



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170506	Staff Name:	Kepha Omanga Juma Moikoyo
ID Number:	22252084	Employee E-mail:	kepha.juma@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:	NLC9
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Andrew Cheruiyot Rotich	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Andrew Rotich Cheruiyot	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To develop a comprehensive public land inventory and data base
- To enhance access to alienated and unalienated public land for development
- To regularize urban land allocations.
- To mainstream land use planning in the national and county development agenda
- To provide redress to land disputes
- To enhance corporate image of the Commission through the County Office
- To improve work environment .
- To ensure financial sustainability
- To strengthen internal systems and processes for efficient service delivery
- To provide redress to Historical Land injustices (HLI)

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
ATTEND AND PARTICIPATE IN 11 STAFF MEETINGS	-Minutes -Report	12 staff meetings attended		110	110
QUARTERLY REPORT WRITING ON VEHICLE SERVICING AND MAINTENANCE	-Minor repair reports. -Fuel receipts -4 quarterly reports submitted	4 quarterly reports prepared and submitted on time.	Produced quarterly reports	100	100



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MAINTAIN VEHICLE AND STAFF SAFE CUSTODY ON DAILY BASIS .	-First aid kit. -Work ticket -safe custody and maintainance of the vehicle	Safe custody and maintenance of the vehicle	timely maitained NLC veheicle	150	100
FIELD TRIPS -Work ticket	-Fuel receipts -Reports	30 field trips	Regularly made field trips ferying staff	200	125
TO UNDERTAKE TIMELY APPRAISAL AND ESTABLISH ACHIEVABLE TARGETS FROM 1st July 2022 to 30th June,2023	-Appraisal reports Achieved targets 100% -mid year review report. -Annual staff appraisal report.	Timely completion of performance appraisal for the FY 2022-2023	Did set annual arget on time and self appraisal for submission to supervisor	100	100
To necessitate distribution of communication and Educational materials during pubic awareness -Bi annually from 1st July 2022 to 30th June,2023. CEPA Materials distributed (Communication, Educational , Public Awareness)	100% DISTRIBUTION OF CEPA MATERIALS	Attended all public awareess meetings.	Made adequate plan for distribution of CEPA material to the various sub counties	100	100
Total Appraisee Score on Performance Targets				760.00	635.00
Mean Appraisal Scores				126.67%	105.83 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
TARGET WERE ACHIEVABLE AND REALISTIC.	Target were mainly qualitative and achievable

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
Targets well set.	The Appraisee performed excellently

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
ATTEND AND PARTICIPATE IN 11 STAFF MEETINGS	-Minutes -Report	Target changed	Target changed from 11 to 6 because of meeting held during field visits.



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QUARTERLY REPORT WRITING ON VEHICLE SERVICING AND MAINTENANCE	-Minor repair reports. -Fuel receipts -4 quarterly reports submitted	Target maintained	submitted quarterly reports on vehicle servicing and maintenance
MAINTAIN VEHICLE AND STAFF SAFE CUSTODY ON DAILY BASIS .	-First aid kit. -Work ticket -safe custody and maintainance of the vehicle	Target maintained	Maintained motor vehicle reg.GKB 665S and safe custody for staff was ensured
FIELD TRIPS -Work ticket	-Fuel receipts -Reports	Target Changed	The field trips increased due to demand for the vehicle from headquarters and other counties
TO UNDERTAKE TIMELY APPRAISAL AND ESTABLISH ACHIEVABLE TARGETS FROM 1st July 2022 to 30th June,2023	-Appraisal reports Achieved targets 100% -mid year review report. -Annual staff appraisal report.	TARGET MAINTAINED	Submitted quarterly appraisals on time
To necessitate distribution of communication and Educational materials during pubic awareness -Bi annually from 1st July 2022 to 30th June,2023. CEPA Materials distributed (Communication, Educational , Public Awareness)	100% DISTRIBUTION OF CEPA MATERIALS	TARGET MAINTAINED	Target maintained because of lack of CEPA materials to distribute.

MID YEAR APPRAISEES'S COMMENTS

TARGETS SET ARE ACHIEVABLE.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

TARGETS SET ARE REALISTIC

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The Officer is very innovative and copetent



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
DEFENSIVE DRIVING	3 weeweeks	ADMINISTRATIVE
DEFENSIVE DRIVING	2 week	
customer care	2 weeks	ADMINISTRATIVE
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
NEEDS TRAINING TO IMPROVE ON WORK RELIABILITY		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Offcier performed excellently by setting achievable targets and meeting them	I recommend that for more effective and quality productive work he should be accorded training in the suggested areas	