



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150151	Staff Name:	Simon Kipkoech Chebii
ID Number:	12828862	Employee E-mail:	simon.chebii@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2018-2019
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	26-Trans Nzoia County	Job Grade:	NLC5
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

- To enhance secure, storage, access and retrieval of public land information
- To facilitate resolution of disputes and conflicts on land and land-based resources
- To facilitate access and use of land for socio-economic and environmental sustainability

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive and recommend development applications 2. 50 Subdivision	Number of subdivision	52	52	101	104
Receive and recommend development applications 3. 50 change of User / Extension of User	Number of change of user/ extension of user	48	48	100	96
Receive and recommend development applications 4. 50 Allocation of land	Number of land allocation	80	80	100	100
Receive and recommend development applications 5. 100 Application for ownership documents/ Land Regularization	Number of titles/ letters of allotment/ Land regularization	120	120	120	120
Undertake 12 Public awareness/ advocacy/ education activities annually on NLC mandate and land matters	Attendance List Reports Programmes Photos	8	8	84	66.66



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Prepare comprehensive/ contentious public land inventory for the county inclusive of ongoing public school exercise by the end of the year	Inventory	200	200	105	100
resolve 20 number of cases referred through ADR annually	Forms, reports, attendance list, Land reference number, names of parties concerned	16	16	88	80
Carrying out preliminary Investigations fo HLI. Valuation etc	Number of cases Investigated vis a vis received	Received a few and forwarded to the commissioners to scheduled hearing dates (10 cases)	Received a few and forwarded to the commissioners to scheduled hearing dates (10 cases)	85	85
Conduct monthly staff meeting	Meeting minutes	12	12	100	100
Conduct staff appraisal for 3 members of staff	Staff appraisal reports	1	1	100	66
Participate in monthly County engagement meetings	Minutes of meeting, Invitation letter	15	15	100	125
Receive and recommend development applications. 1. 50 extension of Lease/ Renewal of Lease by the end of the year	Number of Lease extension/ Renewal	45	45	85	90
Total Appraisee Score on Performance Targets				1168.00	1132.70
Mean Appraisal Scores				97.33%	94.39%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set are SMART but subject to review	Strive to achieve a better performance in the new year

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
The year has been with challenges for example movement from one place to another, office space and necessary equipment and tools for performing duties. Otherwise targets were met satisfactorily.	Your targets cannot b e measured. Kindly review and revert immediately

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive and recommend development applications 2. 50 Subdivision	Number of subdivision	target unchanged	well done



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Receive and recommend development applications 3. 50 change of User / Extension of User	Number of change of user/ extension of user	target unchanged	satisfactorily done
Receive and recommend development applications 4. 50 Allocation of land	Number of land allocation	target unchanged nor added	work done well
Receive and recommend development applications 5. 100 Application for ownership documents/ Land Regularization	Number of titles/ letters of allotment/ Land regularization	target unchanged	work done satisfactorily
Undertake 12 Public awareness/ advocacy/ education activities annually on NLC mandate and land matters	Attendance List Reports Programmes Photos	target unchanged	good work
Prepare comprehensive/ contentious public land inventory for the county inclusive of ongoing public school exercise by the end of the year	Inventory	target unchanged nor added	very good
resolve 20 number of cases referred through ADR annually	Forms, reports, attendance list, Land reference number, names of parties concerned	target unchanged	work done satisfactorily
Carrying out preliminary Investigations fo HLI. Valuation etc	Number of cases Investigated vis a vis received	target unchanged	good work
Conduct monthly staff meeting	Meeting minutes	target unchanged	done well
Conduct staff appraisal for 3 members of staff	Staff appraisal reports	target unchanged	well done
Participate in monthly County engagement meetings	Minutes of meeting, Invitation letter	target unchanged	work well done
Receive and recommend development applications. 1. 50 extension of Lease/ Renewal of Lease by the end of the year	Number of Lease extension/ Renewal	target unchanged	good

MID YEAR APPRAISEES'S COMMENTS

targets achieved

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve set targets as reviewed



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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
need for supervisory management course		
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Management course
Mediation course	4 weeks	Professional Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I kindly request for the above training to help me achieve my targets		The training's identified will be undertaken subject to availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments		Second Supervisor Recommendations
Strive to perform better in the new year.		You will be considered for the training's identified subject to the availability of funds