



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210619	Staff Name:	Alfred Ledama Tare
ID Number:	33463390	Employee E-mail:	alfred.tare@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	33-Narok County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Susie Kidemi Namunyak	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Susie Kidemi Namunyak	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To Develop comprehensive public land inventory and Data base
- To regularize urban land allocations
- To provide redress to land disputes
- To enhance corporate image of the commission through County Office
- To improve work environment
- To enhanced access to alienated and unalienated public land for development

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Document and update public land inventory	Updated Public inventory file	105		105	0
To receive and prepare application for extension of lease for ownward forwarding to the land administration & management directorate for processing (1)	No. of applications submitted to land administration	100		100	0
Attending and Participating in dispute resolution committee meetings (2)	Attendance/participation list	99		99	0
Data collection on Alternative Justice System	No. of Data collected	100		100	0
To prepare and submit report on the performance of the county	No. of report submitted	110		110	0
To ensure a prudent expenditure on imprest	Timely surrender of imprest	101		101	0
Attending and participating in County Development and Control committee meetings (2)	Attendance list	98		98	0



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Conducting site visits/ investigations	No. of ground reports and site photograph	100		100	0
Identification of Natural Resources and sensitive areas	No. of sites identified	99		99	0
Total Appraisee Score on Performance Targets				912.00	0.00
Mean Appraisal Scores				101.33%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target realized due to positive work commitment	The targets are SMART.

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
Target meet due to favorable working environment provided by the commission	The performance was good during the Year under the review despite the challenges of office facilitation.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Document and update public land inventory	Updated Public inventory file	Target not changed	Updated public land inventory
To receive and prepare application for extension of lease for onward forwarding to the land administration & management directorate for processing (1)	No. of applications submitted to land administration	Target not changed	Ground Report status completed
Attending and Participating in dispute resolution committee meetings (2)	Attendance/participation list	Target not changed	Actively participation in the meetings
Data collection on Alternative Justice System	No. of Data collected	Target not changed	Data collected and furnished
To prepare and submit report on the performance of the county	No. of report submitted	Target not changed	Report submitted
To ensure a prudent expenditure on imprest	Timely surrender of imprest	Target not changed	Imprest surrendered
Attending and participating in County Development and Control committee meetings (2)	Attendance list	Target not changed	Development requests approved
Conducting site visits/ investigations	No. of ground reports and site photograph	Target not changed	Ground reports prepared finalized and submitted



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Identification of Natural Resources and sensitive areas	No. of sites identified	Target not changed	Natural resources and Sensitive areas identified
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Duties delivered due favorable working environment	The Targets remained the same.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
results achieved through innovation and high result oriented mind setup	The Officer is hard working and committed to his work.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	two weeks	supervisory management course
Supervisory skills	two week	Supervisory Management course
supervisory skills	two weeks	supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will add more technical skills and improve on work delivery	Training is necessary.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Officer performed very well during the year under review.	Further training is necessary.