



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210587	<b>Staff Name:</b>	Denis Kibaara Mugambi
<b>ID Number:</b>	27267174	<b>Employee E-mail:</b>	denis.mugambi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	13-Tharaka - Nithi County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Peninah Muriuki Kiriga	<b>Immediate Supervisor Designation:</b>	Chief Land Administration Offi
<b>Second Supervisor:</b>	Peninah Muriuki Kiriga	<b>Supervisor Designation:</b>	Chief Land Administration Offi

## 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 services delivery

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To assist County Coordinator in identifying 10 no. of undocumented parcels of land for public institutions and submit to Land Administration and Management Directorate for processing from 1st July to 30th June 2022	NO. of parcels identified	42	10	200	200
To assist the County Coordinator to update the county comprehensive public land inventory database with 20 No. of parcels from 1st July 2021 to 30th June 2022	No. of Parcels Updated in the County comprehensive Public land inventory database	28	20	140	140



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To assist County Coordinator to develop a ground report on the status of urban centers from 1st July 2021 to 30th June 2022	1 Report on the status of urban centers No. of urban centers undergoing planning and surveying/Urban Centres planning and Surveying status report in court	1	1	100	100
To assist the County coordinator develop report on Land use Planning status in the county (CSP,LPs and other planning projects) from 1st July 2021 to 30th June 2022	Status report prepared	1	1	100	100
To assist the County Coordinator to develop a report on disputes handled through use of ADR/TDR in the County (received and processed)from 1st July 2021 to 30th June 2022	4 No. of disputes received, processed/handled through ADR/TDR	4	4	100	100
To assist County Coordinator to conduct 2 No. of preliminary investigations and develop reports of HLI matters in the county from 1st July 2021 to 30th June 2022	No. of preliminary investigations conducted	2	2	100	100
To assist County Coordinator to hold meeting/ attend on behalf 4No. of forums/meeting to sensitize public on NLC mandates, service delivery, timeliness, Commission charter between 1st July 2021 to 30th June 2022	No. of awareness forums/meeting	6	4	150	150
<b>Total Appraiser Score on Performance Targets</b>				<b>890.00</b>	<b>890.00</b>
<b>Mean Appraisal Scores</b>				<b>127.14%</b>	<b>127.14%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set are achievable given resources and facilitation	Targets are set as agreed
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 were achieved as per given resources and facilitation	He achieved and exceeded the set targets despite the limited resources provided from the head office.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To assist County Coordinator in identifying 10 no. of undocumented parcels of land for public institutions and submit to Land Administration and Management Directorate for processing from 1st July to 30th June 2022	NO. of parcels identified	Target did not change	50%



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To assist the County Coordinator to update the county comprehensive public land inventory database with 20 No. of parcels from 1st July 2021 to 30th June 2022	No. of Parcels Updated in the County comprehensive Public land inventory database	Target did not change	50%
To assist County Coordinator to develop a ground report on the status of urban centers from 1st July 2021 to 30th June 2022	1 Report on the status of urban centers No. of urban centers undergoing planning and surveying/Urban Centres planning and Surveying status report in court	Target did not change	50%
To assist the County coordinator develop report on Land use Planning status in the county (CSP,LPs and other planning projects) from 1st July 2021 to 30th June 2022	Status report prepared	Target did not change	50%
To assist the County Coordinator to develop a report on disputes handled through use of ADR/TDR in the County (received and processed)from 1st July 2021 to 30th June 2022	4 No. of disputes received, processed/handled through ADR/TDR	Target did not change	50%
To assist County Coordinator to conduct 2 No. of preliminary investigations and develop reports of HLI matters in the county from 1st July 2021 to 30th June 2022	No. of preliminary investigations conducted	Target did not change	50%
To assist County Coordinator to hold meeting/ attend on behalf 4No. of forums/meeting to sensitize public on NLC mandates, service delivery, timeliness, Commission charter between 1st July 2021 to 30th June 2022	No. of awareness forums/meeting	Target did not change	50%

#### MID YEAR APPRAISEES'S COMMENTS

Achievement of the set targets is on track

#### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets were reviewed accordingly. None changed.They were achieved as expected.



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### VALUES AND STAFF COMPETENCIES APPRAISAL

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

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Be efficient in executing all assignments and do so in a timely manner to the set timelines

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

He is very efficient in duty performance especially in ground status reporting. He completes his assignments in time and perfectly

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
GIS skills	1 week	GIS training course
Legal frameworks of land administration skills	1 month	Course on legal frameworks of land administration

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will enhance my reporting skills  
The training will enable me understand land policies and laws further, and the knowledge will enable me to dispense my duties more effectively

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training requested for shall enhance his skills in duty performance and gain more knowledge in land administration matters

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

#### Second Supervisor Comments

He is very hardworking and a team player. His skill in report writing is excellent.

#### Second Supervisor Recommendations

Consider taking him through the training he had selected to enhance his knowledge in land administration