



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210613	Staff Name:	Ezekiel Kiplagat Koech
ID Number:	20206517	Employee E-mail:	ezeziel.koech@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	36-Bomet County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Patrick Khamusali Ongaya	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Patrick Khamusali Ongaya	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

1. To secure public institution Land.
2. To enhance access to alianated and unlianated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations.
5. To mainstream land use planning in the National and County agenda
6. To provide redress to land disputes
7. To enhance corporation image of image of the Commission through County office
8. To improve the Work Environment
9. To provide redress to the Historical Land Injustice

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare and submit quarterly reports on the performance of the county	Number of quarterly reports submitted	Well done	Above average	100	96
To assist in developing county work plan for FY 2022/2023 BETWEEN 1ST-15TH June 2022	County work plan for 2022-2023	Achieved well	Good	100	96
To assist County Coordinator in preparing annual report for the FY 2021-2022 on the performance of the county	County Annual Report	Well done	Very good	100	100
To develop an inventory of public land parcels in the community and settlement schemes from 1st July 2031 to 30th June, 2022	List and status reports on surrendered and reserved public lands	Achieved well	Achieved an average score	82	80



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To assist coordinator to identify 10 No. of undocumented parcels of lands for public institutions and submit to the Land Administration & Management directorate for processing from July 1, 2021 to 30th June, 2022.	No. of parcels identified and submitted to the Land Administration and Management for processing	Fairly achieved	Average performance	60	60
Assisting Coordinator to develop ground report of the status of urban centers from July 1, 2021 to June 30, 2022.	-Reports on the status of urban centers -No. of urban centers undergoing planning and surveying status report	well conducted	Good performance	89	80
Participating in staff meetings	attendance and minute writing.	attendance well done	exellent	101	100
To attend forums and meetings to sensitize public on NLC mandate, service delivery timeliness, Commission Charter between July 1, 2021 to June 30, 2022	Number of awareness forums/meetings	Well done	Above average	89	80
Assist Coordinator to develop report on the Land Use planning status in the county (CSP,LPs and projects) from July 1, 2021 to June 30, 2022	Status Report	Fairly achieved	Performance was within target that reasonably good	79	75
To assist in developing county work plan for FY 2022/2023 BETWEEN 1ST-15TH June 2022	County work plan for 2022-2023	Achieved well	exellent	100	100
Total Appraisee Score on Performance Targets				900.00	867.00
Mean Appraisal Scores				90%	86.7%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	The appraisee has set realistic targets

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
TARGETS achieved, with some fairly achieved because of the financial and facilitation constraints. Some requires that we move around with company car to give our audience the confidence to listen to us.	The appraisee has shown diligence in setting realistic targets and followed up to achieve commendable results

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To prepare and submit quarterly reports on the performance of the county	Number of quarterly reports submitted	No Change or added	Highly Achievable
To assist in developing county work plan for FY 2022/2023 BETWEEN 1ST-15TH June 2022	County work plan for 2022-2023	No change or added	achievable



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To assist County Coordinator in preparing annual report for the FY 2021-2022 on the performance of the county	County Annual Report	No Change or added	Highly achievable
To develop an inventory of public land parcels in the community and settlement schemes from 1st July 2021 to 30th June, 2022	List and status reports on surrendered and reserved public lands	No target change or added	Achievable
To assist coordinator to identify 10 No. of undocumented parcels of lands for public institutions and submit to the Land Administration & Management directorate for processing from July 1, 2021 to 30th June, 2022.	No. of parcels identified and submitted to the Land Administration and Management for processing	No target Change or added	achievable
Assisting Coordinator to develop ground report of the status of urban centers from July 1, 2021 to June 30, 2022.	-Reports on the status of urban centers -No. of urban centers undergoing planning and surveying status report	No target Change or added	achievable
Participating in staff meetings	attendance and minute writing.	No target change or added	Highly achievable
To attend forums and meetings to sensitize public on NLC mandate, service delivery timeliness, Commission Charter between July 1, 2021 to June 30, 2022	Number of awareness forums/meetings	No target Change or added	achievable
Assist Coordinator to develop report on the Land Use planning status in the county (CSP,LPs and projects) from July 1, 2021 to June 30, 2022	Status Report	No target changed or added	achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets are on course for achievement.	targets on course to be met

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Planning and organization are my driving forces for attaining my job objectives and responsibilities. Planning gives me a road map of achieving my goals and organization ensures that i am well prepared for my tasks.	Appraisee has achieved above average but with further training,can carry the commissions mandate to another level.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	supervisory management course	
Customer Care Skills	2 weeks	Customer Care Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The nature of our work in the field requires a lot of managerial skills, I would like to understand further management skills in relation to my administrative activities highly effectiveness.	Appraisee can do a lot better with further training in supervisory roles.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee has done commendably in achieving all targets with a score that is above average	Appraisee would do better if the commission can arrange for short periodic courses suitable in order to better his work performance