



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210640	Staff Name:	Alfred Kipruto Leting
ID Number:	32536302	Employee E-mail:	alfred.leting@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Molu Michael Halake	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Michael Molu Halake	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
Management and administration of public land
Institutional Strengthening
Use of land and security of land rights
Land Dispute Resolution and Conflict management

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Document public institutional land-50	No of parcels identified and submitted			0	0
Recovery of public institutional land-10	No of public institution land parcels identified for recovery			0	0
Documentation of the surveyed and unsurveyed acquired public land-5	No of parcels identified			0	0
Strengthen processes for renewal and extension of leases and public land-5	No of applications submitted to land administration			0	0
Document public land in Community/Group land and settlements-5	No of public land parcels identified			0	0
Inventorize public land in the County-1	No of public land identified and inventorized			0	0
Inventorize the status of urban centers-1	Quarterly status reports on status of urban centres submitted			0	0
Documents rights in urban areas-5	No of verified list of beneficiaries submitted			0	0
Resolve Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms-3	No. Of disputes handled (reviewed and processed)			0	0



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strengthen communication with stakeholders-1	No. of public awareness forums/meetings attended			0	0
Requisitions of infrastructure, vehicle and office space, clean office space-5	No. of requisitions/assets register done			0	0
Ensure prudent utilization of resources-1	% utilization of office imprest			0	0
Establish effective performance management, monitoring and reporting frameworks-4	Workplan/reports prepared and in place			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets were set in accordance with workplan	Target well set
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
Document public institutional land-50	No of parcels identified and submitted	Target not changed	Half way done
Recovery of public institutional land-10	No of public institution land parcels identified for recovery	Target not changed	Half way done
Documentation of the surveyed and unsurveyed acquired public land-5	No of parcels identified	Target not changed	Half way done
Strengthen processes for renewal and extension of leases and public land-5	No of applications submitted to land administration	Target not changed	50% done
Document public land in Community/Group land and settlements-5	No of public land parcels identified	Target not changed	50% done
Inventorize public land in the County-1	No of public land identified and inventorized	Target not changed	55% done
Inventorize the status of urban centers-1	Quarterly status reports on status of urban centres submitted	Target not changed	Half way done
Documents rights in urban areas-5	No of verified list of beneficiaries submitted	Target not changed	50% done



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Resolve Land Disputes and Conflicts through Use of ADR /TDR(Use of AJS) mechanisms-3	No. Of disputes handled (reviewed and processed)	Target not changed	Half way done
strengthen communication with stakeholders-1	No. of public awareness forums/meetings attended	Target not changed	Half way done
Requisitions of infrastructure, vehicle and office space, clean office space-5	No. of requisitions/assets register done	Target not changed	Half way done
Ensure prudent utilization of resources-1	% utilization of office imprest	Target not changed	Half way done
Establish effective performance management, monitoring and reporting frameworks-4	Workplan/reports prepared and in place	Target not changed	Half way done

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

Practice of Professionalism enables me to deliver effectively and efficiently	He is reliable, professional and fair in discharging his duties
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

Training will equip me with key skills that will enable me deliver effectively	I recommend him for training on communication and report writing.
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations