



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210604	<b>Staff Name:</b>	Jackline Kinya Gitonga
<b>ID Number:</b>	23766301	<b>Employee E-mail:</b>	jackline.gitonga@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>	Female
<b>Work Station</b>	12-Meru County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Josephat Wasua Muendo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Josephat Wasua Muendo	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## 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 Injustices (HLI)
- To enhance corporate image of the Commission through County office
- 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
Document 32 No. public institutions lands	No. of parcels identified and submitted to Land Administration for processing	40	40	125	125
Monitor and oversight land use planning throughout the county	Quarterly status report prepared and submitted	4	4	100	100
Resolve 22 No. land disputes and conflicts through use of ADR/TDR (Use of AJS) mechanisms	No. of disputes handled (received and processed)	14	14	65	65
Ensure prudent utilization of resources	% utilization of office imprest	100%	100%	100	100



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<b>Total Appraiser Score on Performance Targets</b>		<b>390.00</b>	<b>390.00</b>
<b>Mean Appraisal Scores</b>		<b>97.5%</b>	<b>97.5%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets set are achievable	

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
The set targets were met and achieved with only one target that was not achieved due to less number of applications received.	The set targets were met and achieved with only one target that was not achieved due to less number of applications received

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Document 32 No. public institutions lands	No. of parcels identified and submitted to Land Administration for processing	No target changed	15 No. of parcels identified
Monitor and oversight land use planning throughout the county	Quarterly status report prepared and submitted	No target changed	Status report prepared
Resolve 22 No. land disputes and conflicts through use of ADR/TDR (Use of AJS) mechanisms	No. of disputes handled (received and processed)	No target changed	8 No. of disputes received and processed
Ensure prudent utilization of resources	% utilization of office imprest	No target changed	No imprest received for the period.

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
Good progress on targets set.	No target changed - there is progress in achievement of set targets

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraiser's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>
Core Competencies	Professionalism	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
I have the competencies needed in undertaking my duties.	The officer has the competencies to undertake her duties effectively.



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land Administration and Management	2 weeks	Administration
Customer Care	2 weeks	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i need the above training to be able to improve on my duties.	The officer requires the above training to improve on her duties

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
The officer was able to meet most of the set targets. Some targets were not achieved due to minimal number of applications received.

Second Supervisor Recommendations
The officer requires training in Land Administration and Management and Customer Care Management