



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150341	Staff Name:	Nancy Wangombe Gathoni
ID Number:	22507098	Employee E-mail:	nancy.wangombe@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LP&R	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Christopher David Kitonga	Immediate Supervisor Designation:	Principal Land Use Planning Officer
Second Supervisor:	Mary Ngundo Kamene	Supervisor Designation:	Deputy Director Land Use Planning

DEPARTMENTAL OBJECTIVES
To monitor and oversee land use planning throughout the County.
To develop tools for Monitoring and Overseeing Land Use Planning throughout the County.
To oversee the implementation of various tools and guidelines for quality assurance.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st June 2023 to 31st May 2024 - Receiving, recording and forwarding of at least 10 - 15 office mail per week/ 30 - 45 per month.	Updated incoming register with proof of incoming mail on daily basis.			198	0
1st June 2023 to 31st May 2024 - Making requisition and control of office items from Procurement done at least once a month.	Copies of S11booksheet showing frequency and all requisitions done.			198	0
From 1st June 2023 to 31st May 2024 - Drafting of a minimum of 20 - 25 drafts of office memos, letters, reports in a month.	Updated file records of memos, letters, reports, circulars done.			198	0
1st June 2023 to 31st May 2024 - Participating in at least 2 meetings every quarter.	Filed attendance registers, minutes and reports.			198	0
1st June 2023 to 31st May 2024 - Managing tea imprest and do timely surrenders on monthly basis.	Filed copies of imprest requisition and surrender memos with relevant receipts attached for accountability.			198	0
Total Appraisee Score on Performance Targets				990.00	0.00
Mean Appraisal Scores				198%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable.	The Targets were discussed and agreed on. They are smart and 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
I ensure my Targets are achieved on good time.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
From 1st June 2023 to 31st May 2024 - Receiving, recording and forwarding of at least 10 - 15 office mail per week/ 30 - 45 per month.	Updated incoming register with proof of incoming mail on daily basis.	No change.	The task is continuous and updated on daily basis. Currently i have achieved at least 70% of the task.
1st June 2023 to 31st May 2024 - Making requisition and control of office items from Procurement done at least once a month.	Copies of S11booksheet showing frequency and all requisitions done.	No change.	The task is done on monthly basis, Currently achieved up to 75-80%
From 1st June 2023 to 31st May 2024 - Drafting of a minimum of 20 - 25 drafts of office memos, letters, reports in a month.	Updated file records of memos, letters, reports, circulars done.	No change	The task is a daily repetitive and continuous target. So far i have achieved at least 80%.
1st June 2023 to 31st May 2024 - Participating in at least 2 meetings every quarter.	Filed attendance registers, minutes and reports.	No change.	I attend almost all directorate meetings, the achievement level is at 80%.
1st June 2023 to 31st May 2024 - Managing tea imprest and do timely surrenders on monthly basis.	Filed copies of imprest requisition and surrender memos with relevant receipts attached for accountability.	No change	Imprest surrender effectively done on monthly basis and about 85% achievement has been realized.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The financial year 2023-2024 is highly favorable with much remarkable achievement than my previous years.	the targets have been considerably achieved as required by mid year

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
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
1.Supervisory skills	1.four weeks	1.supervisory management course
2.Customer care	2.two weeks	2.Customer Management Course
3.Senior Management Skills	3.four weeks	3.senior management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I was not Projected in the last Financial Year 2021/2023		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	