



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210651	Staff Name:	Fred Thurania Ntoncuu
ID Number:	32301723	Employee E-mail:	fred.ntoncuu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	21-Murang'a County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Joyce Njeri Kinyanjui	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Joyce Kinyanjui N.	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for social-economic and environmental sustainability
To create awareness through advocacy, coordination and information dissemination on the role of NLC
To facilitate resolution of disputes and conflicts on land and land based resources
To enhance secure, storage, access and retrieval of public land information

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Ensure Secure and friendly working conditions and implement emergency preparedness plans to ensure safety is always priority from 1st July 2022 to 30th June 2023	Securing and friendly working conditions	Ensured secure and friendly working conditions in year 2022/2023 at 90%	135	180	200
2. Support the County Coordinator in the management of human resource and financial matters from 1st July 2022 to 30th June 2023	Supporting the County Coordinator in the management of human resource and financial matters	Supported the County Coordinator in the management of human resource and financial matter in the year 2022/2023 at 95%	120	190	200



INDIVIDUAL APPRAISAL REPORT

3. Initiate action on office asset management from 1st July 2022 to 30th June 2023	Initiating action on asset management	Initiated Action on office asset management in the year 2022/2023 at 95%	125	190	200
4. Facilitate the provision of general office supplies including office equipment, stationery, water and tears amongst others from 1st July 2022 to 30th June 2023	Facilitating the provision of general office supplies.	Facilitated the provision of general office supplies in year 2022/2023 at 95%	130	190	200
5. Identify obsolete assets for disposal within the County and to maintain a waste free environment from 1st July 2022 to 30th June 2023	Identifying obsolete assets for disposal and maintaining a waste free environment.	Identified obsolete assets for disposal and maintaining a waste free environment in year 2022/2023 at 90%	150	180	200
6. Ensure that high standards of office hygiene are maintained in the county at all times from 1st July 2022 to 30th June 2023.	Ensuring that high standards of office hygiene are maintained.	Ensured that high standards of office hygiene was maintained in the year 2022/2023 at 90%	120	180	200
7. Carry out physical security surveys of the county offices in order to determine lapses and recommend how to overcome the same from 1st July 2022 to 30th June 2023.	Carrying out physical security surveys.	Carried out physical security surveys in order to determine lapses in year 2022/2023 at 90%	170	180	200
8. Ensure communication systems are functional from 1st July 2022 to 30th June 2023	Ensuring Communication systems are functional	Ensured Communication systems are functional in the year 2022/2023 at 90%	100	180	200



INDIVIDUAL APPRAISAL REPORT

9. Assist in taking minutes in staff meetings	Assisting in taking minutes in staff meetings	Assisted in taking minutes in staff meetings in the year 2022/2023 at 90%	120	180	200
10. Organize and facilitate the transportation of staff within and outside the County from 1st July 2022 to 30th June 2023	Organizing and facilitating the transportation of staff within and outside the County	Assisted in the organization of the transportation of staff within the county in the year 2022/2023 at 80%	140	160	200
11. Ensure compliance of safety standards in the transport and regularly plan for first aid training from 1st July 2022 to 30th June 2023	Ensuring compliance of safety standards in the transport and regularly plan for first aid training.	Ensured compliance of safety standards in the transport and regularly planned for first aid training in the year 2022/2023 at 85%	100	170	200
12. Receive receipts and handle tea imprest from 1st July 2022 to 30th June 2023.	Receiving receipts and handling tea imprest.	Received receipts and handled tea imprest in the year 2022/2023 at 95%	150	190	200
5. Identify obsolete assets for disposal within the County and to maintain a waste free environment from 1st July 2022 to 30th June 2023	Identifying obsolete assets for disposal and maintaining a waste free environment.		150	0	180
Total Appraisee Score on Performance Targets				2170.00	2580.00
Mean Appraisal Scores				166.92%	198.46%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target Achieved as Agreed	Kindly adjust targets as agreed



INDIVIDUAL APPRAISAL REPORT

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 require training to make my performance improved on the next appraisal period 20223-2024	Appraisee met target set for year 2022/2023 as agreed

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Ensure Secure and friendly working conditions and implement emergency preparedness plans to ensure safety is always priority from 1st July 2022 to 30th June 2023	Securing and friendly working conditions	Not changed	Ensured secure and friendly working conditions
2. Support the County Coordinator in the management of human resource and financial matters from 1st July 2022 to 30th June 2023	Supporting the County Coordinator in the management of human resource and financial matters	Not changed	Supported the county coordinator in the management of human resource and financial matters
3. Initiate action on office asset management from 1st July 2022 to 30th June 2023	Initiating action on asset management	Not changed	Initiated action on office asset management
4. Facilitate the provision of general office supplies including office equipment, stationery, water and tears amongst others from 1st July 2022 to 30th June 2023	Facilitating the provision of general office supplies.	Not changed	Facilitated the provision of general office supplies
5. Identify obsolete assets for disposal within the County and to maintain a waste free environment from 1st July 2022 to 30th June 2023	Identifying obsolete assets for disposal and maintaining a waste free environment.	Not changed	Identified obsolete assets for disposal and maintained a waste free environment
6. Ensure that high standards of office hygiene are maintained in the county at all times from 1st July 2022 to 30th June 2023.	Ensuring that high standards of office hygiene are maintained.	Not changed	Ensured that high standards of office hygiene are maintained
7. Carry out physical security surveys of the county offices in order to determine lapses and recommend how to overcome the same from 1st July 2022 to 30th June 2023.	Carrying out physical security surveys.	Not changed	Carried out physical security surveys



INDIVIDUAL APPRAISAL REPORT

8. Ensure communication systems are functional from 1st July 2022 to 30th June 2023	Ensuring Communication systems are functional	Not changed	Ensured communication systems are functional
9. Assist in taking minutes in staff meetings	Assisting in taking minutes in staff meetings	Not changed	Assisted in taking minutes
10. Organize and facilitate the transportation of staff within and outside the County from 1st July 2022 to 30th June 2023	Organizing and facilitating the transportation of staff within and outside the County	Not changed	Organized and facilitated the transportation of staff
11. Ensure compliance of safety standards in the transport and regularly plan for first aid training from 1st July 2022 to 30th June 2023	Ensuring compliance of safety standards in the transport and regularly plan for first aid training.	Not changed	Ensured compliance of safety standards in the transport
12. Receive receipts and handle tea imprest from 1st July 2022 to 30th June 2023.	Receiving receipts and handling tea imprest.	Not changed	Received receipts and handled tea imprest

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achieved as agreed	Target at Mid year 2022-2023 achieved midway

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
To be competent and observe core values	Kept the rule of Law as per Chapter 6 of COK 2010, efficient and had high level of integrity

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Require training on supervisory and management skills	3 weeks	Supervisory Management course
Require training on public relation and customer care skills	2 weeks	Customer Care Management
Training on data management	3 weeks	Supervisory Management course
Require training on basis of office administration	3 weeks	Supervisory Management course



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Require training and development to be able to achieve the set targets for the next appraisal period 2023-2024	Recommend training on requested areas
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Excellent performance in year 2022/2023	Training requested to be undertaken upon availability of funds