



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160469	<b>Staff Name:</b>	Agnes Njuguna M.
<b>ID Number:</b>	5768490	<b>Employee E-mail:</b>	agnes.njuguna@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	LA&R	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Brian Adungo Ikol	<b>Immediate Supervisor Designation:</b>	Director , Legal Affairs Enforcement
<b>Second Supervisor:</b>	Edmond Kiplagat Gichuru	<b>Supervisor Designation:</b>	Deputy Director

DEPARTMENTAL OBJECTIVES
PROVIDE LEGAL ADVICE ON QUESTIONS OF LAW ARISING IN LAND ADMINISTRATION AND USE
PREPARATION OF LEGAL OPINIONS, STUDIES REPORTS POLICY AND LEGAL DOCUMENTS AND CORRESPONDENCE AS REQUIRED FROM TIME TO TIME
ADVISE ON LEGAL REGULATORY AND COMPLIANCE RISKS
DEVELOP MECHANISM FOR INVESTIGATION INTO COMPLAINTS OF PRESENT AND HISTORICAL LAND INJUSTICES AND DEVELOPMENT OF RELATED INVESTIGATIVE FINDINGS
ADVISING ON CONSTITUTIONALISM AND ETHICAL VALUES IN THE REFORM PROCESS

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
TYPING OF DRAFTS, CORRESPONDENCES AND MEMO	THIRD COPY FILES	3 FOLDERS	Targets achieved as agreed.	101	100
OVERSEE OFFICE STATIONERIES DISTRIBUTION TO STAFF AND REQUISITION	REQUISITIONS S11	50 REAMS TYPING PAPERS	Targets achieved as agreed.	150	100
COORDINATION OF MEETINGS AND ENSURE WELFARE OF STAFF	INVITATIONS MEMOS	2 FOLDERS FILE	Targets achieved as agreed.	120	100
COORDINATION OF MEETINGS AND ENSURE WELFARE OF STAFF	INVITATIONS MEMOS	50 MEMOS	Targets achieved as agreed.	100	100
IN CHARGE OF OFFICE EQUIPMENT INCLUDING COMPUTERS, PRINTERS AND OTHER OFFICE EQUIPMENTS	OFFICE EQUIPMENT RECORDS	15 DESKTOPS	Targets achieved but inventory should be submitted	130	90



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MANAGING PETTY CASH AND OTHER PAYMENTS IN THE DIRECTORATE	SURRENDER OF IMPREST DONE TIMELY AND IN AN ORDERLY MANNER	9 IMPREST WARRANTS	Targets achieved but there were financial constraints	110	90
<b>Total Appraisee Score on Performance Targets</b>				<b>711.00</b>	<b>580.00</b>
<b>Mean Appraisal Scores</b>				<b>118.5%</b>	<b>96.67 %</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGETS ACHIEVEABLE	Proceed to implement the targets.

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
FOR MORE ACHIEVEMENTS FACILITATION ESPECIALLY STATIONERIES AND FINANCES IS A BIG HINDERANCE IN THE DEPARTMENT WHICH IS SO KEY IN THE COMMISSION.	Very goo performance. Staff performance was hindered by lack of budget support and lack of office equipment.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
COORDINATION OF MEETINGS AND ENSURE WELFARE OF STAFF	INVITATIONS MEMOS	NOT CHANGED	THERE WE ALOT OF VISITS TO COLLEGUES WHO LOST RELATIVES
IN CHARGE OF OFFICE EQUIPMENT INCLUDING COMPUTERS, PRINTERS AND OTHER OFFICE EQUIPMENTS	OFFICE EQUIPMENT RECORDS	TARGETS NOT CHANGED	TARGETS NOT CHANGED
MANAGING PETTY CASH AND OTHER PAYMENTS IN THE DIRECTORATE	SURRENDER OF IMPREST DONE TIMELY AND IN AN ORDERLY MANNER	ADDITIONAL REQUEST OF IMPREST FOR ADVOCATES ACTIVITIES OUTSIDE NAIROBI	IMPRESTS NOT APPROVED

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
THE TARGETS WERE ACHIEVED 99%	Proceed to implement the targets

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	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
CUSTOMER CARE SKILLS	3 months	CUSTOMER CARE MANAGEMENT COURSE
SUPERVISORY SKILLS	6 months	SUPERVISORY MANAGMENT COURSE
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Very good performance. Staff performance was hindered by lack of budget support and inadequate work equipment.	Staff training recommended for continued improvement.	