



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150139	Staff Name:	Kenneth Mutai Kiplangat
ID Number:	10989707	Employee E-mail:	kenneth.mutai@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	15-Kitui County	Job Grade:	NLC4
Dept/Directorate	CCO	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To process/resolve 85% of all received Land Disputes & Conflicts	- List of cases received -List of cases investigated -Forms -Reports -Attendance lists -Land Ref.No. -Names of parties concerned	8 cases received and resolved		100	0
Documentation/Titling 50 No. of public institution"s.	Number of parcels identified/processed for Titling	20 applications received		92	0
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter Twelve (12) in a year	-Attendance lists -Reports -Programmes -Photos -Letters	21 meetings attended		105	0
To strengthen processes for Renewal and Extension of leases. eight (8) in a year	No. of applications submitted to Land Administration	2 applications received and processed		98	0



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To Inventorize the status of Urban centers	Quarterly status reports on status of urban centers	Report on status of urban center's submitted		100	0
Conduct 12 monthly staff meetings	Number of staff meetings conducted	12 monthly staff meetings conducted		102	0
To monitor and oversight land use planning throughout the County	Report on Land use planning in the County	NLC, County Government of Kitui and Ministry of Lands and Physical Planning are working closely in preparation of Kabati, Migwani and Zombe Physical and Land Use Plans		100	0
To establish effective Performance Management, Monitoring and reporting frameworks	<ul style="list-style-type: none"> -Work plans -Quarterly Reports -Annual reviews report - Performance Appraisals for the County staff 	4 quarterly reports done, 4 appraisals done for the county staffs, workplan done and Annual report FY 2023-2024 done		100	0
Total Appraisee Score on Performance Targets				797.00	0.00
Mean Appraisal Scores				99.62%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Most set targets were achieved at the end of the financial year 2023/2024	
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
most of the targets were achieved. however, performance would have been much better with enhanced funding from the headquarters and there need for more funds in FY2024/2025	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To process/resolve 85% of all received Land Disputes & Conflicts	- List of cases received -List of cases investigated -Forms -Reports -Attendance lists -Land Ref.No. -Names of parties concerned	Target not Changed	3 Disputes received , 2 were resolved and 1 is ongoing
Documentation/Titling 50 No. of public institution"s.	Number of parcels identified/processed for Titling	Target not changed	10 applications received and forwarded to HQ for processing
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter Twelve (12) in a year	-Attendance lists -Reports -Programmes -Photos -Letters	Target not Changed	Participated in 6 public awareness meetings
To strengthen processes for Renewal and Extension of leases. eight (8) in a year	No. of applications submitted to Land Administration	Target Not Changed	on Course few applications received
To Inventorize the status of Urban centers	Quarterly status reports on status of urban centers	Target Not Changed	On Course
Conduct 12 monthly staff meetings	Number of staff meetings conducted	Target not Changed	Conducted 6 Monthly Staff Meetings
To monitor and oversight land use planning throughout the County	Report on Land use planning in the County	Target not Changed	Ministry of Lands, Housing and Physical Planning Kitui County, is in the process of preparing town plans for Zombe, Migwani and Kabati.
To establish effective Performance Management, Monitoring and reporting frameworks	-Work plans -Quarterly Reports -Annual reviews report - Performance Appraisals for the County staff	Target Not Changed	Work plan done, 1st and 2nd Quarterly Reports done and submitted to HQ, Mid-year reviews for staff done.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are realistic and achievable	Please ensure to achieve set targets by close of the Financial Year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
i discharge my duties efficiently and effectively with integrity and respect for the members of public			
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
SLDP	1 month	Strategic Management	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I require the training in strategic and leadership management			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		