



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150289	Staff Name:	Lisper Motaroki Moraa
ID Number:	23604870	Employee E-mail:	lisper.motaroki@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	45-Kisii County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simeon Ting'aa Lotulya	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Simeon Lotulya Ting'aa	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To facilitate access and use of land for socio-economic and environmental sustainability
To enhance, secure, storage, access and retrieval of public land information.
To facilitate resolution of disputes and conflicts on land-based resources.
To create awareness through advocacy, coordination and information dissemination on the role of NLC.
To facilitate access and use of land for socio-economic and environmental sustainability.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Assist in writing two (2) quarterly reports annually.	Filed quarterly reports.	100	102.00	100	100
Assist in collection of data on public land	Updated status report	100	101.00	100	100
Ensure proper filing system on daily basis	Updated filing register	100	102.00	100	100
Attending clients on daily basis	Visitors book.	100	100.00	100	100
Receiving and assisting in preparation of imprest	Filed receipts	100	100.00	100	100
Drafting staff minutes within two days after meeting	Filed staff minutes	100	100.00	100	102
Assist in writing 20 field reports annually.	Filed field reports and photos.	100	100.00	100	100
Updating NLC Court cases	Updated court cases register	100	100.00	100	100
Total Appraisee Score on Performance Targets				800.00	802.00
Mean Appraisal Scores				100%	100.25 %



INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	The officer achieved the target for the financial year 2023-2024.

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
Assist in writing two (2) quarterly reports annually.	Filed quarterly reports.	No target changed	Target achievable
Assist in collection of data on public land	Updated status report	No target changed	Target achievable
Ensure proper filing system on daily basis	Updated filing register	No target changed	Target achievable
Attending clients on daily basis	Visitors book.	No target changed	Target achievable
Receiving and assisting in preparation of imprest	Filed receipts	No target changed	Target achievable
Drafting staff minutes within two days after meeting	Filed staff minutes	No target changed	Target achievable
Assist in writing 20 field reports annually.	Filed field reports and photos.	No target changed	Target achievable
Updating NLC Court cases	Updated court cases register	No target changed	Target achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
All targets set are achievable	Strive to achieve all the stated targets.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Values	Confidentiality	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Targets are achievable	The officer adhered to the professional ethics.



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	3 months	Management courses
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Training will assist in efficiency in running of office duties	The officer to attend proposed course.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	