



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210636	Staff Name:	Gladys Wacera Njeri
ID Number:	29295626	Employee E-mail:	gladys.njeri@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Supervisor
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Principal Land Administration

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
Prepare letters forwarding documents for processing for 10 parcels of land	No. of parcels identified and submitted for processing.			40	0
Prepare ground reports on 10 parcels of land	No. of public land parcels identified			10	0
Requisition for information on 20 parcels of public land	No. of public land parcels identified			25	0
Take minutes in 2 Advocacy/awareness forums Prepare attendance lists	Show of minutes.			5	0
Prepare the requisition for office needs	No.of requisitions			4	0



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Update the register of assets	No. of assets updated			1	0
Prepare surrender of imprest for the coordinators signature	Availability of imprest and surrender documentation.			100	0
Take minutes during the meeting for the preparation of the work plan	Availability of minutes			1	0
Submit information for input into 4 reports	No.of reports delivered			4	0
Submit information for input into the annual report	Sending the annual report			1	0
Set individual targets	Updated Appraisal			11	0
Complete individual performance appraisal requirements	Updated Appraisal			1	0
Total Appraisee Score on Performance Targets				203.00	0.00
Mean Appraisal Scores				16.92%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets 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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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
Targets are achievable	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land Administration and Management	2 weeks	Administration



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enhance my skills and job performance	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Officer's performance is commendable	Training in land administration and management recommended