



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210619	<b>Staff Name:</b>	Alfred Ledama Tare
<b>ID Number:</b>	33463390	<b>Employee E-mail:</b>	alfred.tare@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	33-Narok County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Susie Kidemi Namunyak	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Susie Kidemi Namunyak	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

## DEPARTMENTAL OBJECTIVES

- To secure Public institutional Land
- To develop a comprehensive public land inventory and data base
- To regularize urban land allocations
- To provide redress to land disputes
- To provide redress to Historical Land Injustices (HLI)
- To improve work environment
- To ensure financial sustainability

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receiving of complaints	Filed complaints	100	100	100	99
Drafting and writing of letters	Office letters	95	99	95	100
Attending and participating in Dispute Resolution Committee meetings	Attendance list	90	95	90	100
Attending and participating in County Development and Control Committee meetings	Attendance list	90	99	90	99
Conducting site visits/investigations	Ground reports and site photographs	95	100	95	100
Dispatching and Receiving of office mails	Delivery book	92	99	92	100
Photocopying and filing of Documents	Office files	100	100	98	100
prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted	95	100	95	100



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To ensure a prudent expenditure on imprest	Timely surrender of imprest	100	100	100	120
To prepare and submit annual report on the performance of the county.	County Annual Report	90	100	90	100
To maintain an updated asset register of all the assets in the County	Updated asset register	95	95	95	90
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies	100	100	100	100
To develop an inventory of public land parcels in Community and Settlements schemes	List and status reports on surrendered and reserved public lands.	90	95	90	96
To receive, review and recommend applications for extension/renewal of lease to Land Administration & Management Directorate for processing	No. of applications submitted to Land Administration & Administration Directorate	110	100	110	98
<b>Total Appraiser Score on Performance Targets</b>				<b>1340.00</b>	<b>1402.00</b>
<b>Mean Appraisal Scores</b>				<b>95.71%</b>	<b>100.14%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target met	The targets were smart and well executed.
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
Receiving of complaints	Filed complaints	Targets not changed	complaints received and filed
Drafting and writing of letters	Office letters	Target not changed	recording of letters in delivery book and dispatching
Attending and participating in Dispute Resolution Committee meetings	Attendance list	Target not changed	Actively participation in the meeting
Attending and participating in County Development and Control Committee meetings	Attendance list	Targets not changed	Development requests approved
Conducting site visits/investigations	Ground reports and site photographs	Targets not changed	Ground Reports Prepared, finalized and submitted



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Dispatching and Receiving of office mails	Delivery book	Targets not changed	Mails received acted upon and filed and Dispatched mails delivered
Photocopying and filing of Documents	Office files	Target not changed	Neat and well arrange file documents
prepare and submit quarterly reports on the performance of the County.	No. of quarterly reports submitted	Targets not changed	Quarterly reports summited on time
To ensure a prudent expenditure on imprest	Timely surrender of imprest	Targets not changed	Imprest Surrendered
To prepare and submit annual report on the performance of the county.	County Annual Report	Targets Not Changed	Reports Submitted
To maintain an updated asset register of all the assets in the County	Updated asset register	Targets not changed	Office Asset register
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies	Targets not changed	Requisition forwarded to Headquarter
To develop an inventory of public land parcels in Community and Settlements schemes	List and status reports on surrendered and reserved public lands.	Targets not changed	Public land inventory
To receive, review and recommend applications for extension/renewal of lease to Land Administration & Management Directorate for processing	No. of applications submitted to Land Administration & Administration Directorate	Targets not changed	Ground report status completed

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Duties delivered as required due to favorable working environment and good teamwork.	The Targets are SMART.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE	
results achieved through innovation and competency	The Officer is hard working and keen to learn.	



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	two week	Supervisory Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training will help improve my working skills		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Officer achieved his set targets effectively.	None.	