



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210640	Staff Name:	Alfred Kipruto Leting
ID Number:	32536302	Employee E-mail:	alfred.leting@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Molu Michael Halake	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Michael Molu Halake	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

Management and administration of public land

Use of land and security of land rights

Revenue generation from land and land based resources

Land Dispute Resolution and Conflict management

Institutional Strengthening

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Conducting public awareness on key Commission's mandate-5	Number of forums attended-4	80% of the agreed performance target achieved	80% of the agreed performance target achieved	80	80
Documentation of public institutional land-50	No of reports done- 73	146% of the agreed performance target achieved	100%of the agreed performance target achieved	146	100
Allocation of Public land for development-40	No reserved parcels for public use- 144	Over 200% of agreed target achieved	49 No reserved parcels for public use	200	100
Site inspections- 30	No of site inspection reports done- 35	116% of performance target achieved.	35 No.of site inspection reports done	116	116



INDIVIDUAL APPRAISAL REPORT

Data collection on Historical Land Injustices- HLI-50	No of cases forwarded legal department-72	144% of the agreed performance target achieved	50No of cases forwarded legal department-72	144	100
Conducting official searches for lease/title processing-200	Number of searches obtained-500	over 200% of performance target achieved	500 Number of searches obtained	200	100
Regularization of urban land allocations-500	Assessment of ownership status-700	140% of the performance target achieved	Regularization of urban land allocations-500	140	100
Institutional Strengthening and capacity building-4	Number of training attended-2	50% of the performance target was achieved	2no of training attended	50	50
Total Appraisee Score on Performance Targets				1076.00	746.00
Mean Appraisal Scores				134.5%	93.25%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were attained however there is need for trainings to enhance efficiency is service delivery	Admissible, however, there is need for proper allocation of resources as well as granting opportunity for training.

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 agreed performance targets have been achieved. The Institutional strengthening and capacity-building targets remain unachieved due to the unavailability of training sessions. Hence the Commission should consider increasing the number of t	He is responsible and up to the task assigned and of his own initiative too

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Conducting public awareness on key Commission's mandate-5	Number of forums attended-4	Target changed	50% of the target achieved.
Documentation of public institutional land-50	No of reports done- 73	Target changed	50% done.
Allocation of Public land for development-40	No reserved parcels for public use- 144	Target changed	60% of performance target achieved.
Site inspections- 30	No of site inspection reports done- 35	Target changed	65% of the performance target achieved



INDIVIDUAL APPRAISAL REPORT

Data collection on Historical Land Injustices- HLI-50	No of cases forwarded legal department-72	Target changed	50% of the performance target achieved
Conducting official searches for lease/title processing- 200	Number of searches obtained-500	Target changed	70% of the performance target achieved
Regularization of urban land allocations-500	Assessment of ownership status-700	Target changed	55% of the performance target achieved.
Institutional Strengthening and capacity building-4	Number of training attended-2	Target changed	50% done

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The key Agreed Performance Target is 50% done. All the targets will be achieved by the end of the financial year.	on course

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I possess the competence and values to undertake my responsibility diligently	He accomplishes tasks within time given and ensures detail is achieved

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land management and Leadership Skills	two weeks	Customer service, Administration Leadership & Land Management Courses

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will equip me with skills to discharge my duties effectively and efficiently	He deserves to be given good training opportunities

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Encouraging performance	Training opportunities be provided