



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150278	<b>Staff Name:</b>	Loice Seinadu Ntirah
<b>ID Number:</b>	25306697	<b>Employee E-mail:</b>	loice.ntira@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2017-2018
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	33-Narok County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Omukamani Wanyundi Henry	<b>Immediate Supervisor Designation:</b>	Nlc county coordinator
<b>Second Supervisor:</b>	Henry Wanyundi Omukamani	<b>Supervisor Designation:</b>	Nlc county coordinator

## DEPARTMENTAL OBJECTIVES

To ensure public land is well managed on behalf of county and national government .

To facilitate the process of renewal and extension of leases .

To perform vigorous public awareness on functions and mandate of NLC.

To undertake an inventory of all public land and natural resources at the county

Encouraging the application of traditional disputes and resolution mechanism in land disputes at the county

To undertake an inventory of all public land and natural resources at the county

to facilitate the process of public land allocation at the county

safeguarding county office assets

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Records management	updated files updated registers updated reports			100	0
preparation of quarterly reports	Quarterly reports files. Updated reports.			0	0
Customer care service	receiving and guiding clients			95	0
Awareness and NLC mandate	Attending barazas. Awareness reports. Minutes. Attendance list for awareness forums			0	0



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Assets management	fixed assets register. Updated assets files. updated assets inventory files.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>195.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>39%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets sets amicably	Targets set amicably

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
minute writing skills	5 days	minute writing course
report writing skills	5 days	report writing course
customer care skills	2 weeks	customer care course
customer care skills	2 weeks	customer care course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
addition of skills will enhance smooth service delivery	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations