



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150122	Staff Name:	Peninah Muriuki Kiriga
ID Number:	10380960	Employee E-mail:	peninah.muriuki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	13-Tharaka - Nithi County	Job Grade:	NLC4
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
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 secure public institutional land
To enhance access to alienated and unalienated public land for development.
To develop a comprehensive public land inventory and data base
To regularize urban land allocations
To mainstream land use planning in the national and county development agenda
To provide redress to land disputes
To provide redress to historical land injustice
To enhance the corporate image of the commissoin
To improve work enviroment
To ensure financial sustainability
To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identify 20 no. of undocumented parcels of land for public institutions and submit to land administration and management for processing between July 2023 and 30th June 2024	List of parcels identified and submitted to land administration and management for processing.	40		200	0
To recover 2 no. of public institutional land between 1st July 2023 and 30th June 2024	Parcels of public institutional land recovered	4		200	0



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To prepare an inventory updated with 40 no. of natural resources and establish databases between 1st July 2023 and 30th June 2024	List of available types of natural resources. Natural resources database.	98		200	0
To update the county comprehensive public land inventory database with 20 no. of parcels between 1st July 2023 and 30th June 2024	List of public parcels updated in the public land inventory.	77		192	0
To inventorise the status of urban centres between 1st July 2023 and 30th June 2024.	1 report on the status of urban centres.	1		100	0
To document rights in urban centres for 80 no. of beneficiaries between 1st July 2023 and 30th June 2024	1 verified list of beneficiaries	1		100	0
To monitor and oversight land use planning by attending 4 land use planning meetings between 1st July 2023 and 30th June 2024	Invitation letters. Minutes of the meeting	4		100	0
To receive and process 4 no. of disputes thru ADR/TDR/AJS mechanisms between 1st July 2023 and 30th June 2024	No. of disputes received, processed/handled through ADR/TDR/AJS mechanisms.	8		200	0
To resolve 4 land disputes through effective court case management between 1st July 2023 and 30th June 2024.	No. of cases resolved	4		100	0
To strengthen communication with stakeholders by holding/attending 4 no. of meetings/forums to sensitize the public on NLC mandates, and service delivery timelines between 1st July 2023 to 30th June 2024.	Invitation letters, minutes, programmes/reports.	10		200	0
To prepare 4 requisitions for office equipment, furniture & fittings, cleaning supplies, and other essentials on a quarterly basis between 1st July 2023 and 30th June 2024.	No. of requisitions for office equipment, furniture & fittings, cleaning supplies, and others.	5		125	0
To maintain an updated asset register of all assets of the commission in the county between 1st July 2023 and 30th June 2024.	Updated asset register	1		100	0
To ensure a prudent expenditure on imprest advanced between 1st July 2023 and 30th June 2024.	Imprest surrenders	2		100	0
To develop 1 county work plan for financial 2024-2025 between 1st and 15th June 2024.	County work plan for 2024-2025	1		100	0
To prepare and submit 4 quarterly reports on the performance of the county between July 2023 and June 2024.	No. of quarterly reports submitted	4		100	0
To prepare and submit 1 annual report for the financial year 2023-2024 on the performance of the county.	County annual report	1		100	0



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To conduct mid-year and annual staff performance appraisals for 3 NLC staff in the county within the stipulated timelines as per the commission's performance management cycle.	Mid-year review Report, Annual staff appraisal Report.	4		100	0
Total Appraisee Score on Performance Targets				2317.00	0.00
Mean Appraisal Scores				136.29%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable if the required resources are provided	

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 were met and exceeded.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 20 no. of undocumented parcels of land for public institutions and submit to land administration and management for processing between July 2023 and 30th June 2024	List of parcels identified and submitted to land administration and management for processing.	target not changed	22 no.of parcels identified for documentation
To recover 2 no. of public institutional land between 1st July 2023 and 30th June 2024	Parcels of public institutional land recovered	target not changed	process of recovery of 2 parcels ongoing
To prepare an inventory updated with 40 no. of natural resources and establish databases between 1st July 2023 and 30th June 2024	List of available types of natural resources. Natural resources database.	target not changed	Natural resources inventory updated with 49 no. of springs
To update the county comprehensive public land inventory database with 20 no.of parcels between 1st July 2023 and 30th June 2024	List of public parcels updated in the public land inventory.	Target not changed	Public land inventory updated with 29 no. of parcels
To inventorise the status of urban centres between 1st July 2023 and 30th June 2024.	1 report on the status of urban centres.	target not changed	2 quarterly reports on status of urban centres prepared



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To document rights in urban centres for 80 no. of beneficiaries between 1st July 2023 and 30th June 2024	1verified list of beneficiaries	target not changed	Verification of 1 list of beneficiaries ongoing
To monitor and oversight land use planning by attending 4 land use planning meetings between 1st July 2023 and 30th June 2024	Invitation letters. Minutes of the meeting	Target not changed	2 land use meetings attended
To receive and process 4 no. of disputes thru ADR/TDR/AJS mechanisms between 1st July 2023 and 30th June 2024	No. of disputes received, processed/handled through ADR/TDR/AJS mechanisms.	Target not changed	process of dispute resolution for 2 parcels ongoing
To resolve4 land disputes through effective court case management between 1st July 2023 and 30th June 2024.	No. of cases resolved	Target not changed	1 case adjourned and 1 ruled
To strengthen communication with stakeholders by holding/attending 4 no. of meetings/forums to sensitize the public on NLC mandates, and service delivery timelines between 1st July 2023 to 30th June 2024.	Invitation letters, minutes, programmes/reports.	Target not changed	5 county engagements meetings attended and sensitisation of commissions mandate done
To prepare 4 requisitions for office equipment, furniture & fittings, cleaning supplies, and other essentials on a .quarterly basis between 1st July 2023 and 30th June 2024.	No. of requisitions for office equipment, furniture & fittings, cleaning supplies, and others.	Target not changed	2 requisitions prepared and submitted
To maintain an updated asset register of all assets of the commission in the county.between 1st July 2023 and 30th June 2024.	Updated asset register	Target not changed	periodic update of asset register carried out
To ensure a prudent expenditure on imprest advanced between 1st July 2023 and 30th June 2024.	Imprest surrenders	Target reviewed downwards	No imprest received so far
To develop 1 county work plan for financial 2024-2025 between 1st and 15th June 2024.	County work plan for 2024-2025	Target not changed	Workplan for FY 2024-2025 to be prepared in June 2024



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To prepare and submit 4 quarterly reports on the performance of the county between July 2023 and June 2024.	No. of quarterly reports submitted	Target not changed	2 quartely performance reports prepared and submitted
To prepare and submit 1 annual report for the financial year 2023-2024 on the performance of the county.	County annual report	Target not changed	Annual report to be prepared at the end of the year
To conduct mid-year and annual staff performance appraisals for 3 NLC staff in the county within the stipulated timelines as per the commission's performance management cycle.	Mid-year review Report, Annual staff appraisal Report.	Target not changed	Mid year reviews are ongoing. Annual performance staff appraisal shall be conducted at the end of the financial year

MID YEAR APPRAISEES'S COMMENTS

No target has changed except for the imprests which has been reviewed downwards as no imprest has been received so far.
Items requisitioned have not yet been received too.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

The mid-year performance is acceptable. Please strive to achieve the remaining targets by close of the fourth quarter.

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 endeavor to perform my duties as professionally as possible.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
supervisory skills	2 weeks	Basic Accounting
supervisory skills	1 month	Supervisory Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training shall enhance my ability to manage the commission's funds entrusted to me and improve my efficiency in day-to-day office operations.

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Second Supervisor Recommendations