



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20160463	<b>Staff Name:</b>	Melky Elim Ejore
<b>ID Number:</b>	30306521	<b>Employee E-mail:</b>	melky.elim@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2019-2020
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	23-Turkana County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	James Wangiros Long'ole	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	James Wangiros Long'ole	<b>Supervisor Designation:</b>	County Coordinator

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.Receiving packages,documents and letters.	-Filed incoming letters	received 10 packages,letters and documents	received 10 packages,letters and documents	100	100
2.Ensure Proper filing system on daily basis	file	letters and documents properly filed	letters and documents properly filed	101	101
3.registration of Disputes	-Dispute register	7 disputes registered:Lodwar bus park vs community,Police line vs community, lodwar Airstrip vs community,kenyatta museum vs community,PAG secondary vs community,Lodwar prison vs Earthmovers,Lodwar Mixed Primary vs Akwanga Academy	7 disputes registered:Lodwar bus park vs community,Police line vs community, lodwar Airstrip vs community,kenyatta museum vs community,PAG secondary vs community,Lodwar prison vs Earthmovers,Lodwar Mixed Primary vs Akwanga Academy	100	100



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4.Collection of data on Public land in: Turkana East, Turkana South and Kibish sub-counties;Ministry Of Land,Energy,Housing and Urban areas Management;Ministry Of Education,Sports and Social Protection;Ministry of Trade,Gender and Youth Affairs;Mini	-copy of questionnaire -file of collected data	collected data on 5 department:Turkana south,Turkana East,ministry of Land,Ministry of Trade,Ministry of Education,	collected data on 5 department:Turkana south,Turkana East,ministry of Land,Ministry of Trade,Ministry of Education,	200	130
5.Assist to conduct 2 public awareness programmes annually on NLC mandate	-invitation letter -signed attendance list	attend 2 public meetings	attend 2 public meetings	100	100
6.Drafting 4 minutes for staff meetings	Minutes	4 minutes written annually	4 minutes written annually	100	100
7.Report Writing	Activity Report	1 report written	1 report written	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>801.00</b>	<b>731.00</b>
<b>Mean Appraisal Scores</b>				<b>114.43%</b>	<b>104.43%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets set are clear and achievable	Melky's performance stand at very good. Most of the set targets were reasonably achieved.

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
i have strong core competencies in rule of law ,professionalism,integrity,and accountability and i fully support NLC values.With support and guidance,i can be more effective	Melky's performance stand at very good. He requires support in monitoring and evaluation of projects, and communication skills.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.Receiving packages,documents and letters.	-Filed incoming letters	Targets decreased to 10	interruption of Covid-19 pandemic
2.Ensure Proper filing system on daily basis	file	no changes	no remarks



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5.Assist to conduct 2 public awareness programmes annually on NLC mandate	-invitation letter -signed attendance list	public awareness decreased to 1	no public awareness,interruption of corona pandemic
6.Drafting 4 minutes for staff meetings	Minutes	no changes	no remarks
7.Report Writing	Activity Report	no changes	no remarks

### MID YEAR APPRAISEES'S COMMENTS

most targets remained constant with exception of a few that decreased

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Milky maintains very good performance. However, his skills in communication and documentation need to be enhanced.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%
Core Competencies	Professionalism	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Very Good - Upto 100%
Values	Meritocracy	Good - Between 80% and 99%
Values	Confidentiality	Very Good - Upto 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

i have fairly strong professional standards

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Most of Melky's attributes stand at very good. However, he requires to improve on them through further training and exposure



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
ICT training	2 weeks	operational
communication skills and presentation	2 weeks	operational
File management	1 week	operational
document preparation and management	1 week	operational
land laws,alternative dispute resolution,NLC mandate	3 weeks	operational
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i kindly request the head office to fully facilitate me with above training needs for better service delivery		Melky deserves to attend the aforementioned trainings in the FY to sharpen his performance
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Ejore's performance is progressive (now standing at very good) and requires support in the capacity needs areas	The Commission ought to support Ejore capacity enhancement in the areas of ICT, data analysis, report writing and communication skills	