



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170491	<b>Staff Name:</b>	Grace Anyango Atinda
<b>ID Number:</b>	10035733	<b>Employee E-mail:</b>	grace.atinda@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC6
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Mary Ngundo Kamene	<b>Immediate Supervisor Designation:</b>	Deputy Director
<b>Second Supervisor:</b>	Charles Kagema Maina	<b>Supervisor Designation:</b>	Director Land Use Planning And Research

DEPARTMENTAL OBJECTIVES
TO MONITOR AND OVERSEE LAND USE PLANNING THROUGHOUT THE COUNTRY
TO DEVELOP TOOLS FOR MONITORING AND OVERSEEING LAND USE PLANNING THROUGHOUT THE COUNTRY
TO OVERSEE THE IMPLEMENTATION OF VARIOUS TOOLS AND GUIDELINES FOR QUALITY ASSURANCE

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Draft and type daily correspondences on daily basis in the Directorate	File copies of memos and letters	All memos and letters filed as required	Target Achieved	150	110
Attending to clients and directing them to relevant offices on a daily basis	Attendance register	Attendance register in place and well updated	Attendance Register updated. Target Achieved	130	110
Facilitation of meetings and refreshments for staff on a monthly basis	Four to five meetings monthly	Facilitated 16 meetings	Target Achieved	120	120
Daily filing and updating of records on a daily basis	Records of daily file and register	All records are well kept as required	Target achieved	110	110
Ensure adequate stationery and other supplies from the store	Counter requisition and issue voucher (S11)	The directorate is well supplied with all needed stationery	Target achieved	100	100



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Follow-up on imprest and other financial obligations	Copy of imprest warrants and approved budgets	follow-up on imprests and all financial obligations were done	Follow ups done in time. Target achieved	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>710.00</b>	<b>650.00</b>
<b>Mean Appraisal Scores</b>				<b>118.33%</b>	<b>108.33%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are smart and achievable	All targets were achieved

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
targets were achieved	All targets were achieved

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Draft and type daily correspondences on daily basis in the Directorate	File copies of memos and letters	Target not changed	About a hundred letters typed and dispatched
Attending to clients and directing them to relevant offices on a daily basis	Attendance register	Target not changed	Attended to all clients as required
Facilitation of meetings and refreshments for staff on a monthly basis	Four to five meetings monthly	Target not changed	Prepared refreshments for all directorate's meetings
Daily filing and updating of records on a daily basis	Records of daily file and register	Target not changed	updated daily file in place
Ensure adequate stationery and other supplies from the store	Counter requisition and issue voucher (S11)	Target not changed	All requisitions were made on time
Follow-up on imprest and other financial obligations	Copy of imprest warrants and approved budgets	Target not changed	All follow-ups were done as required

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achieved	Targets agreed upon



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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	-1
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
	No training courses was requested	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer achieved all the targets set	No course was requested.	