



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|------------------------------------|
| Staff Number: | NLC20150244 | Staff Name: | Bokayo Wario Halakhe |
| ID Number: | 30536273 | Employee E-mail: | bokayo.halake@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2022-2023 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 32-Nakuru County | Job Grade: | NLC8 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Frank Kibelekenya Kosiom | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | Frank Kibelekenya Kosiom | Supervisor Designation: | COUNTY COORDINATOR |

DEPARTMENTAL OBJECTIVES

- 1.To facilitate access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
- 3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources
- 5.To enhance secure storage,access and retrieval of public land information

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|-------------------------------------|--|--------------------------------|--------------------|---------------|
| 1. Reviewing files and records to answer request for information and maintaining filing system. | Files | 93 | 100 | 195 | 190 |
| 2.Compiling of reports e.g quartely and site visit reports. | Reports | 4 quarterly reports and 10 site visit reports prepared | 4 | 180 | 200 |
| 3. Taking and distributing messages. | Letters and record of delivery book | 16 correspondence s dispatched | 20 | 200 | 190 |
| 4. Handling inquiries from the clients and incoming work requests. | Visitors" book | Done professionally | Results achieved | 190 | 180 |
| 5. Assist the county coordinator in conducting public awareness on the mandates and roles of National Land Commission | Minutes and Photos | Accompanied the county coordinator where assigned. | Meet expectation. | 175 | 186 |



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| | | | | | |
|---|---------|---------------------------------------|---|----------------|----------------|
| 6. Taking minutes i.e staff meeting minutes and other invited stakeholders meeting. | Minutes | 2 meetings attended and minutes taken | 3 | 198 | 180 |
| Total Appraisee Score on Performance Targets | | | | 1138.00 | 1126.00 |
| Mean Appraisal Scores | | | | 189.67% | 187.67% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|---|
| Targets are achievable. | Target set achieved and good progress note on the same. |

| 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 |
|--|---|
| I believe to have achieved the set target to the best of my ability. | She is a performer and very much reliable in delivering upon delegation. |

| MID YEAR REVIEW | | | |
|---|-------------------------------------|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| 1. Reviewing files and records to answer request for information and maintaining filing system. | Files | Target added | 10 more files opened. |
| 2. Compiling of reports e.g quarterly and site visit reports. | Reports | Target added | Site reports and quarterly reports done within the given time range. |
| 3. Taking and distributing messages. | Letters and record of delivery book | target added | Records maintained and up to date. |
| 4. Handling inquiries from the clients and incoming work requests. | Visitors" book | target added | Clients handled ethically and professionally. |
| 5. Assist the county coordinator in conducting public awareness on the mandates and roles of National Land Commission | Minutes and Photos | target changed | No awareness held. |
| 6. Taking minutes i.e staff meeting minutes and other invited stakeholders meeting. | Minutes | Target added | Minutes in place |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--|---|
| Targets set achieved half way, hoping to have achieved maximum at the end of the year. | So far so good progress. |



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VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|-------------------|-------------------------------------|-------------------------------|
| Core Competencies | Integrity | Excellent - Higher Than 100% |
| Core Competencies | Transparency and Accountability | Excellent - Higher Than 100% |

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

| | |
|--|--|
| I believe to be efficient and reliable in delegated duties | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
| | She always ensures transparency in whatever she does. |

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|-------------------------------|----------|------------------------------------|
| Management skills | 3 weeks | Records management training. |
| 2. land related short courses | 3 weeks | Land administration related skills |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

| | |
|--|---|
| I hope to be considered for the above trainings. | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
| | I recommend for consideration of the above training. |

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|--|---|
| She consistently go above the expected result. | I recommend consideration for the training. |