



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210644	Staff Name:	Johnalex Ogola Aranda
ID Number:	31503181	Employee E-mail:	johnalex.aranda@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	38-Vihiga County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. Management and administration of public land.
2. Use of land and security of land rights.
3. Land dispute resolution and conflict management.
4. Institutional strengthening

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in preparation of 4 No. official reports.	Reports	5	5	100	100
Conducting 24 No. site inspection as assigned by the County Coordinator	Ground reports, photographs, application letter, list of attendance	16	16	67	67
Participate in conducting 4 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	16	16	200	200
Attending 12 No. staff meetings.	Minutes, list of attendance, Agenda, meeting notification	12	12	100	100
Preparation of 4 No. requisitions of infrastructure, vehicle and general office requirement	Requisitions, counter requisition and issue voucher (S11), updated asset register	4	4	100	100
Handling 80 No. simple client inquiries and referring the complex ones to the County Coordinator	Records from daily clients inquiry book, visitors book, letters, reports	85	85	106	106
Participate in identification of 10 No. natural resources in the county	Ground reports, list of attendance, Photographs	48	48	200	200
Total Appraisee Score on Performance Targets				873.00	873.00
Mean Appraisal Scores				124.71%	124.71%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
will enhance effectiveness and efficiency in achieving the set targets.	The targets were discuss and agreed upon by both the appraisee and the supervisor.

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 surpass my set targets with excellent performance apart from one target of conducting site inspection which was based on demand basis and also experienced the challenge of facilitation.	The appraisee did the best to meet and superceed his targets using the scarce resources available for the same.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participate in preparation of 4 No. official reports.	Reports	Target remained the same	Reports for quarter 1 & 2 completed and submitted to HQ.
Conducting 24 No. site inspection as assigned by the County Coordinator	Ground reports, photographs, application letter, list of attendance	Target retained	9 No. ground status reports completed and forwarded to HQ.
Participate in conducting 4 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	Target remained the same.	9 No. public awareness and advocacy done on all the site inspection conducted.
Attending 12 No. staff meetings.	Minutes, list of attendance, Agenda, meeting notification	Target retained	Attended all the staff meetings and all minutes prepared as required.
Preparation of 4 No. requisitions of infrastructure, vehicle and general office requirement	Requisitions, counter requisition and issue voucher (S11), updated asset register	Target remained the same	2 No.of requisition prepared and forwarded to HQ. Fixed asset register updated on quartely basis as required.
Handling 80 No. simple client inquiries and referring the complex ones to the County Coordinator	Records from daily clients inquiry book, visitors book, letters, reports	Target remained the same	By mid year, 36 No. of client enquiry were received and satisfactory feedback issued while complex enquiries referred to county coordinator. This accounts for 90% target achievement.
Participate in identification of 10 No. natural resources in the county	Ground reports, list of attendance, Photographs	Target added	25 No. of natural resources identified.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achieved as expected.	By mid year, all the targets were over 50% in terms of achievement.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%



INDIVIDUAL APPRAISAL REPORT

Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Very Good - Upto 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I will ensure I achieve the core competences, values, managerial and supervisory competences through timely discharging of my duties and ensuring public satisfaction through proper and adequate service delivery.	The appraisee is very competent in execution of his duties and always willing to listen and learn.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Management Skills	four weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Senior management training will help improve my skills and performance in the administration and management of commission mandate.	The appraisee should be considered for the training requested this FY.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Despite being in service for just 2 years, the appraisee has demonstrated a high level of competence and professionalism in execution of his duties. In the absence of the County Coordinator in the office, he's able to run the office very smoothly, co	The appraisee should be considered for a training as requested.