



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210545	<b>Staff Name:</b>	Symon Karugi Njoki
<b>ID Number:</b>	28445400	<b>Employee E-mail:</b>	symon.karugi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	Pauline Kariuki Mbaire	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director Land Administration and Management

### DEPARTMENTAL OBJECTIVES

Capacity Building in Land Administration

Issuance of Letters of Allotment to Secure Land rights

Leases and Transfer of land preparation and execution

Development control by way of lease extension, renewals, subdivisions and change of use

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting Letters of Allotment & Forwarding them for Signing	Draft 100 Letters of Allotment			0	0
Filling valuation requisition forms for Stand Premium and Annual rent	Fill 100 Valuation requisition forms			0	0
Conduct site inspections and prepare ground status report	Prepare 12 ground status inspections reports			0	0
Attending and advising members of the public on land administration matters	No. of Cases/members served			0	0
Prepare Minutes and Reports for Land Administration & management Committee (LAMC) and Land Administration Department Meetings	Prepare 24 minutes & Reports for Land Administration & management Committee (LAMC) and Land Administration Department			0	0
Prepare draft board papers and forward them to the Director Land Administration for review and onward presentation to the Land Administration & management Committee (LAMC)	Prepare 24 Draft Board papers			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>



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Mean Appraisal Scores		0%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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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
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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
I am professional and effective	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Management Course	1 month	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will positively impact on my duties	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations