



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150167	Staff Name:	Hezron Kipchumba Kilimo
ID Number:	23915760	Employee E-mail:	hezron.kipchumba@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Fatuma Abubakar Horow	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Fatuma Abubakar Horow	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

Management and administration of public land

Use of land and security of land rights

Land dispute resolution and conflict management

Institutional strengthening

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Document public institutions land - 50	Number of parcels identified and submitted	45	40 no. of public land identified	90	80
Recover public institutional land - 10	Number of public institutional land parcels identified for recovery	9	9 no. of public institution recovered	90	90
Documentation of surveyed and un-surveyed acquired public land - 5	Parcels identified and submitted for processing	5	4 no. of surveyed and unsurveyed land documented	100	80
Strengthen processes for renewal and extension of leases of public land - 5	Number of applications submitted to land administration	5	5 Renew al of leases application processed	100	100
Document public land in community/group land and settlement schemes - 5	Number of public land parcels identified	4	3 No. of public land identified	80	75
Inventorize public land in the county - 1	Number of public land identified and inventorized	1	1 No. of public land identified	100	100



INDIVIDUAL APPRAISAL REPORT

Inventorize the status of urban centers - 1	Quarterly status reports on the status of urban centers	100%	status of 1 no. of urban centre done	100	100
Document rights in urban areas - 5	Number of verified list of beneficiaries submitted	4	4 no. of rights documented	80	80
Resolve land disputes and conflict through use of ADR/TDR - 3	Number of disputes handled	2	2 no. of disputes resolved	66	66
Strengthen communication with stakeholders - 1	Number of public awareness forum/meetings done	1	1 public awareness done with various stakeholders	100	100
Requisition and maintain appropriate infrastructure and equipment - 5	Number of requisitions done	4	4 no. of requisition done	80	80
Ensure prudent utilization of resources - 1	Percentage of office imprest utilized	100%	100% of imprest received utilized	100	100
Establish effective performance management - 4	Work plan prepared	4	performance appraisal for the 4 quarters	100	100
Total Appraisee Score on Performance Targets				1186.00	1151.00
Mean Appraisal Scores				91.23%	88.54%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set as per work plan and are achievable.	Targets are on course

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
Targets set and achieved for 2022-2023 financial year	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Document public institutions land - 50	Number of parcels identified and submitted	No target changed or added	Half way done
Recover public institutional land - 10	Number of public institutional land parcels identified for recovery	No target changed or added	Half way done



INDIVIDUAL APPRAISAL REPORT

Documentation of surveyed and un-surveyed acquired public land - 5	Parcels identified and submitted for processing	No target changed or added	Half way done
Strengthen processes for renewal and extension of leases of public land - 5	Number of applications submitted to land administration	No target changed or added	Half way done
Document public land in community/group land and settlement schemes - 5	Number of public land parcels identified	No target changed or added	Half way done
Inventorize public land in the county - 1	Number of public land identified and inventorized	No target changed or added	Half way done
Inventorize the status of urban centers - 1	Quarterly status reports on the status of urban centers	No target changed or added	Half way done
Document rights in urban areas - 5	Number of verified list of beneficiaries submitted	No target changed or added	Half way done
Resolve land disputes and conflict through use of ADR/TDR - 3	Number of disputes handled	No target changed or added	Half way done
Strengthen communication with stakeholders - 1	Number of public awareness forum/meetings done	No target changed or added	Half way done
Requisition and maintain appropriate infrastructure and equipment - 5	Number of requisitions done	No target changed or added	Half way done
Ensure prudent utilization of resources - 1	Percentage of office imprest utilized	No target changed or added	Half way done
Establish effective performance management - 4	Work plan prepared	No target changed or added	Half way done

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets will be completed by end of financial year	Target are on Course.

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	
I am professional and accountable	Officer is professional in undertaking his duties.	



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory	four weeks	Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend a management course to enhance my skills.		I recommend the officer the officer be given a chance to attend the management course as requested..
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Good performance with scarce resources	Recommended for supervisory training as requested by the officer.	