



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150405	Staff Name:	Martin Mugo Wanjohi
ID Number:	25895090	Employee E-mail:	martin.mugo@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Peninah Muriuki Kiriga	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Peninah Muriuki Kiriga	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES

- To secure public institutional land
- To enhance access to alienated and unalienated public land for development.
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- To mainstream land use planning in the National and County development agenda
- To provide redress to land disputes
- To provide redress to historical land injustice
- To enhance the corporate image of the commission.
- 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
1. To type 20 no. of undocumented parcels of land for public institutions identified from 1st July 2023 to 30th June 2024.	The number of parcels identified and submitted to Land Administration and Management for processing.	40	20	200	200
2. To type a report on the recovery of 2 number of public institutions from 1st July 2023 to 30th June 2024	Report on the status of public institutions.	4	2	200	200
3. To update the inventory with 40 natural resources and establish databases between 1st July 2023 to 30th June 2024	List of available types of natural resources. Natural resources database.	98	40	200	200



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4. To update the county comprehensive public land inventory database with 20 parcels between 1st July 2023 and 30th June 2024.	List of public parcels updated in the public land inventory.	77	20	200	200
5. T type 1 report on the status of urban centers from 1st July 2023 to 30th June 2024	1 report on the status of urban centers.	1	1	100	100
6. To type a verified list of 80 beneficiaries for purposes of documenting rights in urban centers from 1st July 2023 to 30th June 2024.	Verified list of beneficiaries	1 report	1	100	100
7. To receive invitation letters and minutes of 4 land use planning meetings from 1st July 2023 to 30th June 2024.	Invitation letters Minutes of the meeting.	1 status report	1	100	100
8. To receive and process 4 number of disputes through the ADR/ TDR/ AJS mechanism between 1st June 2023 to 30th July 2024.	the number of cases resolved.	8	4	200	200
9. To receive and file 4 land disputes resolved through effective court case management between 1st July 2023 and 30th June 2024	the number of cases resolved.	4	4	100	100
10. To type 4 requisitions for office equipment for 1st July 2023 to 30th June 2024	Number of requisitions for office equipment, furniture and fittings, cleaning supplies, and others.	5	4	125	125
11. To maintain an updated asset register of all assets of the commission in the county between 1st July 2023 and 30th June 2024	updated asset register.	1	1	100	100
12. To type 1 County work plan for the financial year between 1st and 15th June 2024	County work plan for 2024-2025	1	1	100	100
13. To prepare 4 quarterly reports on the performance of the county from 1st July 2023 until June 2024	number of quarterly reports submitted.	4	4	100	100
14. To type and prepare 1 annual report for the financial year 2023-2024 on the performance of the County.	County annual report.	1	1	100	100
To participate in the mid-year and annual staff performance appraisal within the stipulated timelines as per the commission's performance management cycle.	the mid-year review report, and the annual staff appraisal report.	1	1	100	100
Total Appraisee Score on Performance Targets				2025.00	2025.00
Mean Appraisal Scores				135%	135%

APPRAISEE'S COMMENTS ON TARGET SETTING

The agreed performance targets are clear and well achievable.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets set are clear. Go ahead and achieve them.



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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
The targets were well achievable. Most of the achieved results have surpassed the target set.	Targets were achieved as agreed and his performance surpassed some targets.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To type 20 no. of undocumented parcels of land for public institutions identified from 1st July 2023 to 30th June 2024.	The number of parcels identified and submitted to Land Administration and Management for processing.	Target not changed or added.	22 number of parcels identified for documentation.
2. To type a report on the recovery of 2 number of public institutions from 1st July 2023 to 30th June 2024	Report on the status of public institutions.	Target not changed or added	process of recovery of 2 parcels ongoing.
3. To update the inventory with 40 natural resources and establish databases between 1st July 2023 to 30th June 2024	List of available types of natural resources. Natural resources database.	Target not changed or added	Natural resources inventory updated with 49 no. of springs.
4. To update the county comprehensive public land inventory database with 20 parcels between 1st July 2023 and 30th June 2024.	List of public parcels updated in the public land inventory.	Target not changed or added.	public land inventory updated with 29 number of parcels.
5. T type 1 report on the status of urban centers from 1st July 2023 to 30th June 2024	1 report on the status of urban centers.	Target not changed or added.	2 quarterly reports on status of urban centres prepared.
6. To type a verified list of 80 beneficiaries for purposes of documenting rights in urban centers from 1st July 2023 to 30th June 2024.	Verified list of beneficiaries	Target not changed or added	Verification of 1 list of beneficiaries ongoing.
7. To receive invitation letters and minutes of 4 land use planning meetings from 1st July 2023 to 30th June 2024.	Invitation letters Minutes of the meeting.	Target not changed or added.	2 land use meetings attended.
8. To receive and process 4 number of disputes through the ADR/ TDR/ AJS mechanism between 1st June 2023 to 30th July 2024.	the number of cases resolved.	Target not changed or added.	process of dispute resolution for 2 parcels ongoing.



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9. To receive and file 4 land disputes resolved through effective court case management between 1st July 2023 and 30th June 2024	the number of cases resolved.	Target not changed or added.	1 case adjourned and 1 ruled.
10. To type 4 requisitions for office equipment for 1st July 2023 to 30th June 2024	Number of requisitions for office equipment, furniture and fittings, cleaning supplies, and others.	Target not changed or added	2 requisitions prepared and submitted
11. To maintain an updated asset register of all assets of the commission in the county between 1st July 2023 and 30th June 2024	updated asset register.	Target not changed or added	periodic update of asset register carried out.
12. To type 1 County work plan for the financial year between 1st and 15th June 2024	County work plan for 2024-2025	Target not changed or added.	Workplan for FY 2024-2025 to be prepared in June 2024
13. To prepare 4 quarterly reports on the performance of the county from 1st July 2023 until June 2024	number of quarterly reports submitted.	Target not changed or added	2 Quarterly performance reports prepared and submitted.
14. To type and prepare 1 annual report for the financial year 2023-2024 on the performance of the County.	County annual report.	Target not changed or added	Annual Report to be prepared at the end of the Financial year
To participate in the mid-year and annual staff performance appraisal within the stipulated timelines as per the commission's performance management cycle.	the mid-year review report, and the annual staff appraisal report.	Target not changed or added.	Midyear reviews are ongoing. Annual performance staff appraisal shall be conducted at the end of the financial year.

MID YEAR APPRAISEES'S COMMENTS

No targets have been changed. The targets captured are achievable.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

continue implementing the set targets.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I am part of a very dedicated team, that recognizes and builds on each other's strengths.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee is a good team player and exercises diligence in carrying out the tasks assigned.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Information, Communication and Technology Skills	4 months	Computer Networking for e-Government
Information, Communication and Technology Skills	4 months	SQL Development
Management skills	2 weeks	Strategic planning and management.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will edify my capacity to conduct my duties more efficiently.	Consider him for training as requested to enhance work performance.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The appraisee is keen on his assignments, he completes his tasks on time and he is a good team player who respects all.	He may be considered for the training he has requested for to enhance work performance.