



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150454	<b>Staff Name:</b>	Yvonne Kibiti Ntinyari
<b>ID Number:</b>	24058915	<b>Employee E-mail:</b>	yvonne.kibiti@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	12-Meru County	<b>Job Grade:</b>	NLC8
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Josephat Wasua Muendo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Josephat Wasua Muendo	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To secure public 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 mainstream land use planning in the national and county development agenda
To provide redress to land disputes
To provide redress to Historical Land Injustices (HLI)
To enhance corporate image of the Commission through County office
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
Requisition and maintain appropriate infrastructure and equipment	No. of requisitions	4	4	100	100
Requisition and maintain appropriate infrastructure and equipment	An updated asset register	1	1	100	100
Receive and file all office correspondence matters as per the subjects	All correspondence filed including outgoing and incoming mail	100%	100%	100	100
Buy office requirements as per the office need	All office accessories are available and proper records are available for the same	100%	100%	100	100



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<b>Total Appraiser Score on Performance Targets</b>		<b>400.00</b>	<b>400.00</b>
<b>Mean Appraisal Scores</b>		<b>100%</b>	<b>100%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets set are achievable	

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
All set targets achieved	All the set targets were achieved.

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Requisition and maintain appropriate infrastructure and equipment	No. of requisitions	No target changed.	2 No .of requisitions forwarded.
Requisition and maintain appropriate infrastructure and equipment	An updated asset register	No target changed.	Assets registered up-to-date.
Receive and file all office correspondence matters as per the subjects	All correspondence filed including outgoing and incoming mail	No target changed.	All correspondence filled.
Buy office requirements as per the office need	All office accessories are available and proper records are available for the same	No target changed.	All office accessories are available.

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
There is good progress in achievement of the target.	No target changed - there is good progress in achievement of set targets

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraiser's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>
Core Competencies	Independence	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
I have the skills and competencies to undertake my duties	The officer has the skills and competencies to undertake her duties.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	2 weeks	Customer Care Management
Land Administration Management	2 weeks	Administration
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the above skills to undertake my duties.		The officer requires the above trainings
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer met all the set targets.	The officer requires training in customer care skills and land administration & management.	