



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---------------------------------------|
| Staff Number: | NLC20210604 | Staff Name: | Jackline Kinya Gitonga |
| ID Number: | 23766301 | Employee E-mail: | jackline.gitonga@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 12-Meru County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Josephat Wasua Muendo | Immediate Supervisor Designation: | County Coordinator |
| Second Supervisor: | Josephat Wasua Muendo | Supervisor Designation: | County Coordinator |

DEPARTMENTAL OBJECTIVES

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

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|---|------------------|--------------------------------|--------------------|---------------|
| To document 156 No. of Public Institution lands. | Number of parcels identified and submitted to Land Administration for processing. | 81 | 81 | 51 | 51 |
| Inventorize 400 No. of Public Land in the County. | Updated ground verification County comprehensive public land inventory. | 400 | 400 | 100 | 100 |
| Total Appraisee Score on Performance Targets | | | | 151.00 | 151.00 |
| Mean Appraisal Scores | | | | 75.5% | 75.5% |



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| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| The set targets are achievable | The set targets 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 |
|--|---|
| Some of the set targets were achieved. Documentation of public lands was not achieved due to a limited number of applications. | The officer was able to meet some of the set targets. Documentation of public lands was not achieved due to a limited number of applications. No performance improvement program required |

| MID YEAR REVIEW | | | |
|---|---|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| To document 156 No. of Public Institution lands. | Number of parcels identified and submitted to Land Administration for processing. | No target changed. | 43 Number of parcels identified and submitted to Land Administration for processing. |
| Inventorize 400 No. of Public Land in the County. | Updated ground verification County comprehensive public land inventory. | No target changed. | 200 public land parcels identified. |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--|---|
| There is progress in achievement of set targets. | No targets changed. There is good progress in achievement of the set targets. |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|--------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
| Core Competencies | Innovativeness | Excellent - Higher Than 100% |
| Managerial and Supervisory Competence | Accountability in Managing Resources | Excellent - Higher Than 100% |
| Values | Fairness | Excellent - Higher Than 100% |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|---|--|
| I have the skills and competencies to achieve the set targets | The officer is competent and was able to set targets. |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|--------------------------|
| Training & Development Needs | Duration | Type of Training |
| Land Administration and Management | 2 weeks | Administration |
| Customer Care | 2 weeks | Customer care management |



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| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS | |
|---|--|---|--|
| The training will enhance my skills and performance. | | The officer requires training in land administration and customer care. | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | | |
| Second Supervisor Comments | | Second Supervisor Recommendations | |
| The officer is competent and was able to achieve set targets. | | The officer needs training in land administration and customer care | |