



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150270	Staff Name:	Agnes Ipote Oiyie
ID Number:	30435640	Employee E-mail:	agnes.ipite@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	33-Narok County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Susie Kidemi Namunyak	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Susie Kidemi Namunyak	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To develop a comprehensive public land inventory and data base
To improve work environment
To strengthen internal systems and process for efficient service delivery
To secure public institutional land
To enhance corporate image of the commission through county office
To provide redress to land disputes

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To attend and participate in County Development approval Meetings	Meetings (2),attendance list			100	0
Collection/keeping data of public Land utilities	List of public utilities			105	0
Participate in data collection on Alternative Justice System	No. of data collected(AJS reports)			99	0
Preparation of requisition forms for office equipment ,fitting ,cleaning supplies and other essential quarterly basis	No .of requisition for office equipment, furniture fitting and cleaning			98	0
To receive and recommend applications for Renewal/Extension of Leases from clients	No. of Application submitted to Land Administration			102	0
To attend and participate in dispute resolution meetings	No of dispute resolution meeting attended.			100	0
To conduct site visit and investigations.	No. of ground reports			110	0
identification of natural resources and sensitive areas	No of sites identified			105	0



INDIVIDUAL APPRAISAL REPORT

Total Appraisee Score on Performance Targets		819.00	0.00
Mean Appraisal Scores		102.38%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
will strife to achieve the target set	Target met.

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
To attend and participate in County Development approval Meetings	Meetings (2),attendance list	Target not changed	Approved development plans
Collection/keeping data of public Land utilities	List of public utilities	Target not changed	Updated public land inventory
Participate in data collection on Alternative Justice System	No. of data collected(AJS reports)	Target not changed	Data collected and filed on alternative justice system
Preparation of requisition forms for office equipment ,fitting ,cleaning supplies and other essential quarterly basis	No .of requisition for office equipment, furniture fitting and cleaning	Target not changed	All requisition made forwarded to Headquarter.
To receive and recommend applications for Renewal/Extension of Leases from clients	No. of Application submitted to Land Administration	Target not changed	Application received and forwarded to Headquarter for action.
To attend and participate in dispute resolution meetings	No of dispute resolution meeting attended.	Target not changed	Actively participated in all meetings.
To conduct site visit and investigations.	No. of ground reports	Target not changed	Site visit ground reports
identification of natural resources and sensitive areas	No of sites identified	Target not changed	Inventory of natural resources and sensitive areas.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
will strife to achieve the target set	Targets are smart.



INDIVIDUAL APPRAISAL REPORT

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Very Good - Upto 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
will strive to achieve the targets set	The Officer is Innovative.

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
supervisory skills	two weeks
CUSTOMER CARE SKILLS	two weeks

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The knowledge from training will enable me carry out office duties effectively.	Training is important.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
<div> <div>Second Supervisor Comments</div> <div>Second Supervisor Recommendations</div> </div>