



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150454	Staff Name:	Yvonne Kibiti Ntinyari
ID Number:	24058915	Employee E-mail:	yvonne.kibiti@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	12-Meru County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Josephat Wasua Muendo	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Josephat Wasua Muendo	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 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 provide redress to Historical Land Injustices (HLI)
- To enhance corporate image of the Commission through County office
- 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
4 No. requisitions of infrastructure, vehicle and office space, clean office space	No. of requisitions	4	4	100	100
Maintain appropriate infrastructure and equipment	An updated asset register	1	1	100	100
Receive and files all office correspondents matters as per the subjects.	All correspondence filled including outgoing and incoming mails.	100%	100%	100	100
Buy office requirements as per the office needs.	All office accessories are available and proper records are available for the same.	100%	100%	100	100



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Total Appraisee Score on Performance Targets		400.00	400.00
Mean Appraisal Scores		100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable	Targets set are 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
Targets set were achieved. No need for performance improvement program	Targets set were achieved. No need for performance improvement program

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
4 No. requisitions of infrastructure, vehicle and office space, clean office space	No. of requisitions	No target changed.	2 No. of requisitions made.
Maintain appropriate infrastructure and equipment	An updated asset register	No target changed.	Asset register updated.
Receive and files all office correspondents matters as per the subjects.	All correspondence filled including outgoing and incoming mails.	No target changed.	All correspondence filed.
Buy office requirements as per the office needs.	All office accessories are available and proper records are available for the same.	No target changed.	All office accessories available.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
There is good progress in achievement of the targets.	No targets changed. There is progress in achievement of the set targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I have the skills and competencies to meet the set targets	The officer has the skills and competency to meet the set targets



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care	2 weeks	Customer care management
Land Administration and Management	2 weeks	Administration

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require training in customer care and land administration & management	The officer requires training in land administration and customer care

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
The officer is competent and was able to achieve set targets.

Second Supervisor Recommendations
The officer requires training in customer care and land administration