



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210617	Staff Name:	Joel Rutoh
ID Number:	23696264	Employee E-mail:	joel.rutoh@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	33-Narok County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Susie Kidemi Namunyak	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Susie Kidemi Namunyak	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To secure public institutional Land
To provide redress to land disputes
To improve work environment
To Develop comprehensive public land inventory and Data base
To regularize urban land allocations
To enhance corporate image of the commission through County Office

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To document public land parcels in community (7 sections).	No. of public land parcels identified	100		100	0
To attend and participate in dispute resolution meetings (2)	No of dispute resolution meetings attended.	97		97	0
To attend and participate in County Development approval meetings (2).	Attendance list	101		101	0
To Conduct site visit/Investigations	No. of ground reports	105		105	0
Preparation of requisition forms for office equipment,& fittings, cleaning supplies and other essential on quarterly basis (1)	No. of requisition forms for office equipment, furniture & fitting, cleaning	98		99	0
To participate on AJS data collection	No of AJS data collected.	99		99	0
Receiving complains from the public/clients	Files of complainants	100		100	0



INDIVIDUAL APPRAISAL REPORT

To receive Application for renewal /extension of leases from clients (1).	No. of applications submitted to Land Administration	110		110	0
To participate in collecting data on natural resources and ecologically sensitive areas	No. of natural resources and ecologically sensitive areas identified.	100		100	0
To participate in preparation of Quarterly reports	No. of reports	99		99	0
Total Appraisee Score on Performance Targets				1010.00	0.00
Mean Appraisal Scores				101%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Good working and favorable environment.	The targets are SMART.

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
Duties well executed as required	The performance was very good.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To document public land parcels in community (7 sections).	No. of public land parcels identified	Target not changed	files of land parcels identified
To attend and participate in dispute resolution meetings (2)	No of dispute resolution meetings attended.	Target not changed	Actively participated in the meeting
To attend and participate in County Development approval meetings (2).	Attendance list	Target not changed	No. of development request approved
To Conduct site visit/Investigations	No. of ground reports	Target not changed	Ground report prepared and submitted for action.
Preparation of requisition forms for office equipment,& fittings, cleaning supplies and other essential on quarterly basis (1)	No. of requisition forms for office equipment, furniture & fitting, cleaning	Target not changed	Requisition forwarded to Headquarter
To participate on AJS data collection	No of AJS data collected.	Target not changed	Data collected, analyzed and submitted.
Receiving complains from the public/clients	Files of complainants	Target not changed	Complains received and filed
To receive Application for renewal /extension of leases from clients (1).	No. of applications submitted to Land Administration	Target not changed	Ground report status prepared and summited to Headquarter



INDIVIDUAL APPRAISAL REPORT

To participate in collecting data on natural resources and ecologically sensitive areas	No. of natural resources and ecologically sensitive areas identified.	Target not changed	Documented no. of ecologically sensitive area
To participate in preparation of Quarterly reports	No. of reports	Target not changed	reports prepared and submitted

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Duties delivered on time due to conducive working environment and and good team work	There was no change of targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
target achieved	The Officer is hard working and committed to his work.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	two weeks	supervisory management course
Supervisory skills	two week	Supervisory Management course
supervisory skills	two weeks	supervisory management course
supervisory skills	two weeks	supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will help in improving my performance on service delivery	The courses are essential .

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Officer performed very well during the year under review.	Further training will be ideal for personal development.