



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150169	Staff Name:	Kenneth Kiriinya Muriithi
ID Number:	25898126	Employee E-mail:	kenneth.kiriinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	22-Kiambu County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Supervisor
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	Appraisee's Rating	Agreed Rating
Document public institutions land-50	Number of parcels identified and submitted			0	0
Recover public institutional land- 10	Number of public institutional land parcels identified for recovery			0	0
Documentation of the surveyed and un-surveyed acquired public land - 5	Parcels identified and submitted for processing.			0	0
Strengthen processes for renewal and extension of leases of public land.-5	Number of applications submitted to land administration.			0	0
Document public land in community/ group land and settlement schemes.-5	Number of public land parcels identified			0	0
Inventorize public land in the county.-1	Number of public land parcels identified and inventorized			0	0
Inventorize the status of urban centres -1	Quarterly Status reports on the status of the urban centres.			0	0
Document rights in urban areas -5	Number of verified list of beneficiaries submitted.			0	0



INDIVIDUAL APPRAISAL REPORT

Resolve land disputes and conflicts through use of ADR/ TDR. - 3	Number of disputes handled.			0	0
Strengthen communication with stakeholders - 1	Number of public awareness forums/ meetings.			0	0
Requisition and maintain appropriate infrastructure and equipments. -5	Number of requisitions done/ asset register.			0	0
Ensure prudent utilization of resources -1	% Utilization of office imprest			0	0
Establish effective performance management. - 4	Work plan prepared and in place/ No. of reports			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
Targets were set as per the work plan.	The target set within the cintext of what is achievable in the circumstance, owing to the budget constraints.

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 target are achievable	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Document public institutions land-50	Number of parcels identified and submitted	Target not changed	halfway done
Recover public institutional land-10	Number of public institutional land parcels identified for recovery	Target not changed	halfway done
Documentation of the surveyed and un-surveyed acquired public land - 5	Parcels identified and submitted for processing.	Target not changed	halfway done
Strengthen processes for renewal and extension of leases of public land.-5	Number of applications submitted to land administration.	Target not changed	Halfway done
Document public land in community/ group land and settlement schemes.-5	Number of public land parcels identified	Target not changed	Halfway done
Inventorize public land in the county.-1	Number of public land parcels identified and inventorized	Target not changed	halfway done



INDIVIDUAL APPRAISAL REPORT

Inventorize the status of urban centres -1	Quarterly Status reports on the status of the urban centres.	Target not changed	halfway done
Document rights in urban areas -5	Number of verified list of beneficiaries submitted.	Target not changed	halfway done
Resolve land disputes and conflicts through use of ADR/ TDR. - 3	Number of disputes handled.	Target not changed	halfway done
Strengthen communication with stakeholders - 1	Number of public awareness forums/ meetings.	Target not changed	halfway done
Requisition and maintain appropriate infrastructure and equipments. -5	Number of requisitions done/ asset register.	Target not changed	halfway done
Ensure prudent utilization of resources -1	% Utilization of office imprest	Target not changed	halfway done
Establish effective performance management. - 4	Work plan prepared and in place/ No. of reports	Target not changed	halfway done

MID YEAR APPRAISEES'S COMMENTS

The targets were set in line the work plan and they are achievable

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Commendable

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

the target were achievable

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The appraisee is professional and dependable

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
SUPERVISORY SKILLS	3 weeks	MANAGEMENT COUSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I NEED A MANAGEMENT TRAINING COURSE TO ENHANCE MY SKILLS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I recommend the officer to be given an opportunity to go for a management course of at least 4 weeks

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
----------------------------	-----------------------------------



INDIVIDUAL APPRAISAL REPORT

--	--