



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150453	<b>Staff Name:</b>	Leonard Ringera Murerwa
<b>ID Number:</b>	23643453	<b>Employee E-mail:</b>	leonard.ringera@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>	21-Murang'a County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Joyce Njeri Kinyanjui	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Joyce Kinyanjui N.	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for social economic and environmental sustainability
To enhance secure storage access and retrieval of public land information
To facilitate resolution of disputes and conflicts on land and Land-based resources
To create awareness through advocacy coordination and information dissemination on the role of NLC

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Organize and set up of the office to ensure all offices services are maintained at all times	Moved assets as directed by County Coordinator	Organized and set up of the office to ensure all offices services are maintained at all times in the year 2022/2023 at 90%	150	180	200
To carry out office cleaning to ensure required standards are met on daily basis from 1st July 2022 to 30th June 2023	Cleaning the office in time	Organized and set up of the office to ensure all offices services are maintained at all times i the year 2022/2023 at 95%%	100	190	200



### INDIVIDUAL APPRAISAL REPORT

To deliver files and letters to the respective destination to ensure to ensure timely dispatches are made from 1st July 2022 to 30th June 2023	Delivering files and letters within the office and to other offices	delivered files and letters to the respective destination to ensure to ensure timely dispatches at all times in the year 2022/2023 at 100%	120	200	200
To receive and direct visitors/members of public from time to time from 1st July 2022 to 30th June 2023	Number of visitors received and directed to County Coordinator	received and directed visitors/member s of public at all time in the year 2022/2023 at 85%%	98	170	200
Enhance and support in the security of the office by enforcing security measures through opening and closing of doors	support in the security of office	Enhance and support in the security of the office by enforcing security measures through opening and closing of doors at all time in the year 2022/2023 at 90%	110	180	150
To prepare and provide refreshments for the office staff and stake holders during staff meetings from 1st July 2022 to 30th June 2023	Preparing and providing refreshments	To prepare and provide refreshments for the office staff and stake holders during staff meetings at all time in the year 2022/2023 at 95%	90	190	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1110.00</b>	<b>1050.00</b>
<b>Mean Appraisal Scores</b>				<b>185%</b>	<b>175%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achieved as agreed	Targets Set as agreed

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
Need training to improve performance	Target for year 2022/2023 achieved as agreed

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Organize and set up of the office to ensure all offices services are maintained at all times	Moved assets as directed by County Coordinator	Target not changed	Making sure the assets are in good condition by 30th June 2022/2023
To carry out office cleaning to ensure required standards are met on daily basis from 1st July 2022 to 30th June 2023	Cleaning the office in time	Target not changed	Making sure the office is clean all the time by 2022/2023
To deliver files and letters to the respective destination to ensure to ensure timely dispatches are made from 1st July 2022 to 30th June 2023	Delivering files and letters within the office and to other offices	Target changed	delived 250 letters by 2022/2023
To receive and direct visitors/members of public from time to time from 1st July 2022 to 30th June 2023	Number of visitors received and directed to County Coordinator	target changed	directed 100 visitors to County Coordinator
Enhance and support in the security of the office by enforcing security measures through opening and closing of doors	support in the security of office	Target not changed	ensure good security in the office at all times
To prepare and provide refreshments for the office staff and stake holders during staff meetings from 1st July 2022 to 30th June 2023	Preparing and providing refreshments	target not changed	Prepared ad provided refreshments in the office

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target achieved as agreed	Moderation noted at mid year 2022-2023



## INDIVIDUAL APPRAISAL REPORT

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

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

intend to observe rule of law

Appraisee maintained commendable level of integrity

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Training on good pulic relation and customercare	two weeks	
Training on data management	two weeks	
Training on customer care and good public relation	two weeks	Customer care management
Data management skills and record keeping skills	two weeks	Data management and record keeping course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Require training to help me in achieving the set targets

I highly recommended consideration for requested area of training

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Commendable performance for year 2022/2023	Training requested to be undertaken upon availability of funds