



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150248	Staff Name:	George Katana Mwanyae
ID Number:	26915189	Employee E-mail:	george.mwanyae@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2017-2018
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kalume Nzovu Kashuru	Immediate Supervisor Designation:	Nlc county coordinator
Second Supervisor:	Kalume Nzovu Kashuru	Supervisor Designation:	Nlc county coordinator

DEPARTMENTAL OBJECTIVES
1. To facilitate access and use of land for socio-economic and enviromental sustainability.
2. To enhance, secure, storage, access and retrival of public land information.
3. To facilitate resolution of disputes and conflicts on land and land-based resources.
4. To create awareness through advocacy, coordination and information dissemination on the role of NLC.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.	50 Extension/Renewal of lease applications filled	0	5	100	100
(a) Receive,record and file 50 Extension/Renewal of lease					
(b) Receive,record and file 50 sub-division applications	Sub-division applications filed	0	5	100	100
(c) Receive,record and file 50 Change of user/Extension of user application	Change of user/Extension of user applications filed	0	5	100	100
(d) Receive,record and file 50 applications of land allocation	Allocation of land applications filed	0	5	100	100
(e) Receive,record and file 100 application for ownership documents received	Application for ownership documents filed	450	100	200	200
2. Attend, record and file land advocacy activities	Public awareness,advocacy,education activities on NLC matters attended filed	12	12	100	100
3. Collect,record and file public land inventory data	Public land inventory in place	Highly achieved.	Comprehensive public land inventory in place.	150	150
4. Receive,record and file ADR applications/proceedings	Proceedings recorded/in place	Highly achieved.	10	100	100



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5. (a) Attend,record and file monthly staff minutes	12 copies of minutes	Highly achieved.	12	100	100
(b) Fill and present my staff appraisal form to my supervisor	A duly filled and evaluated appraisal form	Highly achieved.	Timely filling.	100	100
(c) Attend,record and file monthly county engagement meetings	Copies of minutes	Highly achieved.	12	100	100
(d) Update register of court cases	Updated register in place	Highly achieved.	Complete comprehensive filled register.	100	100
(e) Updating financial records for surrender	Updated financial documents in place	Highly achieved.	Complete, comprehensive financial report.	100	100
(f) Proper maintenance of commission assets	Assets maintenance register	Highly achieved.	Complete and comprehensive asset register.	100	100
Total Appraisee Score on Performance Targets				1550.00	1550.00
Mean Appraisal Scores				110.71%	110.71%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Performance targets well set.	Targets well set.

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 achieved, however i require training on land records keeping and office administration. Also i require facilitation interms of transport, finance and office equipment's and materials.	The officer performed well despite challenges encountered both in the office and in the field. The officer requires training in office administration, land records keeping and management and facilitation incase of field work.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. (a) Receive,record and file 50 Extension/Renewal of lease	50 Extension/Renewal of lease applications filled	targets varied downwards (from 50 to 5)	very low
(b) Receive,record and file 50 sub-division applications	Sub-division applications filed	Targets varied downward (from 50 to 5)	Very low
(c) Receive,record and file 50 Change of user/Extension of user application	Change of user/Extension of user applications filed	Targets varied downwards (from 50 to 5)	Very low



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(d) Receive,record and file 50 applications of land allocation	Allocation of land applications filed	Targets varied downwards (from 50 to 5)	Very low
(e) Receive,record and file 100 application for ownership documents received	Application for ownership documents filed	Target varied upward (from 50 to 450)	Excellent
2. Attend, record and file land advocacy activities	Public awareness,advocacy,education activities on NLC matters attended filed	Targets remained the same	Very good
3. Collect,record and file public land inventory data	Public land inventory in place	Targets not varied	Veyr good
4. Receive,record and file ADR applications/proceedings	Proceedings recorded/in place	Targets not varied	Very good
5. (a) Attend,record and file monthly staff minutes	12 copies of minutes	Targets not varied	Very good
(b) Fill and present my staff appraisal form to my supervisor	A duly filled and evaluated appraisal form	Target not varied	Successful
(c) Attend,record and file monthly county engagement meetings	Copies of minutes	Targets remained the same	Very good
(d) Update register of court cases	Updated register in place	Targets not changed	Very good
(e) Updating financial records for surrender	Updated financial documents in place	Target not varied	Very good
(f) Proper maintenance of commission assets	Assets maintenance register	Target not varied	Very good

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Mid year review done in consultation with the supervisor and targets varied appropriately.	Mid year review successful done.Targets achievement well on course.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Meritocracy	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
good observant of office values.	He is a hard working officer.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land records management training	one month	Land records management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the training to enhance my land records management skills.		The officer requires training in office administration and land records keeping.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer performed very well despite facing several challenges such as poor facilitation,inadequate office equipment,lack of training.	The officer requires at least a proficiency training in office administration,records management and land administration.	