



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210640	Staff Name:	Alfred Kipruto Leting
ID Number:	32536302	Employee E-mail:	alfred.leting@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Molu Michael Halake	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Michael Molu Halake	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
Management and administration of public land
Land dispute resolution and conflict management
Use of land and security of land rights
Revenue generation from land and land based resources
Institutional strengthening

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Conducting public awareness on key Commission mandate	Number of forums conducted	Conducted public awareness on various forum and conference within Kiambu County	50	91	100
Documentation of public institutional land	No of reports done	Documented 41 public institutional land	50	82	90
Allocation of public land for development	No of reserved parcels for public use	Allocated 41 public parcels for development	41	110	98
Data collection on Historical Land Injustices	No of HLI cases forwarded to head office	Recorded 45 HLC cases in Kiambu County	50	90	92



INDIVIDUAL APPRAISAL REPORT

Conducting official searches for lease/title processing	Number of searches obtained	Carried out 183 land searches for various activities	185	91	95
Regularization of urban land allocations	Assessment of ownership status	Assisted in regularizing about 450 urban parcels	500	90.5	91
Institutional strengthening and capacity building	No of trainings attended	Attended a few trainings	4	75	85
Total Appraisee Score on Performance Targets				629.50	651.00
Mean Appraisal Scores				89.93%	93%

APPRAISEE'S COMMENTS ON TARGET SETTING

most of the target key result areas were well achieved

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The target performance were SMART and within the capability of the appraisee

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

I achieved most of the target set performance, I'm capable to deliver even more if provided with work station equipment

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The appraisee has achieved over 80% in all areas.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Conducting public awareness on key Commission mandate	Number of forums conducted	Target changed	60% of the target set on conducting public awareness is achieved
Documentation of public institutional land	No of reports done	Target changed	70% of the target set is attained with regards to reports submitted on public institutional parcels
Allocation of public land for development	No of reserved parcels for public use	Target changed	More than half of the target set has been achieved
Data collection on Historical Land Injustices	No of HLI cases forwarded to head office	Target Changed	Over 70% of the HLI claims have been recorded and forwarded for appropriate redress
Conducting official searches for lease/title processing	Number of searches obtained	Target changed	Over 80% of the land searches is achieved
Regularization of urban land allocations	Assessment of ownership status	Target changed	65% of the land regularization in the urban land has been achieved
Institutional strengthening and capacity building	No of trainings attended	Target changed	20% of the training has been done so far



INDIVIDUAL APPRAISAL REPORT

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
most of the target set have been achieved so far	Impressive performance

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
Practicing professionalism help me deliver efficiently and effectively on my duties	Maintains professionalism in his line of duty

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Managerial skills	3 weeks	Senior Management Course
Resource Mobilization skills	3 weeks	Resource Mobilization course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will equip me with the necessary skills to mobilize and source funds required for development	These will help him improve and maintain his professionalism

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
You have room and capacity to keep up the good work and do better	Have the targets set as per the workplan to avoid having large numbers