



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150275	<b>Staff Name:</b>	Kenneth Kiriaku Mutahi
<b>ID Number:</b>	23613727	<b>Employee E-mail:</b>	kenneth.mutahi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<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>	LAM	<b>Appraisal Status</b>	Appraisee Reviewed
<b>Immediate Supervisor:</b>	Jacqueline Musalia Adamba	<b>Immediate Supervisor Designation:</b>	Principal Land Administration Officer
<b>Second Supervisor:</b>	Samuel Mwenje Nthuni	<b>Supervisor Designation:</b>	Director Land Administration and Management

### DEPARTMENTAL OBJECTIVES

- To regularize urban land allocations
- To enhance access to alienated and unalienated public land for development
- to secure public institutions land
- To procure required goods, services and works at the right quantity, quality, time and price

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of 100 valuation requisition forms for renewal of leases for the financial year 2023/2024	No of valuation requisitions made	over 150 valuation requestion forms prepared		150	0
Preparation of 60 memos for renewal of lease between 1st July 2023 to 30th June 2024	no of memos prepared	100 memos prepared for renewal of lease		160	0
Carry out 25 site inspections to prepare ground status reports between 1st July 2023 to 30th June 2024	i) No of sites visited ii) No of reports	30 sites visited and ground reports generated.		170	0
Carry out 150 FOGA searches on behalf of the commission for the financial year 2023/2024	No of searches carried out	180 FOGA searches carried out on behalf of the commission for the financial year 2023/2024		190	0



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Prepare 100 letters of allotment between 1st July 2023 and 30th June 2024	no of LAs prepared	150 letters of allotment prepared for the FY 2023/2024		180	0
Drafting 6 Land administration workflows and submitting them for approval for the financial year 2023/2024	no of workflows drafted and approved	6 workflows prepared awaiting approval		180	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1030.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>171.67%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were discussed and agreed upon	Targets are 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 set targets and surpassed all of them	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of 100 valuation requisition forms for renewal of leases for the financial year 2023/2024	No of valuation requisitions made	Target not changed	65 valuation requisitions made
Preparation of 60 memos for renewal of lease between 1st July 2023 to 30th June 2024	no of memos prepared	Target not changed	35 memos for renewal done
Carry out 25 site inspections to prepare ground status reports between 1st July 2023 to 30th June 2024	i) No of sites visited ii) No of reports	Target not changed	5 sites visited and reports done
Carry out 150 FOGA searches on behalf of the commission for the financial year 2023/2024	No of searches carried out	Target not changed	55 searches carried out
Prepare 100 letters of allotment between 1st July 2023 and 30th June 2024	no of LAs prepared	Target not changed	65 letters of allotment prepared



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Drafting 6 Land administration workflows and submitting them for approval for the financial year 2023/2024	no of workflows drafted and approved	Target not changed	6 workflows developed awaiting approval
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### MID YEAR APPRAISEES'S COMMENTS

Targets will be met by end of financial year 2023/2024

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Kindly aim to achieve all your set targets by end of financial year

### 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 accountable and Professional

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

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course

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

I need this training to enable me perform my duties more efficiently

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations