



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210581	<b>Staff Name:</b>	Ken Kipchirchir Mutai
<b>ID Number:</b>	24741819	<b>Employee E-mail:</b>	ken.mutai@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>	Male
<b>Work Station</b>	30-Baringo County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Japhet Gikunda Mnkanata	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Japhet M'Nkanata Gikunda	<b>Supervisor Designation:</b>	County Coordinator

## 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 for development
- 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 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 update the county comprehensive public land inventory database with 10no. of parcels from 1st July 2022 to 30th June 2023	No of parcels updated in the county comprehensive public land inventory	Achieved		100	0
To hold/attend four forums/meetings to sensitize the public on the mandate of NLC, service delivery timeliness and Commission Charter between 1st July 2022 to 30th June 2023	Number of meetings/forums attended	Over 15 meetings attended on sensitization and awareness		100	0



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To requisition, receive and distribute Communication, Educational, Public awareness to public from 1st July 2022 to 30th June 2023	Number of CEPA materials distributed	This was achieved through the sensitization forums with material distributed being supported by the FAO on the Digital Land Governance program		100	0
Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other materials on a quarterly basis	Number of requisitions made	Three requisitions were made to the headquarters		75	0
To maintain an updated fixed assets registers for all commission assets in the county	An updated fixed assets register	The Commissions Assets Register at the County is up to date and is updated periodically		100	0
To ensure prudent use of the Office Tea Standing imprest issued to the County Office for the Financial Year Starting 1st July 2022 to 30th June 2023	Timely requisition and surrender of the Standing Tea Imprest for the Financial Year	Imprest in the financial year was only provided for one quarter of the Financial year		75	0
<b>Total Appraisee Score on Performance Targets</b>				<b>550.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>91.67%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set for the financial year are achievable	The targets were agreed and within the key results areas .
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
Requisitions made for the office standing imprest for tea were not met because of lack of budget, this then had an impact on that particular performance target	The officer achieved the targets set a the beginning and was quick to learn other extra duties related to mandates of the commission.



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To update the county comprehensive public land inventory database with 10no. of parcels from 1st July 2022 to 30th June 2023	No of parcels updated in the county comprehensive public land inventory	No change	No change
To hold/attend four forums/meetings to sensitize the public on the mandate of NLC, service delivery timeliness and Commission Charter between 1st July 2022 to 30th June 2023	Number of meetings/forums attended	No change	No change
To requisition, receive and distribute Communication, Educational, Public awareness to public from 1st July 2022 to 30th June 2023	Number of CEPA materials distributed	No change	No change
Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other materials on a quarterly basis	Number of requisitions made	No change	No change
To maintain an updated fixed assets registers for all commission assets in the county	An updated fixed assets register	No change	No change
To ensure prudent use of the Office Tea Standing imprest issued to the County Office for the Financial Year Starting 1st July 2022 to 30th June 2023	Timely requisition and surrender of the Standing Tea Imprest for the Financial Year	No change	No change

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
No change in the agreed performance targets for the year at mid year review	Targets were not changed but performance targets were achieved during the year. He is an active member of the department able to work any where in field.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Fair - Between 60% and 79%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
Targets for the year were achieved as set out with varying degrees of success		The officer is quick to learn new concepts in work since he has been exposed to all areas of commission operations. core competencies and professionalism	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs		Duration	Type of Training
Supervisory skills		3weeeks	supervisory management course
Senior Management Course		four weeks	Supervisory
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The Senior Management Course will come in handy in ensuring i continue to discharge my duties with utmost precision		The officer is recommended to undertake training on senior management course either at Kenya school of government as a day scholar at kabarnet which will be cheap.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	
The officer performed fairly well and did extra duties within the commission mandates.		He needs training on management	