



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150139	Staff Name:	Kenneth Mutai Kiplangat
ID Number:	10989707	Employee E-mail:	kenneth.mutai@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	15-Kitui County	Job Grade:	NLC4
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 facilitate resolution of disputes and conflicts on land based resources
To enhance secure storage, access, retrieval of public land information
To create awareness through advocacy, coordination and information dissemination on the role of NLC.
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
To Process/Resolve 85% of all received Land Disputes & Conflicts	-List of cases received - List of cases investigated -Forms - Reports -Attendance lists -Land Ref. No. -Names of Parties concerned	3 cases received ,2 investigated	3 cases received ,2 investigated	95	95
Documentation/Titling 50 No. of public institutions	No of parcels identified/ processed for tilting	30 parcels identified	30 parcels identified	80	60
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	Attendance list -Reports -Programmes -Photos -Letters	1 advocacy/awareness activity and 8 stakeholders meeting attended	1 advocacy/awareness activity and 8 stakeholders meeting attended	90	90
To identify 100 No of Public Land in the County for Vesting	No of parcels identified -List of parcels	reepor generated and forwarded to HQ	Report generated and forwarded to HQ	85	85



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Receive and process development applications 20 Renewal of Lease	no of Applications and Correspondences received and processed	reepport generated and forwarded to HQ	Report generated and forwarded to HQ	90	90
Conduct monthly staff meetings	no of meetings conducted	12 meetings conducted	12 meetings conducted	100	100
Participate in 12 engagement meetings in the County	Minutes of meetings -Invitations	8 minutes invited and attended	8 minutes invited and attended	90	90
Total Appraisee Score on Performance Targets				630.00	610.00
Mean Appraisal Scores				90%	87.14 %

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets were smart and 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

I have achieved my targets

Good performance

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To Process/Resolve 85% of all received Land Disputes & Conflicts	-List of cases received - List of cases investigated -Forms - Reports -Attendance lists -Land Ref. No. -Names of Parties concerned	Target not changed	On Course few applications received
Documentation/Titling 50 No. of public institutions	No of parcels identified/ processed for tilting	Target not changed	On course few applications received
Undertake three (3) public awareness/advocacy/Education activities on NLC mandate and land matters per quarter (Twelve (12) in a year)	Attendance list -Reports -Programmes -Photos -Letters	Target not changed	On course attended 4 public awareness meetings
To identify 100 No of Public Land in the County for Vesting	No of parcels identified -List of parcels	Target not changed	On course 50 parcels identified
Receive and process development applications 20 Renewal of Lease	no of Applications and Correspondences received and processed	Target not changed	on Course few applications received



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Conduct monthly staff meetings	no of meetings conducted	Target not changed	6 meetings conducted
Participate in 12 engagement meetings in the County	Minutes of meetings -Invitations	Target not changed	On course participated in 3 county engagements meetings

MID YEAR APPRAISEES'S COMMENTS

I will achieve all my set targets by end of financial year 2022/2023

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly work towards achieving your targets.

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

I am efficient and effective and also supervise my staff and carry out performance appraisal on a timely manner

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
SLDP	1 month	Strategic Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I require the training

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good performance	None