



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210545	<b>Staff Name:</b>	Symon Karugi Njoki
<b>ID Number:</b>	28445400	<b>Employee E-mail:</b>	symon.karugi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Pauline Kariuki Mbaire	<b>Immediate Supervisor Designation:</b>	Principal Land Administration
<b>Second Supervisor:</b>	David Ndegwa Kuria	<b>Supervisor Designation:</b>	Director Land Administration and Management

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting 150 Letters of Allotment and Submitting them for review and signing	Letters of Allotment - Personal records	Drafted over 300 Letters of Allotments and forwarded them for signing	Drafted over 300 Letters of Allotments and forwarded them for signing	200	100
Receiving and responding to complaints and applications on matters land	Number of complaints received	Attended to over 100 matters	Attended to over 100 matters	100	100
Drafting and preparing valuation requisition forms	Number of valuation requisitions done	Prepared and signed 60 Valuation requisition forms	Prepared and signed 60 Valuation requisition forms	110	100
Documentation of incoming and outgoing letters, files and memos	Number of correspondences acted upon	Documented over 100	Documented over 100	100	100
Assisting the office of the Director in verifying development applications, valuation requisitions	Number of verifications done	Verified 300 applications (for allocation, renewal/extension of leases, Formalization/regularization of ownership and consents)	Verified 300 applications (for allocation, renewal/extension of leases, Formalization/regularization of ownership and consents)	150	100



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Taking of minutes during department's and Land Administration and Management meetings	Number of meetings held	Attended and recorded 30 minutes for Land Administration Department's meetings and Land Administration & Management Committee Meetings	Attended and recorded 30 minutes for Land Administration Department's meetings and Land Administration & Management Committee Meetings	120	100
Drafting Notices of intentions to allocate for onward forwarding for execution	Number of Notices done	Drafted 19 notices and forwarded them for signing	Drafted 19 notices and forwarded them for signing	110	100
<b>Total Appraisee Score on Performance Targets</b>				<b>890.00</b>	<b>700.00</b>
<b>Mean Appraisal Scores</b>				<b>127.14%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were achieved.	targets are smart

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 high rating on drafting of Letters of Allotment came about as a result of bulk regularization of ownership in urban centers	Targets were met and surpassed

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drafting 150 Letters of Allotment and Submitting them for review and signing	Letters of Allotment - Personal records	Target not changed	50 Letters of Allotment done
Receiving and responding to complaints and applications on matters land	Number of complaints received	Target not changed	Over 100
Drafting and preparing valuation requisition forms	Number of valuation requisitions done	Targets not changed	50 valuation requisition done
Documentation of incoming and outgoing letters, files and memos	Number of correspondences acted upon	Target not changed	Over 100



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Assisting the office of the Director in verifying development applications, valuation requisitions	Number of verifications done	Target not changed	Over 200
Taking of minutes during department's and Land Administration and Management meetings	Number of meetings held	Target not changed	5 minutes recorded
Drafting Notices of intentions to allocate for onward forwarding for execution	Number of Notices done	Target not changed	14 notices done

### MID YEAR APPRAISEES'S COMMENTS

I will achieve my targets

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Great progress

### VALUES AND STAFF COMPETENCIES APPRAISAL

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

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I am accountable and transparent working under minimal supervision

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

Carries out duties assigned with a lot of professionalism, and is very accountable

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management course	1 month	Senior Management course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

I require the training to enable me to perform my duties more effectively

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

training required

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
great job. keep up	training recommended