



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20160463	Staff Name:	Melky Elim Ejoro
ID Number:	30306521	Employee E-mail:	melky.elim@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	23-Turkana County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Galgalo Bora Galgalo	Immediate Supervisor Designation:	Administration Officer
Second Supervisor:	Galgalo Bora Galgalo	Supervisor Designation:	Administration Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.collection and collation public land inventory for Turkana South,Turkana East,Turkana west and Kibish	-filled questionnaires -copy of questionnaire -copy of introduction letter -summary of collected data	collected and collated public land inventory for tourism and water department	data collected successfully	100	100
2.Attending,receiving and guiding clients	visitor"s book	daily attendance of clients on office schedule	attended to clients	100	100
3.write minutes for staff meeting	-minutes	4 minutes written	minutes written	100	0
4.Writing official communication	drafted letters,Courier receipts,scanned copies,	4 official communication written	letters were successfully written and dispatched	100	100
5.registration of land disputes	-dispute register -dispute summary sheet -copies of documents attached	registered disputes received	disputes were registered	90	90
6.Support school Titling programme under the following sub-counties:Turkana South,Turkana East,Turkana West	report of activities,letters	written letters and attend engagement and on going process to fast-track the project	meaningful engagement with stakeholders on titling school programme	90	90



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7.Assist to hold,attend forums to sensitize public on NLC mandate ,service delivery and timeliness commission service charter	signed attendance list,activity report,invitation report	attended various forums and sensitized NLC mandate	several forums were in attendance	90	85
8.writing and compiling reports on activities done	reports	compile annual performance report	several reports were drafted	100	100
9.Assist to hold,manage,spend and surrender imprest	imprest report	imprest managed well and still on use	surrender of imprest were not submitted on time	80	80
10.Ensure proper filing of physical documents/letters	Files	excellent filing system	successfully arranged of files of offices documents	150	150
11.Ensure proper entry,maintenance and retrieval of electronic data,documents,letters and information	electronic files,database,summary of electronic data/reports	efficient entry,storage and retrieval of data, information and files	data and information successfully entered and captured	150	150
12.Receiving and dispatching of packages,documents and letters	dispatch book,courier letters	reliable and efficient dispatch of letters and documents	documents successfully dispatched	200	200
13.Assist to update asset register	Asset register	quarterly update of register	assets register successfully updated	100	100
14.Assist in requisition of office supplies	requestion letters	written requisition letters	requisition letters successfully dispatched	80	80
11.Ensure proper entry,maintenance and retrieval of electronic data,documents,letters and information	electronic files,database,summary of electronic data/reports	efficient entry,storage and retrieval of data, information and files	data and information successfully entered and captured	150	150
Total Appraisee Score on Performance Targets				1680.00	1575.00
Mean Appraisal Scores				112%	105%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
targets are clear	Targets set are realistic ,achievable and specific.However full achievement was constrained by lack of facilitation.
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
targets are smart and realistic	The performance of the officer was satisfactory,however more capacity building is needed

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.collection and collation public land inventory for Turkana South,Turkana East,Turkana west and Kibish	-filled questionnaires -copy of questionnaire -copy of introduction letter -summary of collected data	no change in target	in progress
2.Attending,receiving and guiding clients	visitor"s book	No change in target	on going
3.write minutes for staff meeting	-minutes	No change in target	on going
5.registration of land disputes	-dispute register -dispute summary sheet -copies of documents attached	No change in target	on going
6.Support school Titling programme under the following sub-counties:Turkana South,Turkana East,Turkana West	report of activities,letters	No change in target	In progress
7.Assist to hold,attend forums to sensitize public on NLC mandate ,service delivery and timeliness commission service charter	signed attendance list,activity report,invitation report	No changes	On going
8.writing and compiling reports on activities done	reports	No changes in target	on going
9.Assist to hold,manage,spend and surrender imprest	imprest report	No changes in target	On going
10.Ensure proper filing of physical documents/letters	Files	no change in target	on going



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11.Ensure proper entry,maintenance and retrieval of electronic data,documents,letters and information	electronic files,database,summary of electronic data/reports	No change in target	On going
12.Receiving and dispatching of packages,documents and letters	dispatch book,courier letters	No change in target	on going
13.Assist to update asset register	Asset register	No change in target	on going
14.Assist in requisition of office supplies	requestion letters	No change in target	in progress
11.Ensure proper entry,maintenance and retrieval of electronic data,documents,letters and information	electronic files,database,summary of electronic data/reports	No change in target	On going

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are realistic and achievable	Making excellent progress Keep up the great work.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%
Core Competencies	Professionalism	Good - Between 80% and 99%
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Innovativeness	Good - Between 80% and 99%
Core Competencies	Independence	Very Good - Upto 100%
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Managerial and Supervisory Competence	Planning and Organizing	Very Good - Upto 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i have excellent professional standard though further mentorship and training will 10x my productivity		the officer has strong competence capacity, though more capacity building is needed for next level performance.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
public speaking	2 weeks	communication skills
research skills	2 weeks	supervisory skills
public relation	2 weeks	management skills
personal development	3 weeks	productivity
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
he requires training in the above for next level performance		i require above courses to further enhance my performance
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
well done	well done	