



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150248	Staff Name:	George Katana Mwanyae
ID Number:	26915189	Employee E-mail:	george.mwanyae@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Supervisor
Immediate Supervisor:	Kalume Nzovu Kashuru	Immediate Supervisor Designation:	Nlc county coordinator
Second Supervisor:	Kalume Nzovu Kashuru	Supervisor Designation:	Nlc county coordinator

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for socio-economic and environmental sustainability
To enhance secure, storage, access and retrieval of public land information
To facilitate resolution of disputes and conflicts on land and land based resources.
To create awareness through advocacy, coordination and information dissemination on the role of NLC.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. To assist in organizing and conducting 12 public awareness forums from 1st July 2018 to 30th June 2019.	invitation letters, attendance list, photographs, minutes and reports	12	12	100	100
2. To register and mark the daily ADR case lists and maintain a register for the same to ensure 20 number of ADR cases are efficiently monitored and resolved from 1st July 2018 to 30th June 2019.	Case register, land reference number, case files, reports, photos and minutes.	50	20	150	100
3. To draft 12 number of staff meetings minutes within 2 days after the meeting from 1st July 2018 to 30th June 2019.	Minutes.	12	12	100	100
4. To assist in the requisition of office consumables to ensure efficient flow of departments work from in every quarter for the year starting 1st July 2018 to 30th June 2019.	Requisition letters, receipts and received office consumables.	Sufficient availability of office consumables required.	Prompt acquisition of office consumable requirements.	100	150



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5. To assist in preparation of county imprest on quarterly basis from 1st July 2018 to 30th June 2019.	Office budget, minutes and receipts.	Readily available prepared quarterly reports.	Prompt requisition and reimbursement of office imprest.	100	100
6. To assist in writing 4 quarterly reports in the months of October, January, April and July for the year starting 1st July 2018 to 30th June 2019.	Ready available quarterly reports.	Readily available 4 quarterly reports.	Four quarterly reports promptly prepared over the period.	100	100
Total Appraisee Score on Performance Targets				650.00	650.00
Mean Appraisal Scores				108.33%	108.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set in consultation with the supervisor.	Targets well 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
I was able to achieve all the set targets despite some challenges e.g Lack of training and transport.	The officer was able to achieve all the set targets despite a number of challenges experienced e.g Lack of training, high public expectation, lack of transport etc.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To assist in organizing and conducting 12 public awareness forums from 1st July 2018 to 30th June 2019.	invitation letters, attendance list, photographs, minutes and reports	Target not varied.	Target achievement on course.
2. To register and mark the daily ADR case lists and maintain a register for the same to ensure 20 number of ADR cases are efficiently monitored and resolved from 1st July 2018 to 30th June 2019.	Case register, land reference number, case files, reports, photos and minutes.	Target not varied.	Target achievement on course.
3. To draft 12 number of staff meetings minutes within 2 days after the meeting from 1st July 2018 to 30th June 2019.	Minutes.	Target not varied.	Target achievement on course.



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4. To assist in the requisition of office consumables to ensure efficient flow of departments work from in every quarter for the year starting 1st July 2018 to 30th June 2019.	Requisition letters, receipts and received office consumables.	Target not changed.	Target achievement on course.
5. To assist in preparation of county imprest on quarterly basis from 1st July 2018 to 30th June 2019.	Office budget, minutes and receipts.	Target not changed.	Target achievement on course.
6. To assist in writing 4 quarterly reports in the months of October, January, April and July for the year starting 1st July 2018 to 30th June 2019.	Ready available quarterly reports.	Target not varied.	Target achievement on course.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets not varied and target achievement on course.	Targets not varied and targets achievement on course.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I commit myself to safeguard office information at all times.	George Katana Mwanyae is a committed and reliable officer in handling office information.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Communication skills	two weeks	Communication course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need training on communication skills so as to improve my speaking on public relation.	The officer should be taken through communication skills training as per his request. This will improve his public relations skills which will also enhance on his work performance.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations