



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|------------------------|--|---------------------------------------|
| Staff Number: | NLC20140081 | Staff Name: | Catherine Kanana M'kiara |
| ID Number: | 7347095 | Employee E-mail: | catherine.kanana@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| Terms of Service: | Contract | Gender: | Female |
| Work Station | 47-Nairobi City County | Job Grade: | NLC6 |
| Dept/Directorate | LAM | Appraisal Status | Approved/Closed/HR |
| Immediate Supervisor: | Silas Mburugu Kiogora | Immediate Supervisor Designation: | Principal Land Administration |
| Second Supervisor: | Silas Mburugu Kiogora | Supervisor Designation: | Principal Land Administration |

DEPARTMENTAL OBJECTIVES

To enhance access to alienated and unalienated public land for development

To secure public institutions land

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|---|--|---|---|--------------------|---------------|
| Typing of allotment letters for coast and Nairobi region | no of allotments typed and forwarded for signatures | 300 Letters of allotment typed and forwarded | 300 Letters of allotment typed and forwarded | 100 | 100 |
| Typing of 15 memos for renewal and extension of lease for both coast and Nairobi region | no of memos typed | 100 memos typed | 100 memos typed | 120 | 100 |
| Retrieving and handling correspondence files for Coast and Nairobi region | no of files A well kept record | 100 correspondence files retrieved and recorded for both Nairobi and Coast region | 100 correspondence files retrieved and recorded for both Nairobi and Coast region | 100 | 100 |
| Typing of 20 correspondence letters for Coast and Nairobi region | no of letters typed and filled | 150 letters typed and sent for signatures | 150 letters typed and sent for signatures | 100 | 100 |
| receiving and dispatching of incoming and outgoing mails and correspondences for Coast and Nairobi region | a well kept movement register for both the incoming and outgoing correspondences | a well kept movement register for both the incoming and outgoing correspondences | a well kept movement register for both the incoming and outgoing correspondences | 100 | 100 |



INDIVIDUAL APPRAISAL REPORT

| | | | |
|---|--|---------------|---------------|
| Total Appraisee Score on Performance Targets | | 520.00 | 500.00 |
| Mean Appraisal Scores | | 104% | 100% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|---|---|
| Targets are achievable and 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 |
|---|--|
| I have surpassed my set targets for the FY 2021/2022 | The officer has met all her targets |

| MID YEAR REVIEW | | | |
|---|--|--------------------------------|--|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Typing of allotment letters for coast and Nairobi region | no of allotments typed and forwarded for signatures | Target not changed | approximately 80 allotments typed |
| Typing of 15 memos for renewal and extension of lease for both coast and Nairobi region | no of memos typed | target not changed | 8 memos typed and forwarded |
| Retrieving and handling correspondence files for Coast and Nairobi region | no of files A well kept record | target not changed | continuous process |
| Typing of 20 correspondence letters for Coast and Nairobi region | no of letters typed and filled | target not changed | approximately 50 correspondences typed |
| receiving and dispatching of incoming and outgoing mails and correspondences for Coast and Nairobi region | a well kept movement register for both the incoming and outgoing correspondences | target not changed | continuous process |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|---|---|
| I hope to achieve all my set targets by end of financial year 2021/2022 | targets are achievable by end of financial year |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|--|--|--------------------------------------|
| 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 very professional ,efficient ,transparent and accountable in handling my duties | the officer is efficient,professional and transparent while carrying out duties assigned | |



INDIVIDUAL APPRAISAL REPORT

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--|-----------------------------------|---|
| Training & Development Needs | Duration | Type of Training |
| Customer Care Skills. | 1 month | Customer Care Skills. |
| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
| I need the training | I recommed the training | |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | |
| Second Supervisor Comments | Second Supervisor Recommendations | |
| The officer performed well | Training | |