



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150248	Staff Name:	George Mwanyae Katana
ID Number:	26915189	Employee E-mail:	george.mwanyae@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	02-Kwale County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dennis Mutungi Kinyamasyo	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Dennis Mutungi Kinyamasyo	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
3. To develop a comprehensive public land inventory and data base
4. To regularize urban land allocations
5. To mainstream land use planning in the national and county development agenda
6. To provide redress to land disputes
7. To provide redress to Historical Land Injustices (HLI)
8. To enhance corporate image of the Commission through County office
9. To improve work environment
10. To ensure financial sustainability
11. To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To identify 30 No. of undocumented parcels of land for public institutions and submit to land administration and management directorate for processing from 1st July 2023 to 30th June 2024.	No. of parcels identified and submitted to land administration and management for processing	45 Number of parcels documented.	45 No.	90	90
To conduct ground reports with aim of identifying 20No. of public institution for recovery from 1st July 2023 to 30th June, 2024.	. No. of public institutions identified for recovery. . Ground status report.	19 Number of public institution recovered.	19 No.	95	95



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Mainstream final survey in the vesting process for compulsory acquired lands. To identify and process 148No. of compulsory acquired parcels of land for the purposes of final survey and vesting.	No. of compulsory acquired parcels identified and submitted for processing.	153 Number of parcels vested for final survey.	153 No.	103	103
To identify and process 10No. of natural resources and ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	8 Number of parcels identified.	8 No.	80	80
To receive, review and recommend 8No. of applications for extension/renewal of lease to Land administration and management directorate for processing from 1st July 2023 to 30th June, 2024.	No. of applications submitted to land administration and management directorate.	7 Number of applications received.	7. No.	88	88
To develop an inventory of public land parcels in community and settlements schemes from 1st July 2023 to 30th June 2024.	List and status reports on surrendered and reserved public lands.	56 Number of public lands recorded.	56 No.	100	100
To update the county comprehensive public land inventory database with 30No. of parcels from 1st July 2023 to 30th June 2024.	4 No. of parcels updated in the county comprehensive public land inventory database.	4 Number of comprehensive public land updated.	4 No.	100	100
To develop a ground report of the status of urban centres from 1st July 2023 to 30th June, 2024.	-4 No. of reports on the status of urban centres. -No. of urban centres undergoing planning and surveying/Urban centres planning and surveying status report in county.	4 Number of Reports developed.	4 No.	100	100
To develop a report on 10No. of disputes handled through use of ADR/TDR in the county (received and processed) from 1st July 2023 to 30th June 2024.	No. of disputes handled (received and processed)	7 Number of reports developed.	7 No.	70	70
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July 2023 to 30th June, 2024.	No. of awareness forums/meetings held/attended.	4 Number of forums attended.	4 No.	100	100
To attend 12 No. of county engagement meetings between 1st July 2023 to 30th June 2024.	No. of meetings attended.	14 Number of engagements attended.	14 No.	117	117
Total Appraiser Score on Performance Targets				1043.00	1043.00
Mean Appraisal Scores				94.82%	94.82%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set in consultation with the supervisor.	The targets are SMART.



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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
It was a good working year with an overall positive achievements and superb workflow.	Excellent performance. Keep it up.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 30 No. of undocumented parcels of land for public institutions and submit to land administration and management directorate for processing from 1st July 2023 to 30th June 2024.	No. of parcels identified and submitted to land administration and management for processing	Target varied to No. 50	Mid year achievement is No. 35
To conduct ground reports with aim of identifying 20No. of public institution for recovery from 1st July 2023 to 30th June, 2024.	. No. of public institutions identified for recovery. . Ground status report.	Target not varied.	Mid year achievement is No. 8
Mainstream final survey in the vesting process for compulsory acquired lands. To identify and process 148No. of compulsory acquired parcels of land for the purposes of final survey and vesting.	No. of compulsory acquired parcels identified and submitted for processing.	Target not varied.	Mid year achievement is 92.
To identify and process 10No. of natural resources and ecologically sensitive sites for documentation.	No. of sites identified and forwarded for documentation.	Target not varied.	Mid year achievement is No. 5
To receive, review and recommend 8No. of applications for extension/renewal of lease to Land administration and management directorate for processing from 1st July 2023 to 30th June, 2024.	No. of applications submitted to land administration and management directorate.	Target not varied.	Mid year achievement is No. 4.
To develop an inventory of public land parcels in community and settlements schemes from 1st July 2023 to 30th June 2024.	List and status reports on surrendered and reserved public lands.	Target not varied.	Mid year achievement is No. 33.



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To update the county comprehensive public land inventory database with 30No. of parcels from 1st July 2023 to 30th June 2024.	4 No. of parcels updated in the county comprehensive public land inventory database.	Target not varied.	Mid year achievement is No. 2.
To develop a ground report of the status of urban centres from 1st July 2023 to 30th June, 2024.	-4 No. of reports on the status of urban centres. -No. of urban centres undergoing planning and surveying/Urban centres planning and surveying status report in county.	Target not varied.	Mid year achievement is No. 2.
To develop a report on 10No. of disputes handled through use of ADR/TDR in the county (received and processed) from 1st July 2023 to 30th June 2024.	No. of disputes handled (received and processed)	Target not varied.	Mid year achievement is No. 4
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandate, service delivery timelines, commission charter between 1st July 2023 to 30th June, 2024.	No. of awareness forums/meetings held/attended.	Target not varied.	Mid year No. of meetings/ Forums held is No. 2.
To attend 12 No. of county engagement meetings between 1st July 2023 to 30th June 2024.	No. of meetings attended.	Target not varied.	Mid year No. of meetings attended is No. 7.

MID YEAR APPRAISEES'S COMMENTS

Most targets didn't vary and are on course to being achieved.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets met. Strive to do your best for the remaining period.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I strive to do my work professional to enhance achievement of both the commissions and my personal goals.

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Great performance. Keep it up.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supplies and procurement training skills.	two weeks.	supervisory.



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Putting supplies and procurement management theory into action will enable me enhance my skillset into handling office imprest much better.	The officer should be trained on the requested course for better performance.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance was good.	Targets met. Keep it up.