



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150274	Staff Name:	John Nyagah Waweru
ID Number:	23999226	Employee E-mail:	john.waweru@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Pauline Kariuki Mbaire	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

Capacity building of land administration

Verification and issuance of letters of allotment to secure land rights

Leases and transfer of land preparation and execution

Development control by way of lease extension, approval renewals, subdivisions and change of use

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Retrieval/Opening of files for renewal of lease	No. of Renewal of Leases Handled	150 renewal of leases handled	150 renewal of leases handled	100	100
Attending to at least 200 members of the public and advising them	No. of cases/members served	500 cases/members served	500 cases/members served	110	100
Documentation of incoming and outgoing letters, files and memos	Dispatched letters	300 Letters dispatched	300 Letters dispatched	98	100
Drafting of Valuation requisition forms for Stand Premium and rent determination	No of Requisitions done	150 valuation requisitions made	150 valuation requisitions made	100	100
Total Appraisee Score on Performance Targets				408.00	400.00
Mean Appraisal Scores				102%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets are achievable

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are achievable



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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 for the year 2022/2023	The officer has achieved His set targets for the year 2022/2023

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Retrieval/Opening of files for renewal of lease	No. of Renewal of Leases Handled	Target has not changed	On course
Attending to at least 200 members of the public and advising them	No. of cases/members served	Target has not changed	On course
Documentation of incoming and outgoing letters, files and memos	Dispatched letters	Target has not changed	On course
Drafting of Valuation requisition forms for Stand Premium and rent determination	No of Requisitions done	Target has not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets will be achieved by end of financial year	

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am efficient and effective	He is effective and efficient in carrying out duties assigned

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
E-Records management course	4 weeks	Records
Ethics and integrity course	2 weeks	Ethics
Skills enhancement course	2 weeks	Capacity Development



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require the training	I recommend the training
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performed extremely well	I recommend the requested training