



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150169	Staff Name:	Kenneth Kiriinya Muriithi
ID Number:	25898126	Employee E-mail:	kenneth.kiriinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	22-Kiambu County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Molu Michael Halake	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Michael Molu Halake	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
process 30 renewal of leases	Number of report for renewal of leases done	target achieved	Processed applications as received	100	100
70 correspondences to development application for Kiambu	numbers of regularization done	target achieved	40 done against a target of 70	110	60
Regularization of 1 urban centre	Number of centres	target achieved	A report of one urban centre submitted	100	100
Reports for site inspections done 30	Number of site inspections done.	35 site inspection done	36 site visits done against a target of 30 given	110	120
Attend 10 County departmental meetings.	number of meetings attended.	target achieved	Attended all county meetings as invited	100	100
Attend to land dispute 50	provide redress to land dispute	target achieved	Handled all disputes as required	100	100
Total Appraisee Score on Performance Targets				620.00	580.00
Mean Appraisal Scores				103.33%	96.67 %



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were achievable	Good performance .Keep it up

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
Target were achieved but there were challenges eg covid	Exemplary performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
process 30 renewal of leases	Number of report for renewal of leases done	Target maintained	18 renewals done
70 correspondences to development application for Kiambu	numbers of regularization done	target Maintained	40 correspondences done
Regularization of 1 urban centre	Number of centres	Target Maintained	1 urban regularization done
Reports for site inspections done 30	Number of site inspections done.	Target maintained	20 site inspection done
Attend 10 County departmental meetings.	number of meetings attended.	Target maintained	Attended to 5 meetings
Attend to land dispute 50	provide redress to land dispute	Target changed	attended to 30 Land disputes

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target were achievable but there were challenges i.e covid	GOOD WORK ,KEEP ON DOING WHAT IS EXPECTED OF YOU .AND TRY TO ACHIEVE TARGETS AS SET .

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Training and Development	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Target were achieved as maintained but there were challenges and covid.	He was very instrumental in training new staff and is professional in whatever he does



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	3 weeks	supervisory management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my managerial and supervisory skills		Recommended for an opportunity for training as per TNA
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Impressive performance	All the best wishes.	