



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |                                    |
|------------------------------|---------------------------|--|------------------------------------|
| <b>Staff Number:</b>         | NLC20210587               | <b>Staff Name:</b>                       | Denis Kibaara Mugambi              |
| <b>ID Number:</b>            | 27267174                  | <b>Employee E-mail:</b>                  | denis.mugambi@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>          | 13-Tharaka - Nithi County | <b>Job Grade:</b>                        | NLC7                               |
| <b>Dept/Directorate</b>      | CCO                       | <b>Appraisal Status</b>                  | Appraisee Reviewed                 |
| <b>Immediate Supervisor:</b> | Peninah Muriuki Kiriga    | <b>Immediate Supervisor Designation:</b> | Chief Land Administration Offi     |
| <b>Second Supervisor:</b>    | Peninah Muriuki Kiriga    | <b>Supervisor Designation:</b>           | Chief Land Administration Offi     |

## 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(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 for efficient services delivery

## AGREED PERFORMANCE TARGETS

| Agreed Performance Target   | Performance Indicator   | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|---|------------------|--------------------------------|--------------------|---------------|
| To assist the County coordinator in identifying 20 no. of undocumented parcels of land for public institutions and submit to the Land Administration and Management for processing from 1st July 2023 to 30th June 2024 | No. of parcels identified and submitted to Land Administration and Management for processing. |                  |                                | 0                  | 0             |
| To assist the County coordinator in recovering 2 no. of public Institutional land from 1st July 2023 to 30th June 2024.   | Parcels of public institutional land recovered.   |                  |                                | 0                  | 0             |



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|   |  |  |  |             |             |
|---|--|--|--|-------------|-------------|
| To assist the County coordinator in preparing an inventory updated with 40 no. of natural resources and establish databases from 1st July 2023 to 30th June 2024  | List of available types of natural resources.<br>Natural resources database. |  |  | 0           | 0           |
| To assist the County coordinator in updating the county comprehensive public inventory database with 20 no. of parcels from 1st July 2023 to 30th June 2024.  | No. of parcels updated in the public land inventory database.                |  |  | 0           | 0           |
| To assist the County coordinator in inventorying the status of urban centres from 1st July 2023 to 30th June 2024.  | 1 report on the status of urban centers.                                     |  |  | 0           | 0           |
| To assist the County coordinator in documenting rights in urban centres for 80 beneficiaries from 1st July 2023 to 30th June 2024.  | Verified list of beneficiaries.  |  |  | 0           | 0           |
| To assist the County coordinator in monitoring and oversight land use planning by attending 4 land use planning meetings from 1st July 2023 to 30th June 2023.  | Invitation letters<br>Minutes of the meetings                                |  |  | 0           | 0           |
| To assist the County coordinator in receiving and process/resolving 4 no. of disputes through ADR/TDR/AJS mechanisms from 1st July 2023 to 30th June 2024   | No. of disputes received, processed/handled through ADR/TDR/AJS mechanisms   |  |  | 0           | 0           |
| To assist the County coordinator in resolving 4 land disputes through effective court case management from 1st July 2023 to 30th June 2024.   | No. of cases resolved.   |  |  | 0           | 0           |
| To assist the County coordinator in strengthening 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<br>Minutes<br>Programmes/reports                          |  |  | 0           | 0           |
| To assist the County coordinator in developing 1 county work plan for the financial year 2024-2025 between 1st and 15th June 2024   | County Workplan for 2024-2025.   |  |  | 0           | 0           |
| To assist the County coordinator in preparing and submitting 4 quarterly reports on the county's performance between 1st July 2023 to 30th June 2024.   | No. of quarterly reports submitted.  |  |  | 0           | 0           |
| To assist the County coordinator in preparing and submitting 1 annual report for the financial year 2023-2024 on the county's performance.  | County annual report.  |  |  | 0           | 0           |
| To participate in conducting mid-year and annual staff performance appraisals in the county within the stipulated timelines as per the commission's performance management cycle.   | Mid-year review report<br>Annual Staff appraisal report                      |  |  | 0           | 0           |
| <b>Total Appraisee Score on Performance Targets</b>   |  |  |  | <b>0.00</b> | <b>0.00</b> |



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|                              |  |           |           |
|------------------------------|--|-----------|-----------|
| <b>Mean Appraisal Scores</b> |  | <b>0%</b> | <b>0%</b> |
|------------------------------|--|-----------|-----------|

| <b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>      | <b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>                   |
|--|---|
| Targets set are achievable provided the resources. | The targets set are clear and achievable. Strive to achieve them. |

| <b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b> | <b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b> |
|---|--|
|   |  |

| <b>MID YEAR REVIEW</b>           |                              |                                |                |
|----------------------------------|------------------------------|--------------------------------|----------------|
| <b>Agreed Performance Target</b> | <b>Performance Indicator</b> | <b>Target changed or Added</b> | <b>Remarks</b> |

| <b>MID YEAR APPRAISEES'S COMMENTS</b> | <b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b> |
|---------------------------------------|--|
|---------------------------------------|--|

| <b>VALUES AND STAFF COMPETENCIES APPRAISAL</b> |  |                                      |
|--|--|--------------------------------------|
| <b>Criteria Cluster</b>                        | <b>Appraisee's Values and Competencies</b> | <b>Immediate Supervisor Comments</b> |

| <b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b> | <b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b> |
|--|---|
| To deliver effectively and on set timelines            |   |

| <b>STAFF TRAINING AND DEVELOPMENT NEEDS</b> |                 |                         |
|---|-----------------|-------------------------|
| <b>Training &amp; Development Needs</b>     | <b>Duration</b> | <b>Type of Training</b> |
| Technical skills                            | 1 week          | Report writing course   |
| Technical skills                            | 1 week-1month   | Statistical packages    |

| <b>APPRAISEE'S COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>                        | <b>IMMEDIATE SUPERVISOR COMMENTS ON TRAINING &amp; DEVELOPMENT NEEDS</b>   |
|--|--|
| The training will sharpen my skills in serving the commission in a more empowered way. | The training will enhance his skills, especially in report writing which will contribute a great deal to the commission's good service delivery. |

| <b>SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS</b> |  |
|---|--|
| <b>Second Supervisor Comments</b>                     | <b>Second Supervisor Recommendations</b> |
|   |  |