



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20170488	<b>Staff Name:</b>	Josephine Mukui Kimomo
<b>ID Number:</b>	9365770	<b>Employee E-mail:</b>	josephine.kimomo@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>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC5
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	Samuel Mwenje Nthuni	<b>Immediate Supervisor Designation:</b>	Director Land Administration and Management
<b>Second Supervisor:</b>	Samuel Mwenje Nthuni	<b>Supervisor Designation:</b>	Director Land Administration and Management

## DEPARTMENTAL OBJECTIVES

To facilitate equitable and secure access to land and land based resources

To improve service delivery in commissions operations

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verification and issuance of letters of allotment for secure land rights

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Leases and transfer of land preparation and execution

## AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
participate in processing allotment letters	number of Allotment Letters processed			0	0
participate in processing extension/renewal of leases	number of leases processed			0	0
participate in receiving and recording of office correspondances	number of correspondences recorded			0	0
Attending to visitors and directing them in respective officers for assistance	number of visitors received			0	0
Drafting and typing routine letters and memos	Number of letters and memos typed			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
The Targets were agreed on and are achievable		the officer's performance is satisfactorily	
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	
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	
customer care and Senior management skills	1 month	senior management course	
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	