



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150162	Staff Name:	Joseph Njuguna Kimemia
ID Number:	26392075	Employee E-mail:	joseph.njuguna@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	16-Machakos County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Joyce Njeri Kinyanjui	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Joyce Kinyanjui N.	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1) To receive, review and recommend 10 number of applications for renewal of leases to the Land Administration & management Directorate for processing from 1st July 2023 to 30th June 2024	1) To receive, review and recommend 10 number of applications for renewal of leases to the Land Administration & management Directorate for processing from 1st July 2023 to 30th June 2024			0	0
2) To receive, review and recommend 10 number of applications for formalization and/ or regularization of land to Land administration & management Directorate for processing from 1st July, 2023 to 30th July, 2024	2) Number of applications submitted to the Land administration & Management Directorate.			0	0
3) To receive, review and recommend 10 number of applications for change of user from private to public land to Land Administration & Management Directorate for processing from 1st July 2023 to 31st June, 2024.	3) Number of applications submitted to the Land Administration & Management Directorate for processing.			0	0
4)To receive, review and recommend 10 number of cases for subdivision of public land to the Land Administration & Management directorate from 1st July 2023 to 30th June, 2024	4) Number of applications submitted to the Land Administration & Management Directorate.			0	0
5) To receive, review and recommend 10 number of applications for public land transfers and exchanges to the land administration directorate from 1st July, 2023 to 30th July, 2024.	5) Number of applications submitted to the Land Administration & Management Directorate.			0	0
6) To participate and engage in county meetings.	6) Number of meetings attended.			0	0



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7) To provide lists of plots , detailed survey plan and RIM in 337 number of market centers and Urban areas in the eight sub counties for processing.	7). Number of urban/ market centers undergoing re-planning / regularization.			0	0
8) To develop a ground report on the status of urban centers from 1st July 2023 to 30th June, 2024.	8) Report on the status of urban centers. number of urban centers undergoing planning and surveying / urban centers planning & surveying status report.			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
The targets are achievable.	Targets Set agreeable pending review at Mid year

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
use of technology hastens services delivery	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills, Time management skills, Interpersonal skills, Organizational skills, Team work skills	one month for each.	organizational management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
training improves efficiency.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations