



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140061	Staff Name:	Mary Ngundo Kamene
ID Number:	22914098	Employee E-mail:	mary.ngundo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2017-2018
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	LP&R	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Tom Aziz Chavangi	Immediate Supervisor Designation:	Chief Executive Officer
Second Supervisor:	Tom Aziz Chavangi	Supervisor Designation:	Chief Executive Officer

DEPARTMENTAL OBJECTIVES

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

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Coordinate/ Moderate 2016/2017 FY Performance Appraisal and 2017/2018 FY Performance Target Setting for County Coordinators	- Targets Set - Appraisal Documents - Report			0	0
2. Fast Track the continuous compilation of a Comprehensive Public Land Inventory Countrywide	- Public Land inventory in place in all the Counties			0	0
3. Strengthen Institutional capacity of County offices for efficient service delivery	Number of officers empowered			0	0
4. Receive, Analyse and advise the CEO on a) Technical Land Matters from the Counties (60)	Number of cases			0	0
b) Prepare and Implement Counties Annual Work plan and Procurement Plan through Coordinators Participation	Prepared and implemented Work Plan and Procurement Plan			0	0
c) Receive, review compile and recommend/ Implement recommendations from Quarterly and Annual Reports	Received, Reviewed and Acted upon Reports			0	0



INDIVIDUAL APPRAISAL REPORT

5. Facilitate resolving/fast track finalisation of 10 cases referred for appeal from counties through ADR/TDR annually	Number of cases referred			0	0
6. Attend Commission Committees once per Quarter and other Other relevant activities from the CEO	- Agenda - Minutes - Number of Meetings			0	0
b) Undertake performance management for staff in my office	- Targets set - Mid year Review - Appraisal document - Appraised document closed and send to HR			0	0
c) Timely Surrender of imprest	- Surrender documents			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are agreed upon. They are also achievable if accorded the necessary support	

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Coordinate/ Moderate 2016/2017 FY Performance Appraisal and 2017/2018 FY Performance Target Setting for County Coordinators	- Targets Set - Appraisal Documents - Report	No Target Change	2016/2017 Moderation done. Performance Appraisal for 2017/2018 Done
2. Fast Track the continuous compilation of a Comprehensive Public Land Inventory Countrywide	- Public Land inventory in place in all the Counties	No Target Change	Continuing
3. Strengthen Institutional capacity of County offices for efficient service delivery	Number of officers empowered	This target has been taken over by the Commission Training Committee	N/A



INDIVIDUAL APPRAISAL REPORT

4. Receive, Analyse and advise the CEO on a) Technical Land Matters from the Counties (60)	Number of cases	On Track	Done 45
b) Prepare and Implement Counties Annual Work plan and Procurement Plan through Coordinators Participation	Prepared and implemented Work Plan and Procurement Plan	No target Change	Prepared the Work Plan and Procurement Plan
c) Receive, review compile and recommend/ Implement recommendations from Quarterly and Annual Reports	Received, Reviewed and Acted upon Reports	No Target Change	Received, reviewed, compiled and recommended for action the 1st and 2nd County Quarterly reports
5. Facilitate resolving/fast track finalisation of 10 cases referred for appeal from counties through ADR/TDR annually	Number of cases referred	No Target	Facilitated 5cases and Fastracked 2 cases
6. Attend Commission Committees once per Quarter and other Other relevant activities from the CEO	- Agenda - Minutes - Number of Meetings	No target change	Attended all the Commission Committee meetings as required
b) Undertake performance management for staff in my office	- Targets set - Mid year Review - Appraisal document - Appraised document closed and send to HR	No Target Change	undertaken Mid year review
c) Timely Surrender of impest	- Surrender documents	No Target Change	I have surrendered all impests due

MID YEAR APPRAISEES'S COMMENTS

Most of the targets set are on track. The Commissions financial constraints is still an impediment to my execution of duties.
With the required support, i intend to achieve the target set

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

--	--



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Supervisory
Mediation Course	50 hours	Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The Courses will equip me with the necessary managerial and dispute resolution skills required in daily execution of my duties as a Coordinator, County Offices		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	