



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150197	<b>Staff Name:</b>	Annrita Nkatha Kinoti
<b>ID Number:</b>	14412513	<b>Employee E-mail:</b>	ann.kinoti@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Sospeter Ohanya O.	<b>Immediate Supervisor Designation:</b>	Deputy Director Survey
<b>Second Supervisor:</b>	Sospeter Ohanya O.	<b>Supervisor Designation:</b>	Deputy Director Survey

## DEPARTMENTAL OBJECTIVES

- 1 To facilitate access and use of land, social economic and environmental suitability
2. To facilitate an equitable and secure access to land bases information and resources.
3. To safeguard land information.
4. Verification of allotment letters and status of land for the purpose of renewal of leases.
- 5.. Capacity building and career progression for Surveyors, Cartographers and GIS officers
6. To deliver reports on site/ground inspections for the facilitation of renewal of leases, Allocation of land by issuing of allotments by the land administration department and also for facilitation of dispute resolutions.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Undertake at least 10 site/ ground inspections to ascertain the ground status	Reports	Undertook 20 ground status reports	25	80	100
2,Verification of at least 10 part development plans	personal records and land administration officer reports	verified 14 part development plans	12	140	140
Scanning of available maps at the commission Records for the purpose of keeping digital records	personal records	scanned atleast 50 survey plans	60	100	90
All survey field work available depending on the assignment given by my supervisor the deputy director survey	personal records, DD Survey records	done 7 ground surveys field work	7	70	70
5. Filling of all documents presented at my desk	personal records	filling done		100	100



## INDIVIDUAL APPRAISAL REPORT

Any other task assigned to me by other departments of the commission.	personal records	checked status of over 200 letters, assisted in data entry of land administration files, helped the principal officers in drafting memos.	200	150	100
<b>Total Appraiser Score on Performance Targets</b>				<b>640.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>106.67%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets have been set according to the work being done in the Survey unit SPRO office	The target were met despite stringent financial position

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 was not able to discharge my duties of checking status at SPRO after the PS ministry of lands denied me permission to add to ministry of lands Records	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Undertake at least 10 site/ground inspections to ascertain the ground status	Reports	undertake 25 site/ground visits. to ascertain the ground status.	targets changed to increase the number of site to be undertaken in the annual year 2022 to 2023. since the number set has been achieved 100% as at mid-year.
2, Verification of at least 10 part development plans	personal records and land administration officer reports	verification of 10 part development plans	60% of the set targets done
Scanning of available maps at the commission Records for the purpose of keeping digital records	personal records	No changes	No map Records have been received at the commission CPRO office.
All survey field work available depending on the assignment given by my supervisor the deputy director survey	personal records, DD Survey records	10 field works	40% of field works done. These include, Turkana oil fields inspection, Koguta village in Kisumu/Kericho counties inspection, Machakos LR NO 7374/1,3 & 4 inspection. and Nanyuki block 12/120-123 illegal allocation inspection
5. Filling of all documents presented at my desk	personal records	Filling documents	100%



## INDIVIDUAL APPRAISAL REPORT

Any other task assigned to me by other departments of the commission.	personal records	check SPRO status of at least 200 correspondences for the purpose of Allotment, Renewal /Extension of leases and Regularization. work with land administration officers in conjunction with Record officers in streamlining filling of land administratio	81% of status done, undertaking the process of filing
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The work so far so good. striving to achieve even better results and move the commission ahead,	Good progress. Keep it up

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
apart from the status checking at SPRO all other duties were discharged	The appraisee was able to discharge her duty diligently and professionally. However, the appraisee was unable to undertake her proposed training due to lack of funds.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	two weeks	supervisory

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
will be glad to get an opportunity for training at the school of government.	The appraisee did not attend training as agreed during the target setting. This is due to lack of training funds.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is performance of appraisee within 2022-23 fiscal year. The appraisee was able to meet his target despite the financial challenges. This is attributed to support from acquiring bodies.	I proposed the appraisee for supervisory skills training at Kenya School of Government (KSG) or equivalent.