



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150299	<b>Staff Name:</b>	Joseph Lokurtom Lertembe
<b>ID Number:</b>	20100617	<b>Employee E-mail:</b>	joseph.lokurtom@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	LV&T	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Danson Ngugi Njenga	<b>Immediate Supervisor Designation:</b>	Senior Valuation and Taxation
<b>Second Supervisor:</b>	Doridah Ongaga Buyaki	<b>Supervisor Designation:</b>	Principal Valuation and Taxation

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Opening of Files - 10 Files	Files		12 files opened	0	120
Filing of documents -100 documents	files - documents in specific files		Filed 87 documents	0	87
Publication of Kenya Gazettes - 14 in Number	Kenya Gazettes		14 gazettes	0	100
Dispatching of Letters 100 letters	Letters Dispatch		94 letters	0	94
Facilitating in collection of pro-forma invoices from Government Printers - 14 Invoices	Pro-forma invoices		14 invoices	0	100
Attending Project Affected Persons - 30 clients/PaPs	Clients / PaPs attended		28 clients	0	93
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>594.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>99%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets will be performed as agreed	Great work, fast learner. Targets 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

## MID YEAR REVIEW



## INDIVIDUAL APPRAISAL REPORT

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
---------------------------	-----------------------	-------------------------	---------

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
--------------------------------	---

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Core Competencies	Independence	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Tasks assigned are performed as set and agreed	Performs duties with diversity

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
customer care skills	3-4 weeks
	customer care managemetn

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will assist horn my skills in my career	Recommended for consideration in the next financial year.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Targets set are achievable with provision of the required resources.	The officer is recommended for further training as per the selected short course.