



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140038	Staff Name:	Paul Kasimbu Ngei
ID Number:	8991599	Employee E-mail:	paul.kasimbu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	16-Machakos County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

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 data base
To regularize urban land allocations
To mainstream land use planning in the national and county development agenda
To provide redress to land disputes
To enhance corporate image of the commission through County Office
To provide redress to Historical Land Injustices (HLI)
To improve work environment
To ensure 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
Document public land for processing	12 parcels			0	0
Identify public institution land parcels for recovery	20 parcels			0	0
Identify and document compulsorily acquired public land for vesting	50 parcels			0	0
Conduct natural resource inventory and establish databases	10 parcels identified			0	0
Processing for Renewal of leases on public land	10 Parcels			0	0



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Document public land in Community/Groups/Company Lands and Settlements schemes	25 parcels identified			0	0
Inventorize public land in the county	4 quarterly reports			0	0
Inventorize and document the status of urban centres in the county	4 quarterly reports			0	0
Monitor and oversight land use planning throughout the county (Report on Land use planning status)	4 quarterly reports			0	0
Resolve Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms.	12 disputes resolved			0	0
Reports on preliminary investigations of HLI matters	5 cases			0	0
Court User Committee sessions attended	8 meetings held			0	0
Court Cause List submitted	12 lists submitted			0	0
Sensitized public on NLC mandates through County Engagement meetings	12 meetings			0	0
Sensitized public on NLC mandates through public engagement meetings	4 meetings held			0	0
Sensitized public on NLC mandates through distribution of CEPA materials	1 distribution			0	0
Improve work environment through requisitions of infrastructure, vehicle and office space, clean office space	4 quarterly requisitions			0	0
Improve work environment through an updated Asset Register	1 No.			0	0
Ensure prudent utilization of resources through proper use of office imprest	100%			0	0
strengthen internal systems and processes for efficient service delivery through preparation of Annual work plans	1 Work plan.			0	0
strengthen internal systems and processes for efficient service delivery through documenting quarterly reports	4 Quarterly Reports.			0	0
strengthen internal systems and processes for efficient service delivery through documenting Annual Reviews	1 Report.			0	0
strengthen internal systems and processes for efficient service delivery through Performance Appraisals	6 Appraisals.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set following the guidelines from HQ and the NLC Strategic Plan 2021-2026	

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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks

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

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The Attribute is based on the position in the county coordination office	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic & Leadership training at KSG	6 weeks	Management Course
Skills on Alternative Land Dispute Resolution mechanism	2 months	Technical training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above sills will go a long way in enhancing my skills in service delivery	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations