



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150135	Staff Name:	Joseph Malonza Muinde
ID Number:	13714505	Employee E-mail:	joseph.malonza@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:	NLC6
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Sospeter Ohanya O.	Immediate Supervisor Designation:	Deputy Director Survey
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	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
1. Check status of Land for 200 No of correspondences sent to the commission	1. Register for incoming and outgoing mails/correspondences	220		110	110
2. Conduct 25 Number of Ground site inspections and prepare site maps and reports for requested sites	2. Number of maps and reports prepared from/ for the ground site inspections	20	20	80	80
3. Participate in 3 No of vesting/ Surveys of Land earmarked for public facilities and infrastructure	3. Number of Parcels/ Projects involved	3		100	100
Total Appraisee Score on Performance Targets				290.00	290.00
Mean Appraisal Scores				96.67%	96.67%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed targets were set in consultation with the immediate supervisor	Well done Joseph. Keep it up.

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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Check status of Land for 200 No of correspondences sent to the commission	1. Register for incoming and outgoing mails/correspondences	1. Target Not Changed	On going
2. Conduct 25 Number of Ground site inspections and prepare site maps and reports for requested sites	2. Number of maps and reports prepared from/ for the ground site inspections	1. Target Not changed	On Going
3. Participate in 3 No of vesting/ Surveys of Land earmarked for public facilities and infrastructure	3. Number of Parcels/ Projects involved	3. Target not changed	on going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
i am on course towards achieving the set targets	

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
the targets set were achieved to meet the core values of the commission	The appraisee has been very professional in handling his work.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	There is need for training in supervisory skills preferable at Kenya School of Government (KSG)

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations