



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140091	Staff Name:	Selina Chepkoros
ID Number:	10383950	Employee E-mail:	selina.chepkoros@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:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES
1.Avail land through compulsory acquisition
2.To strengthen human resources capacity
3. To access land and property taxes

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Oversee records management	registers, number of records done	all records were registered		100	0
make travel arrangements	Number of trips	100 trips arranged		100	0
maintain daily files	number of files	daily files well updated t		100	0
Print, scan and collate committee packs	number of requests	committee packs availed on time when required		100	0
Attend to customer/PAP Enquiries	number of customers/PAP	all customers and pap inquiries well attended to		100	0
Draft routine correspondence	number of correspondence	all drafts routine correspondence s done on time		100	0



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Prepare workshop report	number of report	Reports prepared on time		100	0
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	number of memos, reports, letters and minutes	All memos, letters, minutes typed on time		100	0
Handling of internal and external customers/clients, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book	internal and external customers, calls, handled to the customers satisfaction		100	0
provide administrative services at field activities, seminars and workshops	attendance registers, number of seminars and workshops	100% serves provided in field activities, seminars and workshops		100	0
organize meeting venues and refreshments	number of meetings	all meetings organized in good time		100	0
supervise juniors	Number of staff supervised	achieved		100	0
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	all records well filed		100	0
maintaining records of all the projects and valuer handling those projects	Report, memos	All records well maintained		100	0
handling of petty cash	Temporary imprest	Petty cash used for its purpose		100	0
safety of records and office equipment	registers, lockable cabinet , number of equipments	office equipments and records well maintained		100	0
Safeguard Records (open/ confidential records and office equipment)	Office Matrix	ALL records kept in lockable cabinets		100	0
Total Appraisee Score on Performance Targets				1700.00	0.00
Mean Appraisal Scores				100%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable	Targets set are achievable with enough resources and favourable working environment.



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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
All targets were achieved save for some few factors that hindered performance, e.g. lack of stationery	Targets were achieved though the challenge of resources need to be addressed to allow smooth implementation of the targets

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Oversee records management	registers, number of records done	target not changed	Records were overseen
make travel arrangements	Number of trips	Target not changed	Made all the travel arrangements
maintain daily files	number of files	target not changed	Daily file up to date
Print, scan and collate committee packs	number of requests	target not changed	Printed, scanned and collate committee packs
Attend to customer/PAP Enquiries	number of customers/PAP	target not changed	Customers/Pap Inquiries well attended to
Draft routine correspondence	number of correspondence	target not changed	Routine correspondences drafted
Prepare workshop report	number of report	target not changed	Prepared
Typing memos, Reports, letters and minutes with accuracy and efficiency on daily basis	number of memos, reports, letters and minutes	target not changed	Typed
Handling of internal and external customers/clients, receiving/making calls to both internal and external customers/clients	number of visitors attended to/visitors book	target not changed	Handled
provide administrative services at field activities, seminars and workshops	attendance registers, number of seminars and workshops	target not changed	Administrative services provided at field/seminar/workshops
organize meeting venues and refreshments	number of meetings	target not changed	Organized
supervise juniors	Number of staff supervised	target not changed	Supervised
Assist clean up the data, retrieve and maintain filing for all acquisition and records keeping	Number of project files generated	target not changed	Data cleaned, retrieved and maintained filing for all acquisition and record keeping
maintaining records of all the projects and valuer handling those projects	Report, memos	target not changed	Records maintained
handling of petty cash	Temporary imprest	target not changed	Handled appropriately



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safety of records and office equipment	registers, lockable cabinet , number of equipments	target not changed	Office documents place in locked cabinet
Safeguard Records (open/ confidential records and office equipment)	Office Matrix	target not changed	Office documents place in locked cabinet

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target done as agreed.	Targets did not change under the review period.

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
I will work with utmost professionalism	The Officer performs duties diligently with high degree of professionalism.

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Senior Management Course	4 weeks	Managerial
Recors Management	4 weeks	Managerial
Senior Supervisory Skills	4 weeks	Surpevisory
Information Technology	4 weeks	Skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to attend the course i have indicated	Recommended for Training in the current financial year to enhance effective delivery of services.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The targets set were achieved despite challenges of required resources.	Recommended for further training of the selected courses to enhance service delivery.