



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150335	Staff Name:	Betty Chora Mkanyika
ID Number:	23855225	Employee E-mail:	betty.chora@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	06-Taita -Taveta County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Silvester Osodo Musera	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Silvester Osodo Musera	Supervisor Designation:	Principal land administration

DEPARTMENTAL OBJECTIVES

To facilitate and use of land for social-economic and environmental sustainability

To enhance secure, storage, access and retrieval of land information

To facilitate resolution of disputes and conflicts on land-based resources

To create awareness through advocacy, coordination and information dissemination on the role of NLC

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive and record 85% of land disputes and conflicts from 1st July 2023 to 30th June 2024	List of cases received List of cases investigated Forms Reports Attendance list Land Ref.No	85% land disputes received and solved	85% land disputes received and solved	100	100
Taking minutes in three (3) public awareness/ advocacy/ education activities on NLC mandate and land matters per quarter (12) in a year	Attendance lists Reports Programmes Photos	12 meetings held	12 meetings held	100	100
To identify 100 No. of public land in the county for vesting from 1st July 2023 to 30th June 2024	No. of parcel identified List of parcels	95 parcels identified	95 parcels identified	95	100
Receive 10 development applications for renewal of lease from 1st July 2023 to 30th June 2024	Number of applications received and recorded	9 applications received	9 applications received	90	100
Receive 20 applications for transfer of public land from 1st July 2023 to 30th June 2024	Number of application received	18 applications received	18 applications received	90	90



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Taking/ preparing minutes in twelve (12) engagement meetings in the county from 1st July 2023 to 30th June 2024	Minutes of meetings Programmes Invitation letter	11 meetings held	11 meetings held	92	100
Weekly update of court register	Updated register	No case wqas received	No case was received	100	100
Total Appraisee Score on Performance Targets				667.00	690.00
Mean Appraisal Scores				95.29%	98.57 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are realistic and achievable	Targets are realistic and 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
Excellent performance achieved	Excellent performance achieved

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive and record 85% of land disputes and conflicts from 1st July 2023 to 30th June 2024	List of cases received List of cases investigated Forms Reports Attendance list Land Ref.No	Target not varied	40% land disputes received
Taking minutes in three (3) public awareness/ advocacy/ education activities on NLC mandate and land matters per quarter (12) in a year	Attendance lists Reports Programmes Photos	Target not varied	6 meetings held so far
To identify 100 No. of public land in the county for vesting from 1st July 2023 to 30th June 2024	No. of parcel identified List of parcels	Target not varied	60 parcels identified
Receive 10 development applications for renewal of lease from 1st July 2023 to 30th June 2024	Number of applications received and recorded	Target not varied	4 applications received
Receive 20 applications for transfer of public land from 1st July 2023 to 30th June 2024	Number of application received	Target not varied	12 applications received



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Taking/ preparing minutes in twelve (12) engagement meetings in the county from 1st July 2023 to 30th June 2024	Minutes of meetings Programmes Invitation letter	Target not varied	6 meetings held so far
Weekly update of court register	Updated register	Target not varied	No case received so far

MID YEAR APPRAISEES'S COMMENTS

Most targets have been achieved

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

great job. Aim to achieve your targets

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I uphold efficiency as a powerful tool necessary in executing the commission's task

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Upholds a lot of integrity and is innovative in problem solving.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Records Management	two (2) weeks	Management
Public relations and customer care service	two (2) weeks	Customer care

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will enhance efficient service delivery

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training recommended

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments

Keep up the great performance and teamwork.

Second Supervisor Recommendations

Capacity building is recommended.