



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|-------------------------------------|
| Staff Number: | NLC20210611 | Staff Name: | Meshell Jemutai Chumba |
| ID Number: | 29032504 | Employee E-mail: | meshell.chumba@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 32-Nakuru County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Frank Kibelekenya Kosiom | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | Frank Kibelekenya Kosiom | Supervisor Designation: | COUNTY COORDINATOR |

| DEPARTMENTAL OBJECTIVES |
|---|
| 1.To facilitate access and use of land for socio-economic environmental sustainability |
| 2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC |
| 3.To enhance secure storage,access and retrieval of public land information |
| 4. To facilitate resolution of dispute and conflicts on land and land based resources |
| 5.To enhance secure storage,access and retrieval of public land information |

| AGREED PERFORMANCE TARGETS | | | | | |
|--|------------------------------|---------------------------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| taking minutes in all meeting | number of minutes prepared | 2 meetings attended and minutes taken | 3 | 165 | 170 |
| support county coordinator in management of human resource and financial matters | number of imprest | 100% utilization of imprest | 90% | 170 | 175 |
| innitiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep truck of commission property | asset and inventory register | inventory upto date | Results achieved | 150 | 160 |
| facilitate the provision of general office supplies including office equipment and stationeries | number of requisition made | 2 Requisitions made | 2 | 185 | 180 |
| attending to clients | visitors book | over 50 clients | 100 | 190 | 180 |
| writing quarterly | number of quarterly reports | 4 quarterly reports prepared | 4 | 170 | 200 |
| taking and distributing massages | number of letters | approximately 10 letters delivered | 18 | 160 | 170 |



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| | | | |
|---|--|----------------|----------------|
| Total Appraisee Score on Performance Targets | | 1190.00 | 1235.00 |
| Mean Appraisal Scores | | 170% | 176.43% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|---|
| 100% of the targets achieved | Meet expectation |

| 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 set achieved | She is an outstanding performer. |

| MID YEAR REVIEW | | | |
|---|------------------------------|--------------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| taking minutes in all meeting | number of minutes prepared | target added | all minutes prepared and filed |
| support county coordinator in management of human resource and financial matters | number of imprest | target maintained | imprest was surrendered on time |
| initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep truck of commission property | asset and inventory register | target maintained | management of office asset |
| facilitate the provision of general office supplies including office equipment and stationeries | number of requisition made | target maintained | requisition were made and summited |
| attending to clients | visitors book | target added | visitors book in place |
| writing quarterly | number of quarterly reports | target maintained | all reports prepared and submitted on time |
| taking and distributing massages | number of letters | target added | messages delivered |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|---------------------------------------|--|
| 50% of the target is achieved | Good |

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



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| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|--|-----------------------------------|--|
| I request to be considered for training | | She is always independent in her judgement. |
| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
| Training & Development Needs | Duration | Type of Training |
| 1. land related short courses | 3 weeks | Land administration related skills |
| 2.Customer care and public relations training | two weeks | Customer care management |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
| I request to be considered in this trainings | | Training recommended |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | |
| Second Supervisor Comments | Second Supervisor Recommendations | |
| S he is a great team player and have a good working relationship with the colleagues | I recommend her for the training. | |