



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140037	Staff Name:	Henry Ondara
ID Number:	9911035	Employee E-mail:	henry.ondara@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	46-Nyamira County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Identify, verify and and update 100 public land parcels	-No of parcels compiled -Copies of official searches -Copies of RIMs, PDPs, and other maps -Copies of development plans			0	0
Documentation/titling of 50 public institutional land	-No of applications processed -Site inspection report -Photos			0	0
To identify 100public land parcels in the county for vesting	-No of parcels identified for vesting			0	0
Awareness and advocacy-3 per quarter-12 yearly	-No. of awareness sessions conducted -Attendance list -Photos			0	0
Processing of development applications a)8 renewal of leases b)20 applications of ownership documents/allocation of public land and regularization c)Transfer of public land d)5 change of user	-No of parcels transferred -No of parcels allocated -Copy of minutes -Photos -Copy of allotment letters/plot cards			0	0
a)Staff meetings-12 yearly b)Staff performance management c)participate in 20 county management meetings d)Update register of court cases e)Timely surrender of imprest f)Proper maintenance of commission assets	a)Copy of minutes b)Copy of performance appraisal c)Attendance list,photos, invitation letters d)Copy of updated court register e)Forwarding letter and copy of receipts f)Updated assets register			0	0



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To conduct ground reports with aim of identifying (5) public institutions land for recovery	-No. of public institutions identified for recovery -Ground status report			0	0
To develop a ground report of the status of an urban centre	-Report on the status of urban centers -No. of urban centers undergoing planning and surveying -Status report in the county			0	0
To conduct mid year and annual staff performance appraisal for all staff in the county within the stipulated timeline in the commission's performance management cycle	-Mid year review report -Annual staff appraisal report			0	0
To prepare and submit quarterly reports on the performance of the county	No of quarterly reports submitted			0	0
To prepare and submit an annual report for FY 2024/2025 on the performance of the county	-County annual report			0	0
To process/ resolve 85% of received public land disputes and conflict cases	-No of cases resolved -Attendance register -Photos -No of officers trained			0	0
Develop a public land inventory	Update/Updated public land register			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 have been set out on agreement with the supervisor

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
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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

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic management	1 year	Supervisory management course
Public administration	6 months	Supervisory management course
Human resource management	4 months	Supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations