



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210601	Staff Name:	Getrude Elsie Mbogo Were
ID Number:	25820352	Employee E-mail:	getrude.were@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	01-Mombasa County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Edward Maoncha Bosire	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Edward Bosire Maoncha	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land
2. To enhance access to alienated and unalienated 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 government agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County Office
9. To improve work environment
10. To ensure financial sustainability
11. 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
1.To assist the County Coordinator in receiving and recording any public land parcels in community and Settlement schemes from 1st July,2022 to 30th June,2023	-Updated register	66 public land parcels in community and settlement schemes recorded	66 parcels documented	200	200



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2.To assist the County Coordinator in recording 15 no. of forum/meeting to sensitize public awareness forum from 1st July,2022 to 30th June,2023	-No. of awareness forums/meetings	22 sensitization meetings recorded and 66 County engagement meetings recorded.A total of 88 recorded	22 public meetings and 66 county engagements	200	200
3.To assist the County Coordinator in preparation of 4 no. requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis from 1st July,2022 to 30th June,2023	-No. of requisitions made	4 requisition forms prepared	4 requisitions made	100	100
4. To assist the County Coordinator in receiving, recording and filing of office assets with the aim of maintaining an updated asset register of all the assets in the County from 1st July,2022 to 30th June,2023	- Updated asset register	1 asset register updated	Asset register updated	100	100
5.To assist in preparing, drafting and keep records on the prudent expenditure on imprest advanced from 1st July,2022 to 30th June,2023	-No. of imprests surrendered	1 imprest timely surrendered	Imprest timely surrendered	100	100
6. To assist the County Coordinator in preparation and submit 4 no. of quarterly reports on the performance of the County from 1st July,2022 to 30th June,2023	-No. of quarterly reports submitted to the County Coordinator.	4 quarterly reports submitted	4 quarterly reports prepared	100	100
7.To prepare and submit 12 no. of monthly reports to the County Coordinator on the performance of the County from 1st July,2022 to 30th June,2023	-No. of monthly reports submitted to the County Coordinator	12 monthly reports submitted	12 monthly reports prepared	100	100
8. To assist the County Coordinator in updating mid-year staff performance appraisal for all staff in the County within stipulated timelines in the Commission Performance Management Cycle from 1st July,2022 to 30th June,2023	-Filing of mid-year staff appraisal forms	1 mid - year report done	1 mid year report done	100	100
9.To improve work environment.	-Ensuring high standards of office hygiene is maintained	100%	Hygiene standards were maintained	100	100
10.To strengthen internal systems and processes for efficient services delivery.	-Ensuring communication systems in the County office are functional	100%	Communication efficient	100	100
11.To manage Commission motor vehicle.	-Ensuring Commission motor vehicle is in good condition, No. of work tickets signed	100%	Motor vehicle well managed	100	100
12.To assist the County Coordinator in conducting 12 no. of staff meetings.	-No. of meetings dully updated	12 meetings done	12 meetings conducted	100	100
13.To update register of court cases weekly.	-No. of court cases recorded	198 court cases recorded	Court cases register promptly updated	100	100



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14.To assist the County Coordinator in preparing county's workplan.	-Workplan prepared in place	1 county's workplan prepared	1 workplan prepared	100	100
15.To assist the County Coordinator in preparation and submission of annual report FY 2022-2023 on the performance of the County.	-No. of reports submitted	1 annual report submitted	1 annual report prepared	100	100
Total Appraiser Score on Performance Targets				1700.00	1700.00
Mean Appraisal Scores				113.33%	113.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable.	Targets setting satisfactory.

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
My performance is satisfactory	Performance impressive and satisfactory

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To assist the County Coordinator in receiving and recording any public land parcels in community and Settlement schemes from 1st July,2022 to 30th June,2023	-Updated register	Target not changed	Achieved 28 no. of public land parcels in Community and Settlement schemes
2.To assist the County Coordinator in recording 15 no. of forum/meeting to sensitize public awareness forum from 1st July,2022 to 30th June,2023	-No. of awareness forums/meetings	Target not changed	Achieved 12 no. of forums/meeting sensitized
3.To assist the County Coordinator in preparation of 4 no. requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis from 1st July,2022 to 30th June,2023	-No. of requisitions made	Target not Changed	2 out of 4 requisition forms prepared



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4. To assist the County Coordinator in receiving, recording and filing of office assets with the aim of maintaining an updated asset register of all the assets in the County from 1st July,2022 to 30th June,2023	- Updated asset register	Target not Changed	1 out of 1 asset register updated
5.To assist in preparing, drafting and keep records on the prudent expenditure on imprest advanced from 1st July,2022 to 30th June,2023	-No. of imprests surrendered	Target not Changed	1 imprest surrendered
6. To assist the County Coordinator in preparation and submit 4 no. of quarterly reports on the performance of the County from 1st July,2022 to 30th June,2023	-No. of quarterly reports submitted to the County Coordinator.	Target not Changed	2 out of 4 quarterly reports submitted
7.To prepare and submit 12 no. of monthly reports to the County Coordinator on the performance of the County from 1st July,2022 to 30th June,2023	-No. of monthly reports submitted to the County Coordinator	Target not Changed	6 out of 12 no. monthly reports submitted
8. To assist the County Coordinator in updating mid-year staff performance appraisal for all staff in the County within stipulated timelines in the Commission Performance Management Cycle from 1st July,2022 to 30th June,2023	-Filing of mid-year staff appraisal forms	Target not changed	Achieved 1 out of 1 mid-year staff performance appraisal
9.To improve work environment.	-Ensuring high standards of office hygiene is maintained	Target not Changed	100% Achieved
10.To strengthen internal systems and processes for efficient services delivery.	-Ensuring communication systems in the County office are functional	Target not Changed	100% Achieved
11.To manage Commission motor vehicle.	-Ensuring Commission motor vehicle is in good condition, No. of work tickets signed	Target not changed	100% Achieved
12.To assist the County Coordinator in conducting 12 no. of staff meetings.	-No. of meetings dully updated	Target not changed	Achieved 6 out of 12 no. of meetings



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13.To update register of court cases weekly.	-No. of court cases recorded	Target not changed	102 court cases recorded
14.To assist the County Coordinator in preparing county's workplan.	-Workplan prepared in place	Target not Changed	1 out of 1 county's workplan prepared
15.To assist the County Coordinator in preparation and submission of annual report FY 2022-2023 on the performance of the County.	-No. of reports submitted	Target not changed	Annual report to be submitted end of year

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are attainable	Target not changed. Performance satisfactory.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%
Values	Meritocracy	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Professionalism will improve my performance at NLC & performance targets will be attained.	The officer exhibits high levels of professionalism, efficiency and competence..

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Finance and procurement management skills	2 weeks	Finance and procurement management course
Supervisory skills	2 weeks	Supervisory Management course
Office administration skills	2 weeks	Office administration course
Records management skills	2 weeks	Records management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me improve my performance and serve Commission better.	Training highly recommended in the preferred areas.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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The officer's performance is impressive.

The officer exceeds the expectations for her level. She is recommended for a reward.