



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210580	Staff Name:	Matilda Norah Kisengese
ID Number:	27915234	Employee E-mail:	matilda.kisengese@landcommission.go.ke
Appraisal Type:		Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LA&R	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Brian Adungo Ikol	Immediate Supervisor Designation:	Director , Legal Affairs Enforcement
Second Supervisor:	Brian Adungo Ikol	Supervisor Designation:	Director , Legal Affairs Enforcement

DEPARTMENTAL OBJECTIVES

Preparation of legal opinions, studies, reports, policy, legal documents and correspondences as required from time to time by the commission or its various committees
Provide legal advice on questions of law arising in land administration and use
Advise on legal regulatory and compliance risks
Monitor emerging trends and guide on legislative and regulatory changes that impact on the commission's functions and powers
Develop a mechanism for litigation and the related risk management, case management, alternative dispute resolution and mediation
Develop mechanisms for review of grants or dispositions of public land and advise on their propriety or legality
Develop a mechanism to encourage the application of traditional and alternative dispute resolution in land dispute handling and management
Develop mechanisms to gather evidence, hold inquiries and any other mechanisms necessary for the commission's exercise of its powers and execution of its functions
Coordinate with external counsels, relevant governmental institutions and stakeholders to identify and establish effective, efficient and timely coordinated processes for the legal enforcement of the commission's mandate
Undertaking conveyances for the commission
Advising on constitutionalism and ethical values in the reform process

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Handle 60 Litigation Files/ Attending Court	Court Attendance Forms			0	0
Prepare 20 legal opinions	Memos			0	0
Handle 50 ADR matters	ADR Reports			0	0
Attend 5 Alternative Dispute Resolution Mechanisms Hearings	Reports			0	0



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Draft and File 120 court Documents	Defences Affidavits Submissions objections Memorandum of Appearance			0	0
Analysis of 30 HLI files	HLI Briefs			0	0
Attend 5 HLI Hearings	Reports			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
AGREED	You should give projections of what you intend to achieve this year in the various activities. Also give the numbers per activity under the performance indicators/proff. Also look at the job description for it to be comprehensive.

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Mediation	1week	Alternative Dispute Resolution Mechanism Course

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