



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20220679	Staff Name:	Walter Hesbon Ooko Menya
ID Number:	23165267	Employee E-mail:	walter.menya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC3
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
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

Promote good corporate governance

To strengthen communication with all stakeholders

To improve Commission's visibility and hence the image

To enhance resource mobilisation

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1Develop Brand Identity Manual	Brand Identity Manual	100	Brand Identity Manual Developed	100	100
2. Develop Commission's Customer Service Charter	Customer Service Charter	100	Draft Customer Service Charter in place	100	90
3.. Develop the Department's Standard Operating Procedures	Standard Operating Procedure	100	Draft Standard Operating Procedure in place	100	100
4. Resource mobilisation	Amoun of resources mobilised	100	Proposal on funding done	95	95
5. Targeted advertising	Vacant positions and notices	100	Advertised for recruitment..	100	100
6. Positive media presence	Positive media presence	100	Positive media presence improved	100	100



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Total Appraisee Score on Performance Targets		595.00	585.00
Mean Appraisal Scores		99.17%	97.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are derived from the Strategic Plan and the Department's Work Plan	Strive to achieve all set targets within the year

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
Most targets achieved	Good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1Develop Brand Identity Manual	Brand Identity Manual	Not changed	Target achieved
2. Develop Commission's Customer Service Charter	Customer Service Charter	Performance ongoing	Draft at management level for approval
3.. Develop the Department's Standard Operating Procedures	Standard Operating Procedure	Performance ongoing	Draft at Committee level
4. Resource mobilisation	Amount of resources mobilised	Ongoing	Ongoing
5. Targeted advertising	Vacant positions and notices	Not changed	Target achieved
6. Positive media presence	Positive media presence	Not changed	Target achieved

MID YEAR APPRAISEE'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
None of the targets have changed and performance is ongoing	On target

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
All staff in the department receive fair treatment	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Leadership Development Programme	6 weeks	Leadership



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The course will help sharpen my leadership and supervisory skills	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None