



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|----------------------------------|
| Staff Number: | NLC20210575 | Staff Name: | Joyce Jepchirchir Kotut |
| ID Number: | 28652133 | Employee E-mail: | joyce.kotut@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2023-2024 |
| Terms of Service: | Permanent and Pensionable | Gender: | Female |
| Work Station | 32-Nakuru County | Job Grade: | NLC7 |
| Dept/Directorate | CCO | Appraisal Status | Immediate Supervisor Reviewed |
| Immediate Supervisor: | Frank Kibelekenya Kosiom | Immediate Supervisor Designation: | COUNTY COORDINATOR |
| Second Supervisor: | Frank Kibelekenya Kosiom | Supervisor Designation: | COUNTY COORDINATOR |

DEPARTMENTAL OBJECTIVES

- 1.To facilitate access and use of land for socio-economic environmental sustainability
2. To create awareness through advocacy, coordination and information dissemination on the roles of NLC
- 3.To enhance secure storage,access and retrieval of public land information
4. To facilitate resolution of dispute and conflicts on land and land based resources

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|--|------------------|--------------------------------|--------------------|---------------|
| 1.To develop and maintain a proper filing system | Number of files | | | 0 | 0 |
| 2. To organise and schedule appointments | Number of clients and summons held | | | 0 | 0 |
| 3. To keep stock of office supplies and make requisitions when necessary | Number of requisitions made | | | 0 | 0 |
| 4. To prepare four quartely reports | Number of reports | | | 0 | 0 |
| 5. Taking minutes on invited meetings | Minutes prepared | | | 0 | 0 |
| 6.To attend assigned site visit and prepare a ground status report | Number of ground status reports prepared | | | 0 | 0 |
| 7.To prepare a no objection letter on the request for schools registration | Number of letters prepared | | | 0 | 0 |
| 8. To support the county coordinator in managing financial matters. | Number of imprest prepared | | | 0 | 0 |
| Total Appraisee Score on Performance Targets | | | | 0.00 | 0.00 |
| Mean Appraisal Scores | | | | 0% | 0% |



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| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Target set are achievable | |

| 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 |
|--|--|-------------------------|---|
| 1.To develop and maintain a proper filing system | Number of files | Target added | New files recorded and numbered |
| 2. To organise and schedule appointments | Number of clients and summons held | Target added | Disputes held and resolved while others still ongoing |
| 3. To keep stock of office supplies and make requisitions when necessary | Number of requisitions made | Target maintained | No requisition made so far |
| 4. To prepare four quartely reports | Number of reports | Target added | Quarter 1 & 2 reports done and submitted |
| 5. Taking minutes on invited meetings | Minutes prepared | Target added | Minutes taken and filed |
| 6.To attend assigned site visit and prepare a ground status report | Number of ground status reports prepared | Target added | Ground status reports prepared and filed |
| 7.To prepare a no objection letter on the request for schools registration | Number of letters prepared | Target added | Copy of letters of no objection filed |
| 8. To support the county coordinator in managing financial matters. | Number of imprest prepared | Target maintained | Imprest surrendered on time |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|---|---|
| Almost 50% of the set targets achieved. | |

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 |
|---|--|
|---|--|



INDIVIDUAL APPRAISAL REPORT

| 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 |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | | |
| Second Supervisor Comments | Second Supervisor Recommendations | |
| | | |