



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150263	Staff Name:	Geoffrey Ng'Ethe Warui
ID Number:	26056512	Employee E-mail:	geoffrey.ng'ethe@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	19-Nyeri County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Naomi Wanjiru Kamau	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Naomi Kamau Wanjiru	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

To secure public institutional land
To enhance access to alienated and unalienated public land for development
To develop a comprehensive public land inventory and database
To regularize urban land allocations
to mainstream land use planning in the national and county development agenda
To provide redress to land disputes
To provide redress to Historical Land Injustices (HLI)
To provide redress to Historical Land Injustices (HLI)
To enhance corporate image of the Commission through County Office
To improve work environment
To insure financial sustainability
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 receive, sort, open file collect date on 10 no of applications on allocation of new grants	-10 No. of files opened / updated - 10 No. of official searches, RIMs, photos, draft reports		10 No of application on new grants	100	100



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To receive data on compensation, obtain searches from the land registrar, , photocopy and consistently update files (involves 250 parcels)	- Files on parcels acquires, photocopies of 250 No. of parcels,, obtains 10 No. of Rims -Converting hard copy data to soft copy data		Receive, update data on public land relating to 250 No of parcels	100	150
To receive, sort, file, obtain data for 10 No. of applications on subdivisions, 10No. of applications on renewal of lease and 10No of extension of lease, 4 no of application on land exchanges	-Files opened/ updated - 34 NO. Searches and maps obtained -20 No of Draft reports		Handled 10 No. of applications on subdivisions, 10 No of applications on renewal of lease, 10 No of applications on extension of lease, 4 No. of applications on land exchanges	100	120
To receive, sort, file, obtain 10 No. of HLI application cases	- 10 No. of files/ updated HLI files -Rims -Searches -Participation in Public stakeholders meetings		Handled 6 No. of HLI applications	100	100
To physically check on the assets in the office, prepare status report for the assets in office, prepare 12 No. of requisition forms, and disburse to Ag/ CEOs	- Updated list of assets register -Status report for assets in Nyeri county -Copies of requisitions forms made		-Prepared status of assets report In Nyeri County -Regularly updated assets register	100	0
Total Appraisee Score on Performance Targets				500.00	470.00
Mean Appraisal Scores				100%	94%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I will strive to achieve targets as set.	Target set as agreed. Strive to achieve them
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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive, sort, open file collect date on 10 no of applications on allocation of new grants	-10 No. of files opened / updated - 10 No. of official searches, RIMs, photos, draft reports	Target changed	Received, sort, opened 20 No. of applications of new grants
To receive data on compensation, obtain searches from the land registrar, , photocopy and consistently update files (involves 250 parcels)	- Files on parcels acquires, photocopies of 250 No. of parcels,, obtains 10 No. of Rims -Converting hard copy data to soft copy data	Target changed to 270 No. of parcels	Received data, obtained searches for 270 No. of parcels
To receive, sort, file, obtain data for 10 No. of applications on subdivisions, 10No. of applications on renewal of lease and 10No of extension of lease, 4 no of application on land exchanges	-Files opened/ updated - 34 NO. Searches and maps obtained -20 No of Draft reports	Target remained the same	Opened 10 No of applications on subdivisions, renewal of lease, extension of lease, 4 No. of land exchanges
To receive, sort, file, obtain 10 No. of HLI application cases	- 10 No. of files/ updated HLI files -Rims -Searches -Participation in Public stakeholders meetings	Target changed	Received, sorted, obtained data for 6 No of applications on HLI cases
To physically check on the assets in the office, prepare status report for the assets in office, prepare 12 No. of requisition forms, and disburse to Ag/ CEOS	- Updated list of assets register -Status report for assets in Nyeri county -Copies of requisitions forms made	Target did not change	-Prepared 12 No. of requisitions on office requirements -Prepared 2 No of status of assets in Nyeri county -Updated the asset register monthly

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
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I will be guided by the principle of fairness while discharging my mandates	Kindly ensure impartiality and fairness while serving the public
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills course	90 days	Customer care Management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will provide me with great skill to assist me serve the public better		The course is relevant and crucial to the appraisee. I pledge he be facilitated to undertake the same upon availability of funds
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Appraisee is a team player, relates well with clients and very good in customer management	Kindly facilitate appraisee to undertake customer Management course for improved service delivery	