



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150275	<b>Staff Name:</b>	Kenneth Kiriaku Mutahi
<b>ID Number:</b>	23613727	<b>Employee E-mail:</b>	kenneth.mutahi@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>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Jacqueline Musalia Adamba	<b>Immediate Supervisor Designation:</b>	Principal Land Administration Officer
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director Land Administration and Management

### DEPARTMENTAL OBJECTIVES

- To regularize urban land allocations
- To enhance access to alienated and unalienated public land for development
- to secure public institutions land
- To procure required goods, services and works at the right quantity, quality, time and price

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Preparation of 100 Documentation letters for public institutional land for Mombasa, Westpokot, Embu, Baringo, and Lamu counties.	No of Letters of allotment prepared and issued	over 150 letters prepared	over 150 letters prepared	150	100
To assist to Inventorize the status of 5 urban centers for the financial year 2022/2023	no of reports done	6 reports done	6 reports done	110	100
Assist and attend to at least 5 members of the public on land matters	no of people assisted	an average of 4 members of the public assisted on a daily basis	an average of 4 members of the public assisted on a daily basis	100	100
carry out FOGA searches on behalf of the directorate for official use	no of searches done	more than 50 searches carried out	more than 50 searches carried out	100	100
To assist to generate Kshs.100,000 from legal fees and approvals on land allocations	Amount generated	more than 300,000 Kshs generated from legal fees	300,000 Kshs generated from legal fees	100	100



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To assist in the development on land administration processes and procedures handbook - 1	Number of handbook developed	3 land administration processes workflows generated awaiting approval	3 land administration processes workflows generated awaiting approval	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>660.00</b>	<b>600.00</b>
<b>Mean Appraisal Scores</b>				<b>110%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets are smart	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
I have achieved all my set targets for the FY 2022/2023	The officer performed extremely well and met all the set targets.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Preparation of 100 Documentation letters for public institutional land for Mombasa, Westpokot, Embu, Barin go, and Lamu counties.	No of Letters of allotment prepared and issued	Target not changed	ongoing
To assist to Inventorize the status of 5 urban centers for the financial year 2022/2023	no of reports done	Target not changed	ongoing
Assist and attend to at least 5 members of the public on land matters	no of people assisted	Target not changed	ongoing
carry out FOGA searches on behalf of the directorate for official use	no of searches done	Target not changed	On need basis
To assist to generate Kshs.100,000 from legal fees and approvals on land allocations	Amount generated	Target not changed	ongoing
To assist in the development on land administration processes and procedures handbook - 1	Number of handbook developed	Target not changed	ongoing



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will strive to achieve my set targets by end of financial year 2022/2023	targets are achievable by end of financial year 2022/2023

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am accountable and Professional	The officer is efficient, transparent and accountable when carrying out duties assigned

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require the training	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed well and achieved all his set targets.	I recommend the SMC training