



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150193	Staff Name:	Benson Murithi Njoka
ID Number:	26431371	Employee E-mail:	benson.njoka@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Paddy Odera Makene	Immediate Supervisor Designation:	Senior Surveyor
Second Supervisor:	Paddy Makene Odera	Supervisor Designation:	Senior Surveyor

DEPARTMENTAL OBJECTIVES
1. Implementing the policies of the commission relating to survey, public land information management and land rights monitoring oversight functions
2. Coordination of all matters surveying in relation to NLC functions and mandate
3. Offer advisory services on land adjudication, settlement and survey to the commission
4. Creation and strengthening of NLC's capacity for managing an effective computerized public land information system

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Ensure completion and roll out of the public land information system (PLIS)	completion certificate signed by the consultant and the NLC representatives, system completion report, support agreement, user manuals reviewed.			120	150
Ensure the public land information system (PLIS) modules are used by land administration, Valuation and Taxation and Finance and Administration (Registry Section) Departments.	staff training programmes, training attendance registers, training reports, system support			150	170
Review quality check and upload information from 20 public institutions in the public land inventory.	Register of data received and correspondences exchanged, data inventory, data capture			130	150
Develop 3 types of public communication content on PLIS and PLI in liaison with the communication directorate	Documentary produced, information Education and Communication (IEC) materials developed, report developed, public, GIS and CRM portals developed			150	160
Support titling of 3000 public schools in collaboration with the land administration directorate	Database on public schools, application and transfers, collection of audit forms from counties, issuance of titles to schools in various counties			120	140



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Support atleast 2 counties on the path to Land information management system	Minutes, training manuals, attendance registers, advisory reports, system support			110	130
PLI spatial database development	PLI GIS database schema and user role configuration			150	170
Total Appraisee Score on Performance Targets				930.00	1070.00
Mean Appraisal Scores				132.86%	152.86%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
most agreed targets have been acheived. Due to lack of funds some targets were not acheived	Lack of funds derailed achievement of some targets

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			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Have worked hard to discharge my duties professionally	Appraisee's values and competencies were impressive

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership skills continous professional development Database management web mapping	2 weeks 2 weeks	supervisory course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i hope to attend the above training	Leadership development skills necessary for capacity building



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee's work is ethic is impressive	Appraisee to go for a training course on senior management