



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150185	Staff Name:	Naomi Kamau Wanjiru
ID Number:	21751339	Employee E-mail:	naomi.kamau@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	19-Nyeri County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and alienated public land for development
- To develop a comprehensive public land inventory and database
- To regularize urban land allocations
- To mainstream lan 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 systems and 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 receive and process 10 No. of undocumented institutional Land	<ul style="list-style-type: none"> - Correspondences with relevant authorities -Ground reports -Physical development plans & survey Plans -Public participation meetings -Minutes -List and status reports on surrendered and reserved public lands - Site visits - Correspondences 			100	0



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To conduct ground reports with aim of identifying 12 No. of public institution for recovery from 1st July 2022 to 30th June 2023	-No of public institutions identified for recovery -Ground status reports -Correspondences			100	0
To receive, review and document 20 No of applications for extension, 20 No of application for renewal of leases, 30 No. of applications on subdivisions,	No of applications submitted to land administration & administration Directorate. - Correspondences -Ground reports Site visits reports Photos Correspondences with other government agencies			100	0
To update an inventory of public land parcels in community and settlements schemes from 1st July 2022 to 30th June 2022	-List and status reports on surrendered and reserved public lands - Site visits - Correspondences - List of compulsorily acquired land vested List of Titles newly registered for public land borne from colonial/ settlement schemes			100	0
To update an inventory of county public land inventory database with 100 No. of parcels from 1st July 2022 to 30th June 2023	No- of parcels updated in the county comprehensive public land inventory database -List and status reports on surrendered and reserved public lands - Site visits - Correspondences - List of compulsorily acquired land vested List of Titles newly			100	0
To undertake oversight role in land use planning on urban centres/ Colonial villages from 1st July 2022 to 30th June 2023	Report on the status of urban centres No. of urban centres undergoing planning and surveying No. of plans approved -No of verification report on planned centers/ colonial villages			100	0
To ensure financial sustainability	- 12 No of requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter - Work plan for 2022/ 2023 FY -Receipt and timely surrender of imprests availed			100	0
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June 2023	- Updated asset register			100	0
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June 2023	-Timely surrender of imprest			100	0
To improve work environment as from 1st July 2022- 30th June 2023	-Number of meetings -Revived welfare group - Partitioned sanitation facility Renovated/ redesigned office			100	0



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To prepare and submit quarterly report for the FY 2022-2023 on the performance of the county	- County Annual Report			100	0
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	-Mid-year Review Report -Annual Staff Appraisal Report			100	0
To participate in providing redress to 6 No. of HLI cases already forwarded to Nairobi from 1st July 2022 to 30th June 2022	-Preliminary report on 6No. of cases forwarded - Participate in admission of the cases -Participate in hearing of admitted cases -participate in determination of the cases and report writing			100	0
To provide redress to 50 No. of land disputes	- Minutes -Ground status reports hoc committees -Ground reports - Correspondences			100	0
To provide redress to 50 No. of land disputes	- Minutes -Ground status reports hoc committees -Ground reports - Correspondences			100	0
To strengthen internal systems and processes for efficient service delivery	- Number of internal training to staffs -Existing linkages with other relevant departments - Pacts with other departments -Information sharing with staffs			100	0
To receive and process 10 No. of undocumented institutional Land	- Correspondences with relevant authorities -Ground reports -Physical development plans & survey Plans -Public participation meetings -Minutes -List and status reports on surrendered and reserved public lands - Site visits - Correspondences			100	0
Total Appraisee Score on Performance Targets				1700.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

I pledge to provide leadership to achieve set targets

Please go ahead and implement the agreed targets.



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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

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
Arbitration and mediation course	45- to 60 hours
	Virtual/ Physical

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Courses selected would enable me handle the numerous disputes diligently.	The training requested will be provided subject to availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations