote good land governance.
- To develop a comprehensive public land inventory and data base in the county.
- To mainstream land use planning in the county development agenda.
- To provide redress to land disputes.
- To enhance corporate image of the commission.
- To improve work environment.
- 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
Manage and administration of public land by documenting one public institutional land.	PARCEL IDENTIFIED/SITE VISIT	3 sites visited	3 site visits done against a target of 1	200	200
To enhance access to alienated and unalienated public land for development.	Number of applications processed(one)	3 applications processed	3 applications	150	150
Document public land in community / group ranches. (five)	Number of public land parcels identified.	10 parcels identified	identified parcels in group ranch	100	100



INDIVIDUAL APPRAISAL REPORT

To regularize urban land allocation. (One center)	status report of ongoing planning and survey of urban centers.	2 status report of ongoing planning and survey of urban centers.	A status report submitted	100	100
Document rights in urban areas inventoried the status of urban centers..	List and details of urban centers.	2 status report of ongoing planning and survey of urban centers.	Public Sensitization of two centers in kajiado north done	100	100
Land disputes resolution and conflict management to provide redress to land disputes. (three)	No of disputes handled (received and processed)	3 disputes received	3 disputes handled	100	100
institutional strengthening to enhance corporate image of the commission through county office.(4)	No of awareness forums /meeting	2 meetings attended	2 meetings attended	100	100
To strengthen internal systems and process for resources.	Workplan prepared and in place.	Workplan prepared and in place.	work plan in place	100	100
submission of reports.	Timely submission of reports.	reports submitted on time	Reports submitted	100	100
Total Appraisee Score on Performance Targets				1050.00	1050.00
Mean Appraisal Scores				116.67%	116.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGETS GIVEN ARE ACHIVABLE	Performance improved
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 have achieved my targets	Staff has shown improvement in his performance and is recommended for supervisory skills course and smc to enhance his skills .

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Manage and administration of public land by documenting one public institutional land.	PARCEL IDENTIFIED/SITE VISIT	target not changed	1 site visited



INDIVIDUAL APPRAISAL REPORT

To enhance access to alienated and unalienated public land for development.	Number of applications processed (one)	target not changed	ongoing
Document public land in community / group ranches. (five)	Number of public land parcels identified.	target not changed	2 parcels identified
To regularize urban land allocation. (One center)	status report of ongoing planning and survey of urban centers.	target not changed	ongoing
Document rights in urban areas inventoried the status of urban centers..	List and details of urban centers.	target not changed	ongoing process
Land disputes resolution and conflict management to provide redress to land disputes. (three)	No of disputes handled (received and processed)	target not changed	one meeting attended to address public land documentation to resolve disputes
institutional strengthening to enhance corporate image of the commission through county office.(4)	No of awareness forums /meeting	target not changed	10 forums attended
To strengthen internal systems and process for resources.	Workplan prepared and in place.	target not changed	80% done
submission of reports.	Timely submission of reports.	target not changed	Timely submission of reports.

MID YEAR APPRAISEES'S COMMENTS

I will strive to achieve all set targets by end of financial year

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

proceed to annual appraisal

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I am efficient in carrying out my duties

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Willingly takes up assyned tasks .

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require this training to enable me perform my duties more efficiently	Recommended for SMC and supervisory skills course
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance .	Recommended for a supervisory skill and smc course