



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|--|
| Staff Number: | NLC20150386 | Staff Name: | Jepchirchir Ronoh |
| ID Number: | 28043023 | Employee E-mail: | jepchirchir.ronoh@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2023-2024 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 22-Kiambu County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Immediate Supervisor Reviewed |
| Immediate Supervisor: | Molu Michael Halake | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | Michael Molu Halake | Supervisor Designation: | COUNTY COORDINATOR |

| DEPARTMENTAL OBJECTIVES |
|---|
| Institutional strengthening |
| management and administration of public land |
| Use of land and security of land rights |
| Land dispute resolution and conflict management |

| AGREED PERFORMANCE TARGETS | | | | | |
|---|---|------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| Document public institutions lands | Number of parcels identified and submitted to Land administration for processing -100 | | | 0 | 0 |
| Recover public institutional land | Number of public institution land parcels identified for recovery -40 | | | 0 | 0 |
| Documentation of the surveyed and unsurveyed acquired public land | No. of Parcels identified -150 | | | 0 | 0 |
| Conduct natural resource inventory and establish databases | No. of sites identified -40 | | | 0 | 0 |
| Strengthen processes for Renewal and Extension of leases on public land | No. of applications submitted to Land Administration -70 | | | 0 | 0 |
| Document public land in Community/Groups/ company Lands and Settlements schemes | No. of public land parcels identified -70 | | | 0 | 0 |
| Inventorize public land in the county | Quarterly status reports -4 | | | 0 | 0 |
| Inventorize the status of urban centres | Quarterly status reports on status of urban centres submitted -6 | | | 0 | 0 |



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|---|--|--|--|-------------|-------------|
| Monitor and oversight land use planning throughout the country | Quarterly Status report prepared and submitted - 4 | | | 0 | 0 |
| Resolve Land Disputes and Conflicts through Use of ADR /TDR | No. of disputes handled, received and processed - 20 | | | 0 | 0 |
| Strengthen communication with stakeholders | No. of public awareness forums/meetings -14 | | | 0 | 0 |
| Improve visibility | No. Communication, Educational, Public Awareness materials distributed -40 | | | 0 | 0 |
| Requisitions and maintain appropriate infrastructure & equipment | No. of requisitions -4 | | | 0 | 0 |
| Requisitions and maintain appropriate infrastructure & equipment | An updated asset Register -1 | | | 0 | 0 |
| Ensure prudent utilization of resources | 100% utilization of office imprest | | | 0 | 0 |
| Establish effective performance management, monitoring and reporting frameworks | Workplan prepared and in place -1 | | | 0 | 0 |
| Establish effective performance management, monitoring and reporting frameworks | No. Of Quarterly Reports -4 | | | 0 | 0 |
| Establish effective performance management, monitoring and reporting frameworks | Annual Review report -1 | | | 0 | 0 |
| Establish effective performance management, monitoring and reporting frameworks | No. of performance appraisals filled -1 | | | 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 |
|--|--|
| Targets set are achievable. | Targets set are realistic |

| 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 |
| Document public institutions lands | Number of parcels identified and submitted to Land administration for processing -100 | Targets did not change | Half way done |
| Recover public institutional land | Number of public institution land parcels identified for recovery -40 | Targets did not change | Half way done |



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|---|--|------------------------|---------------|
| Documentation of the surveyed and unsurveyed acquired public land | No. of Parcels identified -150 | Targets did not change | Half way done |
| Conduct natural resource inventory and establish databases | No. of sites identified -40 | Targets did not change | Half way done |
| Strengthen processes for Renewal and Extension of leases on public land | No. of applications submitted to Land Administration -70 | Targets did not change | Half way done |
| Document public land in Community/Groups/ company Lands and Settlements schemes | No. of public land parcels identified -70 | Targets did not change | Half way done |
| Inventorize public land in the county | Quarterly status reports -4 | Targets did not change | Half way done |
| Inventorize the status of urban centres | Quarterly status reports on status of urban centres submitted -6 | Targets did not change | Half way done |
| Monitor and oversight land use planning throughout the country | Quarterly Status report prepared and submitted -4 | Targets did not change | Half way done |
| Resolve Land Disputes and Conflicts through Use of ADR /TDR | No. of disputes handled, received and processed -20 | Targets did not change | Half way done |
| Strengthen communication with stakeholders | No. of public awareness forums/meetings -14 | Targets did not change | Half way done |
| Improve visibility | No. Communication, Educational, Public Awareness materials distributed -40 | Targets did not change | Half way done |
| Requisitions and maintain appropriate infrastructure & equipment | No. of requisitions -4 | Targets did not change | Half way done |
| Requisitions and maintain appropriate infrastructure & equipment | An updated asset Register -1 | Targets did not change | Half way done |
| Ensure prudent utilization of resources | 100% utilization of office imprest | Targets did not change | Half way done |
| Establish effective performance management, monitoring and reporting frameworks | Workplan prepared and in place - 1 | Targets did not change | Half way done |
| Establish effective performance management, monitoring and reporting frameworks | No. Of Quarterly Reports -4 | Targets did not change | Half way done |



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|---|---|------------------------|---------------|
| Establish effective performance management, monitoring and reporting frameworks | Annual Review report -1 | Targets did not change | Half way done |
| Establish effective performance management, monitoring and reporting frameworks | No. of performance appraisals filled -1 | Targets did not change | Half way done |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--------------------------------|--|
| Targets half way achieved | Targets are achievable despite the budget constrains |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
| Core Competencies | Transparency and Accountability | Excellent - Higher Than 100% |
| Values | Confidentiality | Excellent - Higher Than 100% |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|--|---|
| I am transparent and accountable in my line of duty. | She mains high levels of transparency and accountability in her line of duty. |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|---|----------|--|
| Training & Development Needs | Duration | Type of Training |
| Administrative, customer service and land administration skills | 1 month | Administrative, customer service and land administration courses |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|--|---|
| These trainings will improve my productivity at work | These trainings will enhance her performance. |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
| | |