



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170506	<b>Staff Name:</b>	Kepha Omanga Juma Moikoyo
<b>ID Number:</b>	22252084	<b>Employee E-mail:</b>	kepha.juma@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	27-Uasin Gishu County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Andrew Cheruiyot Rotich	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Andrew Rotich Cheruiyot	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To develop a comprehensive public land inventory and data base
- To enhance access to alienated and unalienated public land for development
- To regularize urban land allocations
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To enhance corporate image of the Commission through the County Office
- To improve work environment
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery
- To provide redress to Historical Land injustices (HLI)

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
ATTEND AND PARTICIPATE IN 11 STAFF MEETINGS	-Minutes -Attendance list -Report	Participated in 7 staff meetings	7	100	116
QUARTERLY REPORT WRITING ON VEHICLE SERVICING AND MAINTENANCE	-Minor repair reports. -Fuel receipts	4 quarterly reports submitted	4	100	100



### INDIVIDUAL APPRAISAL REPORT

MAINTAIN VEHICLE AND STAFF SAFE CUSTODY ON DAILY BASIS .	-First aid kit. -Work ticket	safe custody and maintainance of the vehicle	target achieved	100	100
3 FIELD TRIPS	-Work ticket -Fuel receipts -Reports	30 field trips	6	200	200
TO IMPROVE VISIBILITY OF THE COMMISSION.	-Sign post -Distribution of fliers and charts -Vehicle branding -Display service charter. -	mounted the commisins sign post	brought NLC signs for mounting	100	100
TO UNDERTAKE TIMELY APPRAISAL AND ESTABLISH ACHIEVABLE TARGETS FROM 1st July 2021 to 30th June,2022	Appraisal reports Achieved targets	100%mid year review report.Annual staff appraisal report.	Did mid year Performance rereview on time	100	100
To necessitate distribution of communication and Educational materials during pubic awareness -Bi annually from 1st July 2021 to 30th June,2022.	CEPA Materials distributed (Communication, Educational , Public Awareness)	100 PUBLIC AWARENESS	Attended all Public awareness meetings arranged and Where NLC invited	100	100
To maintain an updated vehicle register and vehicle accessories from 1st July to 30th June, 2022.	Updated vehicle register Work Ticket	100 update on vehicle register and accessories	Updated all record required on Motor vehicle maintenances and daily running	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>900.00</b>	<b>916.00</b>
<b>Mean Appraisal Scores</b>				<b>112.5%</b>	<b>114.5%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set	Target are achievable.
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
	The officer achieved commendable the targets set



## INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
ATTEND AND PARTICIPATE IN 11 STAFF MEETINGS	-Minutes -Attendance list -Report	Target Changed	Target changed from 11 to 6 i.e holding a meeting per month
QUARTERLY REPORT WRITING ON VEHICLE SERVICING AND MAINTENANCE	-Minor repair reports. -Fuel receipts	Target maintained	submitted quarterly reports on vehicle servicing and maintenance
MAINTAIN VEHICLE AND STAFF SAFE CUSTODY ON DAILY BASIS .	-First aid kit. -Work ticket	Target maintained	Maintained motor vehicle reg.GKB 665S and safe custody for staff was ensured
3 FIELD TRIPS	-Work ticket -Fuel receipts -Reports	Target changed	the field trips increased due to demand for the vehicle from headquarters and other counties
TO IMPROVE VISIBILITY OF THE COMMISSION.	-Sign post -Distribution of fliers and charts -Vehicle branding -Display service charter. -	Target Maintained	mounted the NLC sign post. distribution of fliers and charts together with branding of the vehicle not done as no funds were availed for the same
TO UNDERTAKE TIMELY APPRAISAL AND ESTABLISH ACHIEVABLE TARGETS FROM 1st July 2021 to 30th June,2022	Appraisal reports Achieved targets	Target maintained	Submitted quarterly appraisals on time
To necessitate distribution of communication and Educational materials during pubic awareness -Bi annually from 1st July 2021 to 30th June,2022.	CEPA Materials distributed (Communication, Educational , Public Awareness)	Target maintained.	Target maintained because of lack of CEPA materials to distribute.
To maintain an updated vehicle register and vehicle accessories from 1st July to 30th June, 2022.	Updated vehicle register Work Ticket	Target maintained	Updated vehicle register and accessories on time

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The Targets set are achievable and realistic	The agreed set target are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The target set are achievable and realistic	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Defensive driving	2 weeks	Defensive driving skills First Aid Training
Customer Care skills	2 weeks	
Disaster Management Course	4 weeks	
Suitability Trade Test	1 day	

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need the suggested trainings for improved service delivery	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed Excellently	I recommend that the officer undergoes proper induction on appropriate target setting