



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210558	<b>Staff Name:</b>	John Andrew Kiilu
<b>ID Number:</b>	27860768	<b>Employee E-mail:</b>	andrew.kiilu@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LA&R	<b>Appraisal Status</b>	Immediate Supervisor
<b>Immediate Supervisor:</b>	Brian Adungo Ikol	<b>Immediate Supervisor Designation:</b>	Director , Legal Affairs Enforcement
<b>Second Supervisor:</b>	Brian Adungo Ikol	<b>Supervisor Designation:</b>	Director , Legal Affairs Enforcement

## DEPARTMENTAL OBJECTIVES

1. Develop regulations, guidelines and standard operating procedures for Alternative Justice Systems(AJS), Alternative Dispute Resolution (ADR) and Traditional Dispute Resolution (TDR) and mechanisms.
2. Enhance case management system conflict management and dispute resolution.
3. Develop and implement legal framework for dispute resolution under requisite law.
4. Develop and implement legal framework for conducting inquiries and investigations related to land and land bases resource under requisite laws.
5. Develop and implement Legal Framework for Historical Land Injustices (HLI)
6. Document public institutional land
7. Recover Public Institutional land.
8. Fast track allocation of public land for development and amelioration of the disadvantaged persons
9. Document land Rights in Urban areas
10. Review existing property tax legislative framework to enable efficient revenue collection.
11. To attract and retain competent human capital.
12. To enhance staff training and development.

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attending 100 court cases in which the commission is a party to.	Court attendance sheets and draft responses to suits.			0	0
Ensure the timely filing of 100 Court Documents.	The court applications and the date when they were filed.			0	0
Write 10 reports on various assignments that I attend	Attendance sheet and the physical report documents.			0	0



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Advise 20 walk in clients on various land matters.	Case briefs or reports on the issues raised by each client.			0	0
Drafting a 100 legal documents pertaining to different matters such as Replying Affidavits, Submissions, Notice of Motions, Submissions and Defences.	The number of virtual documents filed and drafted.			0	0
Attend 30 Commissions meetings and render legal advise.	Minutes or notes taken down during each meeting			0	0
Attend court 100 times on behalf of the commission to tender evidence or adduce documents.	Cause lists for various courts and Attendance sheets of matters attended.			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
My targets are reasonable to achieve	You should give projections of what you intend to achieve this year in the various activities separately for each activity and realistic indicators to correspond to the targets. Refer to your job descriptions for the various roles. Give the numbers p

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attending 100 court cases in which the commission is a party to.	Court attendance sheets and draft responses to suits.	70 court sessions	30 court sessions attended.
Ensure the timely filing of 100 Court Documents.	The court applications and the date when they were filed.	Ensuring timely filing of 70 court documents	30 court documents already filed.
Write 10 reports on various assignments that I attend	Attendance sheet and the physical report documents.	Target not changed	Target not changed as I have not gone for any assignment
Advise 20 walk in clients on various land matters.	Case briefs or reports on the issues raised by each client.	15 clients to advise on various land matters.	5 clients advised so far
Drafting a 100 legal documents pertaining to different matters such as Replying Affidavits, Submissions, Notice of Motions, Submissions and Defences.	The number of virtual documents filed and drafted.	Drafting a 70 legal documents pertaining to different matters such as Replying Affidavits, Submissions, Notice of Motions, Submissions and Defences.	30 legal documents drafted so far.



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Attend 30 Commissions meetings and render legal advise.	Minutes or notes taken down during each meeting	Attend 25 Commission meetings	5 Commission meetings attended.
Attend court 100 times on behalf of the commission to tender evidence or adduce documents.	Cause lists for various courts and Attendance sheets of matters attended.	.Attend Court 68 times on behalf of the commission.	Attended 34 times on behalf of the commission

### MID YEAR APPRAISEES'S COMMENTS

I have referred to my job description and edited them so far.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Refer to the Job descriptions for legal officer shared so that you capture all your responsibilities. Don't fill the objectives of the department which is what you have put in your targets column, so what you have in the performance indicators column

### 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

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Mediation	3 days	Mediation training

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations