



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150404	Staff Name:	Kennedy Njau Njuguna
ID Number:	27677822	Employee E-mail:	kennedy.njau@landcommission.go.ke
Appraisal Type:	MID FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	12-Meru County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Josephat Wasua Muendo	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Josephat Wasua Muendo	Supervisor Designation:	County Coordinator

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 Injustices (HLI)
To enhance corporate image of the Commission through County office
To improve work environment
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
Submit 20 No. of applications for extension /renewal of lease.	No. of applications submitted to land administration.	6	6	30	30
Monitor and oversight preparations of 5 No. land use plans for land reserved and held by public agencies.	No. of parcels identified and submitted to HQ.	5	5	100	100
Ensure prudent utilization of resources.	% utilization of office imprest.	100%	100%	100	100
Total Appraisee Score on Performance Targets				230.00	230.00



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Mean Appraisal Scores		76.67%	76.67%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set 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
One target was not met due to limited number of applications. All other targets were achieved.	One target was not met due to limited number of applications. No PIP required

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Submit 20 No. of applications for extension /renewal of lease.	No. of applications submitted to land administration.	No target changed.	4 No. of applications submitted to land administration.
Monitor and oversight preparations of 5 No. land use plans for land reserved and held by public agencies.	No. of parcels identified and submitted to HQ.	No target changed.	No parcels have been identified and submitted to HQ.
Ensure prudent utilization of resources.	% utilization of office imprest.	No target changed.	100% of office imprest received and utilized.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There is progress in achievement of set targets.	No target changed. There is progress in achievement of targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Meritocracy	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I have the skills and competencies required to undertake my duties	The officer has the skills and competencies to undertake his duties

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land Administration and Management	2 weeks	Administration



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Customer Care	2 weeks	Customer care management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I require training in customer care and land administration and management	The officer requires the above mentioned trainings	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer is competent and was able to achieve the set targets	The officer requires training in land administration and management and customer care	