



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210638	Staff Name:	Margaret Makena Mbae
ID Number:	33252292	Employee E-mail:	margaret.mbae@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	20-Kirinyaga County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

- To enhance corporate image of the commission through the County office
- To secure public institutional land
- To enhance access to alienated and unalienated public land for development
- To develop a comprehensive public land inventory and database
- To ensure financial sustainability
- To provide redress to land disputes
- To mainstream land use planning in the national and county development agenda
- To improve work environment
- To regularize urban land allocations
- 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
To identify 10 no. of undocumented parcels of land for public institutions and submit to Land Administration& Management Directorate for processing from 1st July 2023 to 30th June 2024	No. of parcels identified and submitted to Land Administration& Management	14 parcels identified and submitted	10	140	100
To receive and document 10 No. of applications for extension/ renewal of lease	No. of applications received and documented	7 lease applications received and documented	10	70	100



INDIVIDUAL APPRAISAL REPORT

To update the county public land inventory database	Updated county public land inventory database	1 public land inventory database updated	1	100	100
Preparation of Requisition forms for office equipment, furniture& fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms per quarter	4 requisition forms prepared	2	100	100
To participate in 4 No. of forums/ meetings to sensitize the public on NLC mandates& service delivery timeliness	No. of awareness forums/ meetings	12 sensitization meetings/forum s attended	2	180	100
To maintain an updated asset register of all the assets in the County from 1st July 2023 to 30th June 2024	An updated asset register	1 updated asset register	1	100	100
To prepare and submit quarterly reports on the performance of the County	No. of quarterly reports submitted	4 quarterly reports prepared and submitted	2	100	100
To prepare and submit the annual report for the FY 2023 -2024	County annual report prepared and submitted	1 annual report prepared and submitted	1	100	100
Total Appraisee Score on Performance Targets				890.00	800.00
Mean Appraisal Scores				111.25%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were set with the guidance of my supervisor.	Targets are measurable

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
Performance was to the best of my ability	A very good performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 10 no. of undocumented parcels of land for public institutions and submit to Land Administration& Management Directorate for processing from 1st July 2023 to 30th June 2024	No. of parcels identified and submitted to Land Administration& Management	Target not changed	Assisted in identifying and submitting 5 undocumented parcels of land for public institutions
To receive and document 10 No. of applications for extension/ renewal of lease	No. of applications received and documented	Target not changed	Assisted in receiving and documenting 2 renewal of lease applications



INDIVIDUAL APPRAISAL REPORT

To update the county public land inventory database	Updated county public land inventory database	Target not changed	Public land inventory database updated
Preparation of Requisition forms for office equipment, furniture& fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms per quarter	Target not changed	2 requisition forms prepared
To participate in 4 No. of forums/ meetings to sensitize the public on NLC mandates& service delivery timeliness	No. of awareness forums/ meetings	Target not changed	Attended 2 awareness forums
To maintain an updated asset register of all the assets in the County from 1st July 2023 to 30th June 2024	An updated asset register	Target not changed	Asset register updated
To prepare and submit quarterly reports on the performance of the County	No. of quarterly reports submitted	Target not changed	2 quarterly reports prepared and submitted
To prepare and submit the annual report for the FY 2023-2024	County annual report prepared and submitted	Target not changed	Annual report in progress

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable	reviewed

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Excellent - Higher Than 100%



INDIVIDUAL APPRAISAL REPORT

Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I endeavour to offer excellent service whilst upholding the core values of the Commission.	An officer who is good at her work and takes her duties seriously without being supervised

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Transformative leadership	1 week	Supervisory course
Strategic leadership development	6 weeks	Supervisory course
Ethics, values and integrity development	3 weeks	Management course
Strategic planning and implementation	4 weeks	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These courses will equip me with dynamic skills that will enhance my service delivery to the Commission.	Good choice of training fields. Recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Very good performance	The officer should be facilitated for Courses chosen