



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140040	Staff Name:	Joyce Kinyanjui N.
ID Number:	21735845	Employee E-mail:	joyce.kinyanjui@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	21-Murang'a County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES
To secure public institutional Land
To develop a comprehensive public land inventory and database
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
To identify ten 10 NO. of undocumented parcels of land for public institutions and submit to land administration & Management Directorate for processing as from 1st July 2023 to 30th June 2024	NO. of parcels identified and submitted to Land Administration & Management for processing			0	0
To conduct site inspection with aim of identifying 4.No. of public institutions for recovery from 1st July 2023 to 30th June 2024	- No. of public institutions identified for recovery - Ground status report			0	0



INDIVIDUAL APPRAISAL REPORT

To receive, review and recommend 10.No. of applications for extension/renewal of lease to Land Administration and Management Directorate for processing form 1st July 2023 to 30th June 2024	No. of applications submitted to Land Administration directorate for processing			0	0
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2023 - 30th June 2024	List and status reports on surrendered and reserved public land			0	0
To update the County Comprehensive public land inventory database with 100 No. of parcels from 1st July 2023 to 30th June 2024	No. of parcels updated in the County Comprehensive public land inventory database			0	0
To develop a report on Land Use Planning status in the County (CSP,LPs and other planning Projects) form 1st July 2023 to 30th June 2024	-To provide a status report on land use status in the County			0	0
To develop a ground report of the status of urban centres form 1st July 2023 to 30th June 2024	-Report on the status of urban centres - No. of Urban Centres undergoing planning and surveying/ Urban Centres Planning & Surveying status Report in the County			0	0
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2023 to 30th June 2024	-No. of disputes received processed / handled through ADR/TDR			0	0
To conduct 12. No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2023 to 30th June 2024	-No. of awareness forums/ meetings held			0	0
To requisition, receive and distribute communications, Educational, Public Awareness to public from 1st July 2023 to 30th June 2024	-No. of requisition forms for Office Equipment, furniture & fittings, cleaning supplies per quarter			0	0
To maintain an updated asset register of all the assets in the County form 1st July 2023 to 30th June 2024	Updated Asset register from time to time			0	0
To ensure a prudent expenditure on imprest advanced form 1st July 2023 to 30th June 2024	Timely surrender of imprest			0	0
To develop County Work Plan for FY 2023/2024 between 1st June -15th June 2023	County Work Plan for 2023 - 2024			0	0
To prepare and submit quarterly reports on the performance of the County	-No. of quarterly reports submitted			0	0
To prepare and submit annual report for FY 2023-2024 on the performance of the County	County Annual Report			0	0
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	-Mid Year Review Report -Annual staff Appraisal Report			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



INDIVIDUAL APPRAISAL REPORT

Mean Appraisal Scores		0%	0%
------------------------------	--	-----------	-----------

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	Please ensure to achieve set targets.

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
To identify ten 10 NO. of undocumented parcels of land for public institutions and submit to land administration & Management Directorate for processing as from 1st July 2023 to 30th June 2024	NO. of parcels identified and submitted to Land Administration & Management for processing	Target not changed	Processing of 3 public institutions parcels identified. Process ongoing
To conduct site inspection with aim of identifying 4.No. of public institutions for recovery from 1st July 2023 to 30th June 2024	- No. of public institutions identified for recovery - Ground status report	Target not Changed	Two Public Institutions land identified for recovery. Investigation ongoing
To receive, review and recommend 10.No. of applications for extension/renewal of lease to Land Administration and Management Directorate for processing form 1st July 2023 to 30th June 2024	No. of applications submitted to Land Administration directorate for processing	Target Not Changed	Five (5_ applications on renewal/extension of lease ongoing at Mid year
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2023 - 30th June 2024	List and status reports on surrendered and reserved public land	Target not Changed	Ongoing at the county level
To update the County Comprehensive public land inventory database with 100 No. of parcels from 1st July 2023 to 30th June 2024	No. of parcels updated in the County Comprehensive public land inventory database	Target not changed	Identification and verification ongoing at the county level



INDIVIDUAL APPRAISAL REPORT

To develop a report on Land Use Planning status in the County (CSP, LPs and other planning Projects) from 1st July 2023 to 30th June 2024	-To provide a status report on land use status in the County	Target not changed	Land use Planning status/oversight ongoing. Scheduled meetings with the Planning department ongoing
To develop a ground report of the status of urban centres from 1st July 2023 to 30th June 2024	-Report on the status of urban centres - No. of Urban Centres undergoing planning and surveying/ Urban Centres Planning & Surveying status Report in the County	Target not changed	Status report preparation ongoing
To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2023 to 30th June 2024	-No. of disputes received processed / handled through ADR/TDR	Target not Changed	Three(3) applications filed -ongoing hearings and investigation
To conduct 12. No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2023 to 30th June 2024	-No. of awareness forums/ meetings held	Target not changed	Preliminary investigations conducted; Virtual meetings ongoing. Scheduled meetings between Feb -March 2024
To requisition, receive and distribute communications, Educational, Public Awareness to public from 1st July 2023 to 30th June 2024	-No. of requisition forms for Office Equipment, furniture & fittings, cleaning supplies per quarter	Target not Changed	Requisition form for office equipment submitted. Office repair and maintenance requested
To maintain an updated asset register of all the assets in the County from 1st July 2023 to 30th June 2024	Updated Asset register from time to time	Target not changed	Asset Register upto date
To ensure a prudent expenditure on imprest advanced from 1st July 2023 to 30th June 2024	Timely surrender of imprest	Target not changed	Imprest to be surrendered
To develop County Work Plan for FY 2023/2024 between 1st June -15th June 2023	County Work Plan for 2023 - 2024	Target not changed	County Work Plan Financial year 2023-2024 developed and under implementation for FY 2023-2024
To prepare and submit quarterly reports on the performance of the County	-No. of quarterly reports submitted	Target not changed	1st and 2nd Quarter reports submitted fy 2023/2024



INDIVIDUAL APPRAISAL REPORT

To prepare and submit annual report for FY 2023-2024 on the performance of the County	County Annual Report	Target not Changed	Preparation of annual report underway.
To conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	-Mid Year Review Report -Annual staff Appraisal Report	Target not Changed	Conducted mid year review for Two(2) clerical officers, one(1) Office Administrator, one(1) human resource Officer and one(1) Office Assistant

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

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

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