



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |                                  |
|------------------------------|---------------------------|--|----------------------------------|
| <b>Staff Number:</b>         | NLC20210575               | <b>Staff Name:</b>                       | Joyce Jepchirchir Kotut          |
| <b>ID Number:</b>            | 28652133                  | <b>Employee E-mail:</b>                  | joyce.kotut@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>          | 32-Nakuru County          | <b>Job Grade:</b>                        | NLC7                             |
| <b>Dept/Directorate</b>      | CCO                       | <b>Appraisal Status</b>                  | Approved/Closed/HR               |
| <b>Immediate Supervisor:</b> | Frank Kibelekenya Kosiom  | <b>Immediate Supervisor Designation:</b> | COUNTY COORDINATOR               |
| <b>Second Supervisor:</b>    | Frank Kibelekenya Kosiom  | <b>Supervisor Designation:</b>           | COUNTY COORDINATOR               |

| DEPARTMENTAL OBJECTIVES   |
|---|
| 1.To facilitate access and use of land for socio-economic environmental sustainability                  |
| 2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC |
| 3.To enhance secure storage,access and retrieval of public land information                             |
| 4. To facilitate resolution of dispute and conflicts on land and land based resources                   |
| 5.To enhance secure storage,access and retrieval of public land information                             |

| AGREED PERFORMANCE TARGETS  |                                    |                              |                                |                    |               |
|---|------------------------------------|------------------------------|--------------------------------|--------------------|---------------|
| Agreed Performance Target   | Performance Indicator              | Results Achieved             | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
| 1.To organize and schedule appointments   | Number of clients and summons held | 9 summons scheduled and held | 13                             | 170                | 180           |
| 2.Develop and maintain a proper filing system   | Number of files                    | Over 50 files opened         | 60                             | 180                | 185           |
| 3. To keep stock of office supplies and make requisitions when necessary  | Number of requisitions made        | 2 Requisitions made          | 3                              | 170                | 160           |
| 4.To prepare four quarterly reports   | Number of reports prepared         | 4 quarterly reports prepared | 4                              | 200                | 200           |
| 5. Taking minutes in all relevant meetings  | Number of Minutes taken            | Attended 4 meetings          | 11                             | 150                | 175           |
| 6.To initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commissions property | Office inventory                   | office inventory in place    | Meet expectation               | 110                | 170           |
| 7.To support county coordinator in managing human resource and financial matters  | Number of imprest surrendered      | Imprest utilised 100%        | 90 %                           | 170                | 180           |



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|   |  |                |                |
|---|--|----------------|----------------|
| <b>Total Appraisee Score on Performance Targets</b> |  | <b>1150.00</b> | <b>1250.00</b> |
| <b>Mean Appraisal Scores</b>                        |  | <b>164.29%</b> | <b>178.57%</b> |

| <b>APPRAISEE'S COMMENTS ON TARGET SETTING</b> | <b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b> |
|---|---|
| Targets set are SMART and achievable          | Satisfactory                                    |

| <b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b> | <b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b> |
|---|--|
| Targets set achieved  | She is a diligent and shows professionalism in delivering her duties.  |

| <b>MID YEAR REVIEW</b>  |                                    |                                |   |
|---|------------------------------------|--------------------------------|---|
| <b>Agreed Performance Target</b>  | <b>Performance Indicator</b>       | <b>Target changed or Added</b> | <b>Remarks</b>  |
| 1.To organize and schedule appointments   | Number of clients and summons held | Target added                   | Disputes held and resolved, while others still ongoing. |
| 2.Develop and maintain a proper filing system   | Number of files                    | Target added                   | All files recorded and numbered.                        |
| 3. To keep stock of office supplies and make requisitions when necessary  | Number of requisitions made        | Target maintained              | Requisitions made and submitted                         |
| 4.To prepare four quarterly reports   | Number of reports prepared         | Target maintained              | Quarter 1 & 2 reports done and submitted.               |
| 5. Taking minutes in all relevant meetings  | Number of Minutes taken            | Target added                   | All minutes taken and filed                             |
| 6.To initiate action on asset management and inventory to keep in line with functional objectives on deliverables to keep track of commissions property | Office inventory                   | Target maintained              | Office inventory in place                               |
| 7.To support county coordinator in managing human resource and financial matters  | Number of imprest surrendered      | Target maintained              | All imprest surrendered on time                         |

| <b>MID YEAR APPRAISEES'S COMMENTS</b>       | <b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b> |
|---|--|
| Almost over 50% of the set targets achieved | Good progress                                  |



## INDIVIDUAL APPRAISAL REPORT

### VALUES AND STAFF COMPETENCIES APPRAISAL

| Criteria Cluster  | Appraisee's Values and Competencies | Immediate Supervisor Comments |
|-------------------|-------------------------------------|-------------------------------|
| Core Competencies | Efficiency                          | Excellent - Higher Than 100%  |
| Values            | Fairness                            | Excellent - Higher Than 100%  |
| Core Competencies | Professionalism                     | Excellent - Higher Than 100%  |

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

I believe to be efficient and reliable in the duties and responsibilities assigned.

She is efficient and serves clients in an equitable manner.

### STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs                  | Duration  | Type of Training                   |
|---|-----------|------------------------------------|
| 2. land related short courses                 | two weeks | Land administration related skills |
| 2. Land administration related training       | 1 week    | Land administration                |
| 1.Customer care and public relations training | 1 week    | Customer care management           |

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I am requesting to be offered above trainings once chances are available.

More training recommended.

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments   | Second Supervisor Recommendations           |
|--|---|
| She is punctual and have have shown good work behavior in every aspect of the job. | Recommended for consideration for training. |