



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150310	Staff Name:	Clemence Machocho Ghewona
ID Number:	27616749	Employee E-mail:	clemence.machocho@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Austine Ogutu Odhiambo Otewa	Immediate Supervisor Designation:	Senior Valuation and Taxation
Second Supervisor:	Dorica Ongaga Buyaki	Supervisor Designation:	Principal Valuation and Taxation

DEPARTMENTAL OBJECTIVES
Avail land through compulsory acquisition
strengthen human resources capacity
To assess land and Rent on Taxes

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
provide Administrative support	smooth flow of work	record cabinets and work stations well delivered as requested.	record cabinets and work stations well delivered as requested	100	100
Filing 52 project correspondence files, Awards, Inquiries according to respective Projects.	Proper filing system	All files well filed with ease access	52No. project correspondence file appropriately filed	100	100
Attending to Project Affected Persons answering their queries and guiding them through the process of land Acquisition	PAPS get the necessary help and are satisfied	Paps Records and documentation in place, no Complaints from Paps	Attended to PAPS queries as required	98	100
Total Appraisee Score on Performance Targets				298.00	300.00
Mean Appraisal Scores				99.33%	100%



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Even though the appraisee seemed to have fulfilled the set targets of the year, the deliverables were not properly set to conform to SMART criteria hence making it a challenge to effectively measure performance.

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
Targets well achieved	Targets were achieved as set.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
provide Administrative support	smooth flow of work	Targets did not change	Support Ongoing
Filing 52 project correspondence files, Awards, Inquiries according to respective Projects.	Proper filing system	Targets did not change	30 project correspondence files duly filed
Attending to Project Affected Persons answering their queries and guiding them through the process of land Acquisition	PAPS get the necessary help and are satisfied	Targets did not change	Ongoing process

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are manageable	Targets did not change and are achievable with provision of resources

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Targets are achievable	The officer performs duties diligently with high level of professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
management course	4 weeks.	senior management course.



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I will appreciate to attend this course.	Recommended for consideration in the current financial year
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer achieved goals set with high level of professionalism.	The Officer is recommended for further training to enhance skills.Recommended for consideration in the current financial year.