



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150424	<b>Staff Name:</b>	Calvins Ojwang Otieno
<b>ID Number:</b>	26149409	<b>Employee E-mail:</b>	calvins.otieno@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Pauline Kariuki Mbaire	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Pauline Kariuki Mbaire	<b>Supervisor Designation:</b>	Principal Land Administration

## DEPARTMENTAL OBJECTIVES

To regularize urban land allocations

To enhance access to alienated and unalienated public land for development

to secure public institutions land

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in the development and implementation of frameworks for administration and management of institutional public land	i) Guidelines and manuals developed ii) Tools to monitor implementation of guidelines in place	5 Guidelines and manuals developed	5 Guidelines and manuals developed	100	100
Assisting in the process of inventorying the status of urban centers	no. of urban centers inventoried	10 urban centers inventoried	10 urban centers inventoried	100	100
Preparation of departmental reports	No of reports done	25 reports done	25 reports done	110	100
Assist to Document public land in Community and Settlement Schemes	No. of documented public land in Community and Settlements schemes	A well kept register and an inventory maintained	A well kept register and an inventory maintained	98	100
To assist the HLI taskforce to perform their mandate	No of hearings attended	5 hearings attended	5 hearings attended	100	100
receiving Historical injustice claims and filling	number of claims received	100 HLI claims received	100 HLI claims received	100	100
Carrying out admissibility study on all cases received	no of admissible claims	45 admissible claims found in the 5 hearings attended	45 admissible claims found in the 5 hearings attended	110	100



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<b>Total Appraisee Score on Performance Targets</b>		<b>718.00</b>	<b>700.00</b>
<b>Mean Appraisal Scores</b>		<b>102.57%</b>	<b>100%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
targets are achievable by end of 2022/2023 financial year	targets are achievable by end of 2022/2023 financial year

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
I have met all my targets	targets were all achieved

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Assist in the development and implementation of frameworks for administration and management of institutional public land	i) Guidelines and manuals developed ii) Tools to monitor implementation of guidelines in place	target not changed	1 manual
Assisting in the process of inventorying the status of urban centers	no. of urban centers inventoried	target not changed	ongoing
Preparation of departmental reports	No of reports done	target not changed	ongoing
Assist to Document public land in Community and Settlement Schemes	No. of documented public land in Community and Settlements schemes	target not changed	ongoing
To assist the HLI taskforce to perform their mandate	No of hearings attended	target not changed	ongoing
receiving Historical injustice claims and filling	number of claims received	target not changed	ongoing
Carrying out admissibility study on all cases received	no of admissible claims	target not changed	ongoing

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
I will achieve all my targets by end of 2022/2023 financial year	The targets were set and agreed upon

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



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Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am efficient and effective in carrying out duties assigned to me	very professional and effective in carrying out duties assigned

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills.	1 month	Customer Care Skills.
Senior Management course	1 month	Senior Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need this training to enable handle members of the public in a professional manner	i recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Great performance. Keep up the good work	I recommend the training for career progression