



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210654	Staff Name:	Nigel Nyangau Joseph
ID Number:	33354015	Employee E-mail:	nigel.joseph@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	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Samuel Mwenje Nthuni	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Samuel Mwenje Nthuni	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES
Effective cost management and efficient internal control systems
Ensure efficient and effective administration services
Enhanced efficiency in Commission services

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Facilitate the provision of general office supplies to county offices.	Requisition and acknowledgement from Counties.			101	0
Maintenance of a tracking correspondence file for outgoing mails	Filing System Availability			101	0
Initiate action on asset management and inventory to keep in line with functional objectives on deliverables.	Assets Inventory system			100	0
Scanning and Dispatch of mails redirected to departments situated on 6th and 19th floor within the Commission	Delivery timelines and Mail tracing			101	0
Ensure that high standard of office hygiene is maintained in the office at all times.	Files storage and availability of proper Waste management system			101	0
Preparation of daily outgoing reports	Reports Mailed and Filed.			101	0
Data Management	Filed documents			101	0
Total Appraisee Score on Performance Targets				706.00	0.00
Mean Appraisal Scores				100.86%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets 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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Facilitate the provision of general office supplies to county offices.	Requisition and acknowledgement from Counties.	None	Target not changed
Maintenance of a tracking correspondence file for outgoing mails	Filing System Availability	None	Target not changed
Initiate action on asset management and inventory to keep in line with functional objectives on deliverables.	Assets Inventory system	None	Target not changed
Scanning and Dispatch of mails redirected to departments situated on 6th and 19th floor within the Commission	Delivery timelines and Mail tracing	None	Target not changed
Ensure that high standard of office hygiene is maintained in the office at all times.	Files storage and availability of proper Waste management system	None	Target not changed
Preparation of daily outgoing reports	Reports Mailed and Filed.	None	Target not changed
Data Management	Filed documents	None	Target not changed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets have not changed.	

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership and Innovation	2 weeks	Management and Productivity
Public Complaint Handling and Service Charters Training Course	3 weeks	Complaints Management
Public - Private Partnership Management	3 weeks	Stakeholder / Relationship Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training and development needs addresses weakness in skill gaps, improves performance, fosters career growth and provides adaptability capability to changes resulting from increased diversity in the workforce.		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	