



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160469	Staff Name:	Agnes Njuguna M.
ID Number:	5768490	Employee E-mail:	agnes.njuguna@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LA&R	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Brian Adungo Ikol	Immediate Supervisor Designation:	Director , Legal Affairs Enforcement
Second Supervisor:	Brian Adungo Ikol	Supervisor Designation:	Director , Legal Affairs Enforcement

DEPARTMENTAL OBJECTIVES

PROVIDE LEGAL ADVISE ON QUESTIONS OF LAW ARISING IN LAND ADMINISTRATION AND USE

PREPARATION OF LEGAL OPINIONS , STUDIES REPORTS POLICY AND LEGAL DOCUMENTS AND CORRESPONDENCE AS REQUIRED FROM TIME TO TIME

ADVISE ON LEGAL REGULATORY AND COMPLIANCE RISKS

DEVELOP MECHANISM FOR INVESTIGATION INTO COMPLAINTS OF PRESENT AND HISTORICAL LAND INJUSTICES AND DEVELOPMENT OF RELATED INVESTIGATIVE FINDINGS

ADVISING ON CONSTITUTIONALISM AND ETHICAL VALUES IN THE REFORM PROCESS

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
TYPING OF 10 DRAFTS, 10 CORRESPONDENCES AND 10 MEMOS DAILY	30 THIRD COPY FILES			0	0
2. OVERSEE OFFICE STATIONERY LIKE 5 RIMS OF PAPER A DAY DISTRIBUTION TO STAFF DAILY AND TWICE A WEEK REQUISITION	REQUISITION S11 TWICE A WEEK			0	0
3. COORDINATION OF 3 MEETINGS WEEKLY AND ENSURE WELFARE OF STAFF	3 INVITATION MEMOS A WEEK			0	0
COORDINATE MOVEMENTS AND DISTRIBUTIONS OF 10 OFFICE CORRESPONDENCES AND 10 MEMOS DAILY	DAILY FILING OF THE 10 MEMOS AND 10 CORRESPONDENCE MOVEMENT REGISTER			0	0
IN CHARGE OF OFFICE EQUIPMENT INCLUDING COMPUTERS, PRINTERS AND OTHER OFFICE EQUIPMENT FOR MAINTANANCE ONCE DAILY	OFFICE RECORD OF EQUIPMENTS ONCE DAILY			0	0
MANAGES PETTY CASH AND OTHER PAYMENTS IN THE DIRECTORATE INCLUDING TRAVEL ON MONTHLY BASIS	SURRENDER OF IMPREST AND RECEIPTS ONCE A MONTH			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



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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
TARGETS ARE ACHIEVABLE	

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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
TYPING OF 10 DRAFTS, 10 CORRESPONDENCES AND 10 MEMOS DAILY	30 THIRD COPY FILES	TARGET ADDED	TYPED 15 DRAFTS, 12 CORRESPONDENCES AND 15 MEMOS DAILY
2. OVERSEE OFFICE STATIONERY LIKE 5 RIMS OF PAPER A DAY DISTRIBUTION TO STAFF DAILY AND TWICE A WEEK REQUISITION	REQUISITION S11 TWICE A WEEK	TARGET SAME	OVERSAW DISTRIBUTION OF 5 RIMS A DAY TO STAFF, AND TWICE A WEEK REQUISITION
3. COORDINATION OF 3 MEETINGS WEEKLY AND ENSURE WELFARE OF STAFF	3 INVITATION MEMOS A WEEK	TARGET SAME	COORDINATION OF 3 MEETINGS WEEKLY
COORDINATE MOVEMENTS AND DISTRIBUTIONS OF 10 OFFICE CORRESPONDENCES AND 10 MEMOS DAILY	DAILY FILING OF THE 10 MEMOS AND 10 CORRESPONDENCE MOVEMENT REGISTER	TARGET ADDED	COORDINATE MOVEMENTS AND DISTRIBUTIONS OF 15 OFFICE CORRESPONDENCES AND 12 MEMOS DAILY AND 15 DRAFTS DAILY
IN CHARGE OF OFFICE EQUIPMENT INCLUDING COMPUTERS, PRINTERS AND OTHER OFFICE EQUIPMENT FOR MAINTANANCE ONCE DAILY	OFFICE RECORD OF EQUIPMENTS ONCE DAILY	TARGET SAME	IN CHARGE OF OFFICE EQUIPMENT MAINTANCE ONCE DAILY
MANAGES PETTY CASH AND OTHER PAYMENTS IN THE DIRECTORATE INCLUDING TRAVEL ON MONTHLY BASIS	SURRENDER OF IMPREST AND RECEIPTS ONCE A MONTH	TARGET SAME	MANAGE PETTY CASH AND OTHER PAYMENTS ON A MONTHLY BASIS

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
TARGET ARE ACHIEVABLE	



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

I am professional at work

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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