



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150186	<b>Staff Name:</b>	Fredrick Mwanza Musundi
<b>ID Number:</b>	10749980	<b>Employee E-mail:</b>	fredrick.mwanza@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>	42-kisumu County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Protas Appida Otieno	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	Protas Appida Otieno	<b>Supervisor Designation:</b>	Principal Land Administration

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attending to Project Affected Persons clients inquiries on compulsory acquisition (No.50)	Register of project affected persons attended to.	50	100	100	100
Liase with the headquarters to ensure that pending payments of Project Affected Persons on compulsory acquisition are made. (No 15)	Updated payment register.	20	133	133	133
Processing documents for reimbursement of imprest (No.5)	Imprest warranty.	3	100	100	100
Conduct site inspection visits on behalf of the county coordinator. (No.12)	Site inspection reports.	14	117	117	117
Represent county coordinator in meetings/workshops (No.4)	Invitation letters, minutes, attendance list.	5	125	125	125
<b>Total Appraisee Score on Performance Targets</b>				<b>575.00</b>	<b>575.00</b>
<b>Mean Appraisal Scores</b>				<b>115%</b>	<b>115%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	The targets were set and agreed upon with the appraisee.



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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
Performance was affected in terms of project affected persons(PAPS) due to underfunding by acquiring body. Processing of imprest reimbursement from head office inadequate and needs to be improved.	

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attending to Project Affected Persons clients inquiries on compulsory acquisition (No.50)	Register of project affected persons attended to.	Target did not change	By midyear I had attended to 80 project affected persons clients.
Liase with the headquarters to ensure that pending payments of Project Affected Persons on compulsory acquisition are made. (No 15)	Updated payment register.	Target remained the same.	By midyear I had forwarded 32 searches for the payment of Project Affected Persons and out of it 15 have already been paid.
Processing documents for reimbursement of imprest (No.5)	Imprest warranty.	Target remained the same.	By midyear I processed 2 documents for imprest reimbursement: tea and office imprest.
Conduct site inspection visits on behalf of the county coordinator. (No.12)	Site inspection reports.	Target remained the same.	Conducted 8 site visits of Koru-Soin dam project on behalf of the county coordinator.
Represent county coordinator in meetings/workshops (No.4)	Invitation letters, minutes, attendance list.	Target remained the same.	Attended to one meeting on Historical land injustice.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
By midyear I was doing quite well in achieving my set targets and in fact had already surpassed most them.	The appraisee has done quite well and is on course to achieve the targets.

### 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	
To remain effective and efficient in all my performance areas in line with corporate governance .	The appraisee has surpassed most of his targets. This is a job well done.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership skills.	3 weeks	Leadership skills



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Enhancement of core skills in cliental relationships and reduction of complaints.	The appraisee has requested for training on leadership skills severally but has not been lucky.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Appraisee attitude towards given assignment is positive.	The appraisee is an accountant by training and addition of the above training will enhance capacity.