



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150424	Staff Name:	Calvins Ojwang Otieno
ID Number:	26149409	Employee E-mail:	calvins.otieno@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Zachary Ndege Msongo	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Zachary Ndege Msongo	Supervisor Designation:	Chief Land Administration Offi

DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in the development and implementation of frameworks for administration and management of institutional public land	i) Guidelines and manuals developed ii) Tools to monitor implementation of guidelines in place	5 Guidelines and manuals developed	5 Guidelines and manuals developed	100	100
Assist in the documentation of public institutional land	No of Letters of allotment prepared and issued	300 Letters of allotment prepared and issued	300 Letters of allotment prepared and issued	110	100
Assist in documenting public schools land by way of transfers	No. of letters of allotment and transfer of land forms issued	100 of letters of allotment and transfer of land forms issued	100 of letters of allotment and transfer of land forms issued	120	100
Assisting in the process of inventorying the status of urban centers	no. of urban centers inventoried	10 urban centers inventoried	10 urban centers inventoried	100	100
Preparation of departmental reports	No of reports done	25 reports done	25 reports done	130	100



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Assist to Document public land in Community and Settlement Schemes	No. of documented public land in Community and Settlements schemes	70 documented public land in Community and Settlements schemes	70 documented public land in Community and Settlements schemes	130	100
Total Appraiser Score on Performance Targets				690.00	600.00
Mean Appraisal Scores				115%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are realistic and achievable	The targets set are realistic and achievable
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
I have achieved and surpassed my set targets	the officer has achieved their targets

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist in the development and implementation of frameworks for administration and management of institutional public land	i) Guidelines and manuals developed ii) Tools to monitor implementation of guidelines in place	target not changed	1 manual
Assist in the documentation of public institutional land	No of Letters of allotment prepared and issued	target not changed	50 letters done
Assist in documenting public schools land by way of transfers	No. of letters of allotment and transfer of land forms issued	target not changed	150 consents
Assisting in the process of inventorying the status of urban centers	no. of urban centers inventoried	target not changed	3 urban centers
Preparation of departmental reports	No of reports done	target not changed	18 departmental reports
Assist to Document public land in Community and Settlement Schemes	No. of documented public land in Community and Settlements schemes	target not changed	on going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets are achievable by end of 2021/2022 financial year	Targets are smart and achievable

VALUES AND STAFF COMPETENCIES APPRAISAL



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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
I am efficient and effective in carrying out duties assigned to me		The staff is efficient and effective in carrying out duties assigned to them
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills.	2 months	Customer Care Skills.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
i need this training to enable handle members of the public in a professional manner		Recommend the training requested
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
good performance	training recommended	