



## INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS             |                           |  |                                 |
|------------------------------|---------------------------|--|---------------------------------|
| <b>Staff Number:</b>         | NLC20210617               | <b>Staff Name:</b>                       | Joel Rutoh                      |
| <b>ID Number:</b>            | 23696264                  | <b>Employee E-mail:</b>                  | joel.rutoh@landcommission.go.ke |
| <b>Appraisal Type:</b>       | ANNUAL FINANCIAL YEAR     | <b>Appraisal Period:</b>                 | 2021-2022                       |
| <b>Terms of Service:</b>     | Permanent and Pensionable | <b>Gender:</b>                           | Male                            |
| <b>Work Station</b>          | 33-Narok County           | <b>Job Grade:</b>                        | NLC7                            |
| <b>Dept/Directorate</b>      | CCO                       | <b>Appraisal Status</b>                  | Approved/Closed/HR              |
| <b>Immediate Supervisor:</b> | Susie Kidemi Namunyak     | <b>Immediate Supervisor Designation:</b> | COUNTY COORDINATOR              |
| <b>Second Supervisor:</b>    | Susie Kidemi Namunyak     | <b>Supervisor Designation:</b>           | COUNTY COORDINATOR              |

## DEPARTMENTAL OBJECTIVES

To secure pubic institutional land.

To enhance access to alienated and unalienated public land for development.

To develop a comprehensive public land inventory and data base.

To regularize urban land allocations.

To provide redress to land disputes.

To provide redress to Historical Land Injustices(HLI).

To improve work environment.

To ensure financial sustainability.

To strengthen internal systems and processes for efficient service delivery

## AGREED PERFORMANCE TARGETS

| Agreed Performance Target  | Performance Indicator   | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|---|------------------|--------------------------------|--------------------|---------------|
| Receiving complaints from the public/clients.  | files of complaints   | 100              | 99                             | 100                | 99            |
| Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis | No. of Requisition forms for Office equipment, furniture & fittings, cleaning | 95               | 94                             | 95                 | 95            |
| Attend and participate in dispute resolution meetings.   | List of attendance  | 90               | 90                             | 90                 | 95            |
| To attend and participate in County Development approval meetings.   | Attendance list.  | 95               | 98                             | 90                 | 120           |
| Conducting site visit/ investigations.   | Ground reports and photographs.   | 110              | 125                            | 110                | 120           |
| Photocopy and filing of documents.   | Office files.   | 100              | 99                             | 100                | 100           |



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|   |   |     |     |               |                |
|---|---|-----|-----|---------------|----------------|
| To develop an inventory of public land parcels in Community and Settlements schemes | List and status reports on surrendered and reserved public lands. | 97  | 99  | 97            | 100            |
| To conduct ground reports with aim of identifying public institution for recovery   | • Ground status report  | 95  | 100 | 95            | 99             |
| To maintain an updated asset register of all the assets in the County               | Updated asset register  | 90  | 100 | 90            | 100            |
| To prepare and submit quarterly reports on the performance of the County.           | No. of quarterly reports submitted.                               | 100 | 99  | 100           | 100            |
| <b>Total Appraiser Score on Performance Targets</b>                                 |   |     |     | <b>967.00</b> | <b>1028.00</b> |
| <b>Mean Appraisal Scores</b>  |   |     |     | <b>96.7%</b>  | <b>102.8%</b>  |

#### APPRAISEE'S COMMENTS ON TARGET SETTING

Target achieved due to good working environment.

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The Targets were in line with the strategic plan of the commission.

#### APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

N/A

#### 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  |
|--|---|-------------------------|--|
| Receiving complaints from the public/clients.  | files of complaints   | Targets not changed     | All the received complaints filed.             |
| Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis | No. of Requisition forms for Office equipment, furniture & fittings, cleaning | Targets not changed.    | All requisition made forwarded to Headquarter. |
| Attend and participate in dispute resolution meetings.   | List of attendance  | Targets not changed     | Actively participated in all meetings          |
| To attend and participate in County Development approval meetings.   | Attendance list.  | Target not changed      | Development approvals were made.               |
| Conducting site visit/ investigations.   | Ground reports and photographs.   | targets not changed.    | Site visits targets meet.                      |
| Photocopy and filing of documents.   | Office files.   | Target not changed      | proper filling                                 |



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|   |   |                      |                                       |
|---|---|----------------------|---------------------------------------|
| To develop an inventory of public land parcels in Community and Settlements schemes | List and status reports on surrendered and reserved public lands. | Targets not changed. | Updated public land inventory.        |
| To conduct ground reports with aim of identifying public institution for recovery   | • Ground status report  | Targets not changed  | Inventory of public institution.      |
| To maintain an updated asset register of all the assets in the County               | Updated asset register  | Targets not changed. | Office asset register.                |
| To prepare and submit quarterly reports on the performance of the County.           | No. of quarterly reports submitted.                               | Targets not changed. | Quarterly reports filed and submitted |

| MID YEAR APPRAISEES'S COMMENTS   | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|--|---|
| Duties delivered as required due to favorable working environment and good teamwork. | The Targets are SMART.                  |

| 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 |
|---|--|
| Target achieved                                 | The Officer is hard working and very keen to learn.              |

| STAFF TRAINING AND DEVELOPMENT NEEDS |           |                               |
|--------------------------------------|-----------|-------------------------------|
| Training & Development Needs         | Duration  | Type of Training              |
| Supervisory skills                   | two weeks | Supervisory Management Course |
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| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS            | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|---|---|
| The skills will enable me to discharge my duties appropriately. | Training is important for the officers career development.    |

| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS |                                   |
|--|-----------------------------------|
| Second Supervisor Comments                     | Second Supervisor Recommendations |
| The Officer is hard working.                   | none                              |