



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150383	Staff Name:	Jacinta Wavinya mutisya
ID Number:	26537050	Employee E-mail:	jacinta.wavinya@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	15-Kitui County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kenneth Mutai Kiplangat	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Kenneth Mutai Kiplangat	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES
To facilitate resolution of disputes and conflicts on land and land based resources.
To create awareness through advocacy, coordination and information dissemination on the role of NLC
To enhance secure, storage, access and retrieval of public land information.
To develop a comprehensive public land inventory and data base
To secure public institutional land

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive, record and forward to the county coordinator Development applications from 1st July 2022, to 30th June, 2023	Applications correspondences	61 Development applications received, recorded and forwarded to the County coordinator for processing	61 Development applications received, recorded and forwarded to the County coordinator for processing	98	100
Prepare and update public land inventory by the end of financial year	Inventory Number of parcels identified, verified and updated	inventory in place submitted to headquarters	inventory report submitted to headquarters	98	100
Receiving and dispatching letters	Delivery book, receipts and dispatch register	21 letters were dispatched and 38 letters were received	21 letters were dispatched and 38 letters were received	100	100



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Participate in preparing Quarterly and Annual reports	Reports and files	4 quarterly reports and annual report done	4 quarterly reports and annual report done	100	100
Proper maintenance of commission assets	Assets maintenance register	Asset register in place and updated	Asset register in place and updated	110	100
Participate in staff meetings	Meeting minutes	Participated in 12 monthly staff meetings	Participated in 12 monthly staff meetings	98	98
Receive,record and forward to the county coordinator land disputes and conflicts to resolve from 1st July 2022, to 30th June,2023	List of cases received,land reference numbers and Names of parties concerned	3 land dispute cases received	3 land dispute cases received	90	100
Receive,record and forward to the county coordinator preliminary investigations on HLI cases from 1st July 2022, to 30th June,2023	Register	No cases received	No cases received	90	100
Maintain and timely surrender Tea imprest	Surrender documents	2 imprests received and surrendered	2 imprests received and surrendered	98	98
Conduct land searches at the Land Registry	Copies of searches	14 searches conducted at the land registry and forwarded to valuation department for compensation of Kibwezi- Mutomo -Kitui- Kabati-Migwani Road. road	14 searches conducted at the land registry and forwarded to valuation department for compensation of Kibwezi- Mutomo -Kitui- Kabati-Migwani Road. road	95	95
Total Appraisee Score on Performance Targets				977.00	991.00
Mean Appraisal Scores				97.7%	99.1%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Targets 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
Targets were achievable	The targets were met by end of financial year 2022/2023



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive,record and forward to the county coordinator Development applications from 1st July 2022, to 30th June,2023	Applications correspondences	Not changed	3 renewal of leases received recorded and forwarded to the county coordinator .
Prepare and update public land inventory by the end of financial year	Inventory Number of parcels identified,verified and updated	Not changed	On course
Receiving and dispatching letters	Delivery book,receipts and dispatch register	Not changed	On course
Participate in preparing Quarterly and Annual reports	Reports and files	Not changed	Prepared 1st and 2nd quarter
Proper maintainance of commission assets	Assets maintenance register	Not changed	On course
Participate in staff meetings	Meeting minutes	Not changed	Participated on 6 monthly staff meetings
Receive,record and forward to the county coordinator land disputes and conflicts to resolve from 1st July 2022, to 30th June,2023	List of cases received,land reference numbers and Names of parties concerned	Not changed	4 disputes received and forwarded to the county coordinator to resolve
Receive,record and forward to the county coordinator preliminary investigations on HLI cases from 1st July 2022, to 30th June,2023	Register	Not changed	No cases received
Maintain and timely surrender Tea imprest	Surrender documents	Not changed	1st Tea imprest received and surrender documents forwarded to HQ for processing
Conduct land searches at the Land Registry	Copies of searches	Not changed	10 official searches done

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will work hard to achieve my targets on time.	Good progress

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Rule of Law	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I work closely with my supervisor and colleagues which gives me an opportunity to learn from them and also share my ideas with them to meet my targets on time.	The officer is a team player, innovative and follows the rule of law.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	Customer care management Course
Record management skills	2 weeks	Records management course
office administration skills	2 weeks	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me in skills development, have better work safety practices and meet my targets on time.	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer performed extremely well and met the targets set	I recommend the training