



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210569	<b>Staff Name:</b>	Joseph Mukiama Mwereria
<b>ID Number:</b>	28333311	<b>Employee E-mail:</b>	joseph.mwereria@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>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	LP&R	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Adelbert Pius Moriangi	<b>Immediate Supervisor Designation:</b>	Principal Land Rights Monitoring Officer
<b>Second Supervisor:</b>	Daniel Keya Mmbai	<b>Supervisor Designation:</b>	Principal Land Use Planning Officer

## DEPARTMENTAL OBJECTIVES

To monitor and oversee land use planning throughout the country

To develop tools for monitoring and overseeing land use planning throughout the country

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
To assist in developing 1 No. guidelines for preparation of land use and management plans for land held by public agencies by 31st December 2024	No. of Guidelines prepared.	1. Participated in internal strategic meetings for brainstorming and carried out desktop study. 2. Assisted in formulating the first draft of the guidelines.	carried out desktop study, and contributed in reviewing the draft	100	100
To assist in monitoring and oversight of the preparation of 4 No. County Spatial Plans by 30th June, 2024	No. of County Spatial Plans under preparation monitored and oversighted during the Financial Year	5 county spatial plans preparation monitored and oversighted i.e. Homabay, Vihiga, Garissa, Kisumu and Isiolo counties.	monitored 5 CSPs	125	125



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To assist in monitoring and oversight of the implementation of 4 No, County Spatial Plans by 30th June. 2024	No. of County Spatial Plans under implementation monitored and oversighted.	Prepared letters to CECM Bungoma, Bomet, Kericho and Lamu inquiring the status of implementation of county spatial plans.	monitored implementation of csp in 4 counties	100	100
To assist in monitoring and oversight of 4 No. Agencies implementing of the National Land Use Policy (NLUP) by 30th June, 2024	No. of Agencies implementing NLUP monitored and oversighted during the Financial Year	Assisted in writing letters to 4 implementing agencies regarding the spatial planning process	monitored 4 agencies	100	100
To assist in monitoring and oversight of 3 No. implementing the National Spatial Plan (NSP) by 30th June, 2024	No. of Agencies implementing NSP monitored and oversighted during the Financial Year.	Assisted in writing letters to 4 implementing agencies regarding the spatial planning process	monitored 4 agencies	100	100
To assist in monitoring and oversight of the preparation and implementation of Local Physical & Land use plans (Urban Plans/PDPs). NO.8 by 30th June 2024	No. of LP&LUPs (Urban plans/PDPs) monitored and oversighted during the Financial Year.	1. Assisted in monitoring of 10 local plans. 2. Participated in the reviewing of the physical planning hand book.		125	100
To assist in preparing and issuing of 8 No. advisory letters to planning authorities on land use plans by 30th June, 2024	No. of Advisories issued to planning authorities during the Financial Year	Assisted in drafting advisory letters for 10 planning authorities		125	100



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Assist in preparing 1 No. status of land use planning report for the country by 30th June, 2024	The status of land use planning report prepared by the end of the FY.	Drafted letters to Migori, Baringo, Homa Bay, Busia, Bungoma and Kirinyaga counties requesting for submission of the status of land use planning reports. Helped in the overall status of land use planning report.		100	100
Assist in creating and developing the land use plans depository of 7 No. plans by 30th June, 2024	No. of land use plans deposited in the depository during the FY	Received land use plans from 10 planning authorities. They were verified and recorded in digital format.	received 10 plans which he recorded and archived	130	120
To assist in the sensitization of County Governments on importance of land use planning and management through 2 No. of workshops by 30th June, 2024	No. of workshops conducted during the FY.	Assisted in preparing budgets and schedules, attendance list and training materials for workshops in 2 county governments.		100	100
Assist in coordination of preparation of 1 No. NLC Recommendations Report on Reviewed National Land Policy by 30th Sept, 2023	No. of NLP Recommendation Report prepared	1. Assisted in reviewing the National Land Policy of 2009. 2. Did desktop research to add information to the formulation of the new National Land Policy.		100	100



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<b>Total Appraisee Score on Performance Targets</b>		<b>1205.00</b>	<b>1145.00</b>
<b>Mean Appraisal Scores</b>		<b>109.55%</b>	<b>104.09%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
The targets are achievable.	The set targets are as agreed with the appraisee and are attainable

<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>
<p>All targets were achieved to an appreciable level.</p> <p>Financial constraints in some of the targets hindered the full achievement of these targets.</p> <p>A course in senior management would help the appraisee to better execute the tasks given to him.</p>	

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
To assist in developing 1 No. guidelines for preparation of land use and management plans for land held by public agencies by 31st December 2024	No. of Guidelines prepared.	Target not changed	Continued with target set earlier
To assist in monitoring and oversight of the preparation of 4 No. County Spatial Plans by 30th June, 2024	No. of County Spatial Plans under preparation monitored and oversighted during the Financial Year	Target not changed	Continued with target set earlier
To assist in monitoring and oversight of the implementation of 4 No, County Spatial Plans by 30th June. 2024	No. of County Spatial Plans under implementation monitored and oversighted.	Target not changed	Continued with target set earlier
To assist in monitoring and oversight of 4 No. Agencies implementing of the National Land Use Policy (NLUP) by 30th June, 2024	No. of Agencies implementing NLUP monitored and oversighted during the Financial Year	Target not changed	Continued with target set earlier
To assist in monitoring and oversight of 3 No. implementing the National Spatial Plan (NSP) by 30th June, 2024	No. of Agencies implementing NSP monitored and oversighted during the Financial Year.	Target not changed	Continued with target set earlier



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To assist in monitoring and oversight of the preparation and implementation of Local Physical & Land use plans (Urban Plans/PDPs). NO.8 by 30th June 2024	No. of LP&LUPs (Urban plans/PDPs) monitored and oversighted during the Financial Year.	Target not changed	Continued with target set earlier
To assist in preparing and issuing of 8 No. advisory letters to planning authorities on land use plans by 30th June, 2024	No. of Advisories issued to planning authorities during the Financial Year	Target not changed	Continued with target set earlier
Assist in preparing 1 No. status of land use planning report for the country by 30th June, 2024	The status of land use planning report prepared by the end of the FY.	Target not changed	Continued with target set earlier
Assist in creating and developing the land use plans depository of 7 No. plans by 30th June, 2024	No. of land use plans deposited in the depository during the FY	Target not changed	Continued with target set earlier
To assist in the sensitization of County Governments on importance of land use planning and management through 2 No. of workshops by 30th June, 2024	No. of workshops conducted during the FY.	Target not changed	Continued with target set earlier
Assist in coordination of preparation of 1 No. NLC Recommendations Report on Reviewed National Land Policy by 30th Sept, 2023	No. of NLP Recommendation Report prepared	Target not changed	Target achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
	Appraisee is on track to achieve is targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%
Core Competencies	Integrity	Good - Between 80% and 99%
Values	Confidentiality	Good - Between 80% and 99%
Values	Fairness	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Making progress in all these competencies every day	The appraisee has the stated core competencies and values



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Management Skills	4 weeks	Senior Management Course
Professional skills	1 week	Public Service Doctrines and Professional Standards
Supervisory skills	2 weeks	Supervisory skills Development Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These trainings will boost my professional career in the public service	The appraisee requires these skills for him to perform better

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
the officer has capability to achieve more if facilitated financially and given the relevant training	the officer to be facilitated for the training as requested