



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150294	Staff Name:	Paul Kadasia Kibisu
ID Number:	25282640	Employee E-mail:	paul.kadasia@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacqueline Musalia Adamba	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

to secure public institutions land

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Retrieval of 200 correspondence files at the ministry of lands to ensure the land officers have correct information regarding parcels of lands	no of files retrieved	250 files correspondence files retrieved	250 files correspondence files retrieved	150	150
Carry out FOGA searches at the Nairobi and Central registry at the ministry of lands	No of searches done	50 searches carried out	50 searches carried out	100	100
Act as the Liaison officer between the NLC lands registry and the ministry of lands registry	A well kept Daily register of the transactions between the ministry and NLC	A well kept Daily register of the transactions between the ministry and NLC	A well kept Daily register of the transactions between the ministry and NLC	100	100
Receive incoming mails	Number of mails dispatched	100 mails received and dispatched	100 mails received and dispatched	100	100
Opening of correspondent files	No of files opened	100 correspondence files opened	100 correspondence files opened	100	100
Total Appraisee Score on Performance Targets				550.00	550.00



INDIVIDUAL APPRAISAL REPORT

Mean Appraisal Scores		110%	110%
------------------------------	--	-------------	-------------

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Targets are achievable and SMART

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 have achieved all my set targets for the FY 2022/2023	The officer has achieved and exceeded some of the set targets for the FY 2022/23

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Retrieval of 200 correspondence files at the ministry of lands to ensure the land officers have correct information regarding parcels of lands	no of files retrieved	Target not changed	150 files retrieved
Carry out FOGA searches at the Nairobi and Central registry at the ministry of lands	No of searches done	Target not changed	an average of 10 searches daily
Act as the Liaison officer between the NLC lands registry and the ministry of lands registry	A well kept Daily register of the transactions between the ministry and NLC	target not changed	a well kept register
Receive incoming mails	Number of mails dispatched	target not changed	average of 15 mails daily
Opening of correspondent files	No of files opened	target not changed	average of 10 files opened daily

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Set targets will be achieved by end of year 2022/2023	targets are achievable by end of financial year 2022/2023

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am efficient, self driven and accountable in carrying out duties assigned to me	The officer is independent works under minimal supervision, He is also accountable and efficient.



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
records management	1 month	continuous professional development needs
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require this training to improve on service delivery in carrying out my duties		I recommend the training
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Excellent performance by the officer,	I recommend the training requested by the officer	