



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|--------------------------------------|
| Staff Number: | NLC20150255 | Staff Name: | Catherine Njoki Ndungu |
| ID Number: | 24275551 | Employee E-mail: | catherine.njoki@landcommission.go.ke |
| Appraisal Type: | MID FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 18-Nyandarua County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | John Gabriel Mule | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | John Gabriel Mule | 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 provide redress to land disputes
6. To provide redress to Historical Land Injustices (HLI)
7. To enhance corporate image of the Commission through County office
8. To enhance corporate image of the Commission through County office

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|---|------------------------------|--------------------------------|--------------------|---------------|
| 1. Ensure a proper filing system on daily basis - 2 files a day | updated files | 2 | 2 | 100 | 100 |
| 2. Assist in preparation of 4 quarterly reports and 1 annual report | updated quarterly and annual report | 4 quarterly reports prepared | 4 | 100 | 100 |
| Drafting of 1 staff meeting minutes within two days after the meeting | Minutes | drafted 3 staff meetings | 1 | 200 | 200 |
| To develop a report on 2 disputes handled through use of ADR/TDR in the County (received and processed) | Updated report on the number of disputes received and processed through ADR/TDR | 2 | 2 | 100 | 100 |
| To hold/attend 2 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter | No. Of awareness forums/meetings | attended 1 forum in Ngorika | 1 | 50 | 50 |



INDIVIDUAL APPRAISAL REPORT

| | | | | | |
|--|----------------------|-----|---|---------------|---------------|
| To develop an inventory of 5 public land parcels in community and settlement schemes | an updated inventory | 215 | 5 | 200 | 200 |
| Total Appraiser Score on Performance Targets | | | | 750.00 | 750.00 |
| Mean Appraisal Scores | | | | 125% | 125% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Will strive to achieve the set targets, within timeline. | The targets set here are realistic |

| 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 |
|--|---|
| some targets were achieved whereas others were not achieved due to unavailability of resources and COVID -19 prevalence. | The Appraiser's performance was negatively affected by inadequate facilitation |

| MID YEAR REVIEW | | | |
|--|---|-------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| 1. Ensure a proper filing system on daily basis - 2 files a day | updated files | Target remained | Have achieved 50% of this target |
| 2. Assist in preparation of 4 quarterly reports and 1 annual report | updated quarterly and annual report | Target remained | have assisted in preparation of one quarterly report |
| Drafting of 1 staff meeting minutes within two days after the meeting | Minutes | Target remained | Have drafted 2 staff meeting minutes |
| To develop a report on 2 disputes handled through use of ADR/TDR in the County (received and processed) | Updated report on the number of disputes received and processed through ADR/TDR | Target remained | Assisted in developing one report on disputes handled through ADR/TDR |
| To hold/attend 2 No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter | No. Of awareness forums/meetings | Target remained | Making arrangements especially on logistics to help deliver the target |
| To develop an inventory of 5 public land parcels in community and settlement schemes | an updated inventory | target remained | have achieved 50% of this target |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|---|---|
| The targets are achievable I believe that the resources will be availed on time to help achieve the same. | The Appraiser's performance is good. |



INDIVIDUAL APPRAISAL REPORT

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

to always be honest and ethical at the work place

STAFF TRAINING AND DEVELOPMENT NEEDS

| Training & Development Needs | Duration | Type of Training |
|------------------------------|----------|-------------------------|
| Monitoring & Evaluation | 1 month | Monitoring & Evaluation |
| Report writing | 1 month | Report writing |

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The requested short courses will enable me progress career wise and help me be efficient in carrying out my duties.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

| Second Supervisor Comments | Second Supervisor Recommendations |
|--|---|
| The Appraisee's performance is good and she has potential to do better if well guided and facilitated. | The officer requires further training to improve on her skills. |