



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210644	Staff Name:	Johnalex Ogola Aranda
ID Number:	31503181	Employee E-mail:	johnalex.aranda@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	38-Vihiga County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Domtila Gati	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
1. Management and administration of public land.
2. Use of land and security of land rights.
3.Land dispute resolution and conflict management.
4.Institutional strengthening.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in preparation of 4 No. quarterly reports and 1 No. Annual report.	Q1-Q4 Reports and Annual report	5	5	100	100
Preparation of 4 No.requisitions of infrastructure, vehicle and general office requirement.	Requisitions, counter requisition and issue voucher (S11), updated asset register.	4	4	100	100
Participate in conducting 12 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	65	65	200	170
Conducting 24 No. site inspection as assigned by the County Coordinator	Ground reports, photographs, application letter, list of attendance	63	63	200	160
Participate in identification of 10 No. natural resources in the County	Ground reports, list of attendance, photographs	10	10	100	100
Attending 12 No. staff meetings	Minutes, list of attendance, Agenda, meeting notification	12	12	100	100
Handling 60 No. simple client inquiries and referring the complex ones to the county coordinator	Record from daily clients inquiry book, visitors book, letters, reports	59	59	98	100
Total Appraisee Score on Performance Targets				898.00	830.00



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Mean Appraisal Scores		128.29%	118.57%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable and I will work towards surpassing the targets with utmost efficiency.	The appraisee was able to meet and exceed almost all the targets as set.

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 performance was achieved as expected.	Although resources to help meet the targets were very scarce, almost all the targets were fully met.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participate in preparation of 4 No. quarterly reports and 1 No. Annual report.	Q1-Q4 Reports and Annual report	Target remained the same	Reports for quarter 1 and 2 duly completed and forwarded to HQ for further action.
Preparation of 4 No. requisitions of infrastructure, vehicle and general office requirement.	Requisitions, counter requisition and issue voucher (S11), updated asset register.	Target retained	2 No. of requisition prepared and submitted to HQ. Fixed asset register updated on quarterly basis. However during this reporting period, no fixed asset was received from HQ.
Participate in conducting 12 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	Target remained the same	The target was surpassed and reviewed upwards to 24 No. public awareness meeting. Majority of the awareness and advocacy was done during the site inspections conducted.
Conducting 24 No. site inspection as assigned by the County Coordinator	Ground reports, photographs, application letter, list of attendance	Target retained.	28 No. site inspections was conducted. The target was therefore reviewed upwards by 40% from 24 to 40.
Participate in identification of 10 No. natural resources in the County	Ground reports, list of attendance, photographs	Target remained the same.	The list of the identified 10 No. natural resources is available but pending site inspection.
Attending 12 No. staff meetings	Minutes, list of attendance, Agenda, meeting notification	Target retained.	Attended all the staff meetings as required.
Handling 60 No. simple client inquiries and referring the complex ones to the county coordinator	Record from daily clients inquiry book, visitors book, letters, reports	Target remained the same.	By mid year, 24 No. of client inquiry were received and feedback issued.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets were surpassed in terms of the achievement.	By mid year, most of the targets has been met and others exceeded.



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Training and Development	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I will ensure I achieve the core competencies, values, managerial and supervisory competences through effective and efficient service delivery.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee is dependable and responsible. He has good organizing skills. He works by constant consultations and gives professional and balanced opinions of matters relating to quality service delivery to the citizens.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Managerial skills	4 weeks	Senior management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will enhance managerial skills for effective and efficient service delivery.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The appraisee should be considered for the training/course identified.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS



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Second Supervisor Comments	Second Supervisor Recommendations
Though constrained by limited resources, the appraisee was able to put in his best to meet the targets. He also assisted in partnering with the County Government to facilitate site inspection of parcels of land under TVETs by provision of transport I	The appraisee should be given a training opportunity this FY.