



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160463	<b>Staff Name:</b>	Melky Elim Ejore
<b>ID Number:</b>	30306521	<b>Employee E-mail:</b>	melky.elim@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	James Wangiros Long'ole	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	James Wangiros Long'ole	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

- 1.To enhance secure,storage,access and retrieval of public land information
- 2.To create awareness through advocacy,coordination and information dissemination on the role of NLC
- 3.To facilitate resolution of disputes and conflicts on land and land based resources
- 4.To facilitate access and use of land for socio-economc and environmental sustainability

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Collection and Collation of Public land data for Turkana South,Turkana East and Turkana West.	-filled questionnnaire -copy of questionnaire          -copy of introduction letter -filled questionnaire -copy of questionnaire -summary of collected data	Data on public land collected and collated	Regardless of challenges, achieved best. Strive to achieve more	95	80
2.Registration of Disputes	-Disputes register -Dispute Summary sheet -copies of documents attached	registered disputes about 20	AGREEBLE	80	75



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3.Support school titling programme under the following Sub-counties;Turkana South,Turkana East,Turkana West	-report of activities	titling programme supported	in concurence	90	90
	Report of Activities				
4.To hold/Attend forums/meetings to sensitize public on NLC mandate,service delivery timeliness,commission charter	-signed attendance list -Activity report -Invitation letters	10 Number of forums /meetings attended	agreed	80	80
5.Write minutes for staff meeting	-Minutes	12 number of minutes for meetings written and filed	in concurence	100	100
6.Ensure proper filing system on daily basis	-Files	filing done	in concurence	90	70
7.Attending to clients	-visitor's book	100 number of clients attended	in concurence	100	90
8.Entry,filing,maintenance and retrieval of data,information,documents and lettters	-file -report -summary of data	15 documents received and filed	done	80	70
9.writing Official communication	-drafted letters -courier receipts -scanned soft copies	official Communication done	in concurence	90	90
10.writing and compiling report on activities done	report	15 number of reports compiled	in concurence	85	80
11.hold,manage,spend and surrender imprest	imprest report	Imprest surrendered on time	in concurence	100	80
<b>Total Appraisee Score on Performance Targets</b>				<b>990.00</b>	<b>905.00</b>



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<b>Mean Appraisal Scores</b>		<b>90%</b>	<b>82.27%</b>
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<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets realistic	Targets achievable

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
Not withstanding challenges ,impressive achievement	good performance Aim more higher in Next FY

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
1.Collection and Collation of Public land data for Turkana South,Turkana East and Turkana West.	-filled questionnnaire -copy of questionnaire          -copy of introduction letter -filled questionnaire -copy of questionnaire -summary of collected data	No change of Target	on going
2.Registration of Disputes	-Disputes register -Dispute Summary sheet -copies of documents attached	No change of Target	ongoing





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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
ongoing in the process to achieve by end of FY	good progress so far

### 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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Time management	4 weeks	management
Public speaking	3 weeks	customer care
Data analysis , processing,statistics	4 weeks	data management
General personal development	4 weeks	personal development
Public relation	4 weeks	customer care
Report writing	4 weeks	communication
planning skills	4 weeks	management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
training required	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations