



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210568	Staff Name:	Kevin Onsembe Mobisa
ID Number:	30412911	Employee E-mail:	kevin.mobisa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LAM	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Pauline Kariuki Mbaire	Immediate Supervisor Designation:	Principal Land Administration
Second Supervisor:	Pauline Kariuki Mbaire	Supervisor Designation:	Principal Land Administration

DEPARTMENTAL OBJECTIVES

LETTERS OF ALLOTMENT

MEMOS

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Drafting 100 Letters of Allotment for onward submission for signing	No. LETTERS OF ALLOTMENT	110	100	100	100
90 Memos typed for allocation for public institutions	Number of memos	145	100	100	100
Typing of Memos for NHC cases, civil servants, KIE cases	Number of memos	115	100	100	100
Documentation of 150 incoming letters, outgoing, memos and files	Number of letters documented	305	100	100	100
Receiving and handling complaints from members of the public	Number of complaints	over 100	100	100	100
Total Appraisee Score on Performance Targets				500.00	500.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

target achieved and surpassed

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

the officer achieved his targets

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

target achieved

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The officer is competent and hard-working



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Drafting 100 Letters of Allotment for onward submission for signing	No. LETTERS OF ALOTMENT	Target not changed	115 letters of allotment drafted
90 Memos typed for allocation for public institutions	Number of memos	Target not changed	65 memos typed
Typing of Memos for NHC cases, civil servants, KIE cases	Number of memos	targets not changed	150 memos typed
Documentation of 150 incoming letters, outgoing, memos and files	Number of letters documented	Target not changed	200 letters documented
Receiving and handling complaints from members of the public	Number of complaints	target not changed	over 100 members of public attended

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my targets by end of financial year	The targets were set and agreed on.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Good - Between 80% and 99%
Values	Fairness	Good - Between 80% and 99%
Managerial and Supervisory Competence	Accountability in Managing Resources	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Targets achieved	The officer performs his duties

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SUPERVISORY SKILLS	3 weeks	SUPERVISORY MANAGEMENT COURSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	I recommend training as requested

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
The officer does duties as required	I recommend training as requested