



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140040	<b>Staff Name:</b>	Joyce Kinyanjui N.
<b>ID Number:</b>	21735845	<b>Employee E-mail:</b>	joyce.kinyanjui@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	21-Murang'a County	<b>Job Grade:</b>	NLC3
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

## DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and database
- To regularize urban land allocations
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To provide redress to historical Land Injustices(HLI)
- To enhance corporate image of the Commission through County Office
- To improve work environment
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identify 10.No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June 2023	No. of parcels identified and submitted to Land Administration & Management for processing	Identified 25 No. of public institutions. 17 No. application submitted to HQ for processing	Identified 25 No. of public institutions. 17 No. application submitted to HQ for processing	100	100



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To conduct site inspection with aim of identifying 4.No. of public institutions for recovery from 1st July 2022-30th June 2023	-No. of public institutions identified for recovery -Ground status report	Identified 2 No of undocumented public institutions and site visit conducted (Tururu ^Mlwen Nursery land	Identified 2 No of undocumented public institutions and site visit conducted (Tururu ^Mlwen Nursery land	100	100
To receive, review and recommend 10.No. of applications for extension/renewal of lease to Land Administration and Management Directorate for processing form 1st July 2022 to 30th June 2023	No. of applications submitted to Land Administration directorate for processing	33 No. of renewal of lease received. 22 No.reports submitted to HQ for processing	33 No. of renewal of lease received. 22 No.reports submitted to HQ for processing	100	200
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 - 30th June 2023	List and status reports on surrendered and reserved public land	Inventory on public land updated with 36 NO. of public parcel of land in year 2022/2023	Inventory on public land updated with 36 NO. of public parcel of land in year 2022/2023	100	100
To update the County Comprehensive public land inventory database with 100 No. of parcels from 1st July 2022 to 30th June 2023	No. of parcels updated in the County Comprehensive public land inventory database	Updated County comprehensive public land inventory with 36 No. parcels	Updated County comprehensive public land inventory with 36 No. parcels	100	100
To develop a ground report of the status of urban centres form 1st July 2022 to 30th June 2023	-Report on the status of urban centres - No. of Urban Centres undergoing planning and surveying/ Urban Centres Planning & Surveying status Report in the County	planning and surveying of 10 urban and market centers (planning done in part)	Planning and surveying of 10 urban and market centers (planning done in part)	100	100
To develop a report on Land Use Planning status in the County (CSP,LPs and other planning Projects) form 1st July 2022 to 30th June 2023	-Status Report	One (1) status report prepared and submitted to HQ	One (1) status report prepared and submitted to HQ	100	100
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June 2023	-No. of disputes received processed / handled through ADR/TDR	Received 15 applications on ADR in year 2022-2023. Resolved 11 No. of cases. in year 2022-2023	Received 15 applications on ADR in year 2022-2023. Resolved 11 No. of cases. in year 2022-2023	100	100



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To conduct 12. No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June 2023	-No. of awareness forums/ meetings held	Received 10 No. of HLI applications. Submitted 10. No. preliminary reports to HQ for admission	Received 10 No. of HLI applications. Submitted 10. No. preliminary reports to HQ for admission	100	100
To requisition, receive and distribute communications, Educational, Public Awareness to public from 1st July 2022 to 30th June 2023	-No. of requisition forms for Office Equipment, furniture & fittings, cleaning supplies per quarter	received stationeries for office use in 2022-2023	Received stationeries for office use in 2022-2023	100	100
To maintain an updated asset register of all the assets in the County form 1st July 2022 to 30th June 2023	Updated Asset register	An updated asset register in place in year 2022-2023	An updated asset register in place in year 2022-2023	100	100
To ensure a prudent expenditure on imprest advanced form 1st July 2022 to 30th June 2023	Timely surrender of imprest	Imprest advanced for year 2022-2023 prudently utilized awaiting reimbursement	Imprest advanced for year 2022-2023 prudently utilized awaiting reimbursement	100	100
To develop County Work Plan for FY 2022/2023 between 1st June -15th JUne 2022	County Work Plan for 2022 - 2023	County work plan for year 2022/2023 implemented sucessfully	County work plan for year 2022/2023 implemented sucessfully	100	100
To prepare and submit quarterly reports on the performance of the County	-No. of quarterly reports submitted	4. No of quarterly reports submitted to HQ for 2022-2023	4. No of quarterly reports submitted to HQ for 2022-2023	100	100
To prepare and submit annual report for FY 2022-2023 on the performance of the County	County Annual Report	Annual report for year 2022-2023 prepared and submitted	Annual report for year 2022-2023 prepared and submitted	100	100
To conduct mid-yea and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	-Mid Year Review Report -Annual staff Appraisal Report	Conducted MId year review for 7 staff and appraised 7 staff in year 2022-2023	Conducted MId year review for 7 staff and appraised 7 staff in year 2022-2023	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1600.00</b>	<b>1700.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>106.25%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Targets set as per County Work Plan 2022-2023 and as agreed		Please go ahead and implement the agreed targets.	
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 for year 2022-2023 achieved despite challenges experienced General election in the 1st Quarter of 2022/2023		Excellent performance	
MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 10.No. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2022 to 30th June 2023	No. of parcels identified and submitted to Land Administration & Management for processing	Target Not Changed	Seven (7) public Institutions identified. Processing of ownership documents ongoing
To conduct site inspection with aim of identifying 4.No. of public institutions for recovery from 1st July 2022-30th June 2023	-No. of public institutions identified for recovery -Ground status report	Target Not Changed	Three Public Institutions land identified for recovery. Investigation ongoing
To receive, review and recommend 10.No. of applications for extension/renewal of lease to Land Administration and Management Directorate for processing form 1st July 2022 to 30th June 2023	No. of applications submitted to Land Administration directorate for processing	Target Not Changed	Ten(10) applications on renewal/extension of lease ongoing at Mid year
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2022 - 30th June 2023	List and status reports on surrendered and reserved public land	Target Not Changed	Ongoing
To update the County Comprehensive public land inventory database with 100 No. of parcels from 1st July 2022 to 30th June 2023	No. of parcels updated in the County Comprehensive public land inventory database	Target Not Changed	Identification and verification ongoing



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To develop a ground report of the status of urban centres form 1st July 2022 to 30th June 2023	-Report on the status of urban centres - No. of Urban Centres undergoing planning and surveying/ Urban Centres Planning & Surveying status Report in the County	Target Not Changed	Status Report preparation ongoing
To develop a report on Land Use Planning status in the County (CSP,LPs and other planning Projects) form 1st July 2022 to 30th June 2023	-Status Report	Target Not Changed	Land use Planning status/oversight ongoing. Scheduled meetings with the Panning department in the 3rd Quarter
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2022 to 30th June 2023	-No. of disputes received processed / handled through ADR/TDR	Target not Changed	Two(2) applications filed -ongoing hearings and investigation
To conduct 12. No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June 2023	-No. of awareness forums/ meetings held	Target Not Changed	Preliminary investigations conducted on Three(3) applications- submitted to HQ
To requisition, receive and distribute communications, Educational, Public Awareness to public from 1st July 2022 to 30th June 2023	-No. of requisition forms for Office Equipment, furniture & fittings, cleaning supplies per quarter	Target not Changed	Requisition form for office equipment submitted
To maintain an updated asset register of all the assets in the County form 1st July 2022 to 30th June 2023	Updated Asset register	Target not Changed	Asset Register upto date
To ensure a prudent expenditure on imprest advanced form 1st July 2022 to 30th June 2023	Timely surrender of imprest	Target Changed	Imprest Surrendered
To develop County Work Plan for FY 2022/2023 between 1st June -15th JUNE 2022	County Work Plan for 2022 - 2023	Target not Changed	County Work Plan Financial year 2022-2023 developed and under implemntation
To prepare and submit quarterly reports on the performance of the County	-No. of quarterly reports submitted	Target Not Changed	1st and 2nd Quarter reports submitted
To prepare and submit annual report for FY 2022-2023 on the performance of the County	County Annual Report	Target Not Changed	Preparation of annual report underway. Submitted Mid year report in two(2) quarters



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To conduct mid-yea and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	-Mid Year Review Report -Annual staff Appraisal Report	Target Not Changed	Conducted mid year review for three(3) clerical officers, one(1) Office Administrator, one(1) land Administrator and one(1) Office Assistant
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target set achievable. Target achieved at 50% at mid year 2022-2023	The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

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
Maintained High level of Integrity and observed proper work ethics as enshrined in the Chapter 6 of COK 2010	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Training on strategic leadership and development	two months	Supervisory Management Course
Senior Management Course	two months	Supervisory Management Course
Training on TDR/ADR land dispute resolution/conflict resolution	one(1) month	Land Administration

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Request for consideration on sponsorship to undertake Senior Management Course in Kenya School of Government in year 2023-2024	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations