



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210644	Staff Name:	Johnalex Ogola Aranda
ID Number:	31503181	Employee E-mail:	johnalex.aranda@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	38-Vihiga County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Domtila Gati	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Domtila Gati	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
1.Management and administration of public land.
2. Use of land and security of land rights.
3.Land dispute resolution and conflict management.
4.Institutional strengthening

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in preparation of 4 No.official reports.	Reports	6	All the 6 reports were submitted to the headquarters for processing.	150	150
Conducting 12 No. site inspection as assigned by the county coordinator.	Reports, photographs, application letter, list of attendance	18	All the 18 site inspections helped generate a similar number of ground reports.	150	150
Participate in conducting 4 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	15	The 15 awareness/sensitization fora are supported by evidence.	200	200



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Attending 12 No. staff meetings.	Minutes, list of attendance, Agenda, meeting notification	12	Minutes for the 12 meetings are available for perusal in the file.	100	100
Preparation of 4 No. requisitions of infrastructure, vehicle and general office requirement.	Requisitions, counter requisition and issue voucher(S11), Updated asset register.	2	Only 2 out of 4 requisitions were sent for processing.	50	50
Handling 80 No. Simple Client inquiries and referring the complex ones to the county coordinator.	Records from daily clients enquiry book, visitors book, letters, reports	65	There were fewer client inquiries in second half; as a result , the achievement was 65 out of the projected 80 at the end of the appraisal period.	81	85
Total Appraisee Score on Performance Targets				731.00	735.00
Mean Appraisal Scores				121.83%	122.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
will enhance effectiveness and efficiency in achieving the set targets.	

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
The targets were achieved as expected. However, there was a challenge of; the lack of CEPA materials for distribution and there was a disconnect in all the material requisitions made and the materials supplied.	The appraisee put in alot of effort to surpass most of the targets. This was very commendable bearing in mind that it was his first time since he joined the Commission at the beginning of the appraisal period.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Participate in preparation of 4 No.official reports.	Reports	Target remained the same.	Reports for quarter 1 & 2 completed and submitted to HQ for further action.
Conducting 12 No. site inspection as assigned by the county coordinator.	Reports, photographs, application letter, list of attendance	Target remained the same.	6 No.ground status report completed and forwarded to HQ while others were submitted to CEC member of lands for input.



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Participate in conducting 4 No. public awareness and advocacy on the mandate of the NLC	Reports, minutes, attendance list, photographs	Target remained the same.	6 No. Public awareness and advocacy done on all the site inspections conducted, and lack of CEPA materials to distribute to the public was the greatest challenge.
Attending 12 No. staff meetings.	Minutes, list of attendance, Agenda, meeting notification	Target remained the same.	Attended all the staff meetings and all minutes prepared accordingly.
Preparation of 4 No. requisitions of infrastructure, vehicle and general office requirement.	Requisitions, counter requisition and issue voucher(S11), Updated asset register.	Target remained the same	Fixed asset register duly updated, 1 requisition for general office requirement.
Handling 80 No. Simple Client inquiries and referring the complex ones to the county coordinator.	Records from daily clients enquiry book, visitors book, letters, reports	Target remained the same	By mid year, 50 No.client enquiry were received and satisfactory feedback issued and complex ones referred to county coordinator.This accounts for 125% target achievement.

MID YEAR APPRAISEES'S COMMENTS

Targets achieved as expected.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

By mid year, all the targets were over 50% interms of achievement.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Good - Between 80% and 99%
Core Competencies	Efficiency	Good - Between 80% and 99%
Core Competencies	Transparency and Accountability	Good - Between 80% and 99%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Training and Development	Fair - Between 60% and 79%
Managerial and Supervisory Competence	Accountability in Managing Resources	Very Good - Upto 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Good - Between 80% and 99%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Good - Between 80% and 99%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%
Values	Meritocracy	Good - Between 80% and 99%



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Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
The set targets were achieved as expected with a lot of efficiency and effectiveness.	The appraisee is just a year in the service but he has started off very well.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Management skills.	four weeks.	Senior management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
To improve my skills and performance in administration and management.	The appraisee qualifies for the course applied.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This was the appraisee's first review on appointment but he was able to catch up and meet the targets. He was very industrious and quite hardworking,	He should be considered for senior Management Course (SMC).