



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150383	<b>Staff Name:</b>	Jacinta Wavinya mutisya
<b>ID Number:</b>	26537050	<b>Employee E-mail:</b>	jacinta.wavinya@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2024-2025
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	15-Kitui County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Appraisee
<b>Immediate Supervisor:</b>	John Magio Ndolo	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	John Magio Ndolo	<b>Supervisor Designation:</b>	County Coordinator

### DEPARTMENTAL OBJECTIVES

- To secure public institutional Land
- To regularize urban land allocations
- To sustainably manage natural resources
- To develop comprehensive public land inventory and databases.
- To provide redress to land disputes
- To provide redress for historical land injustices (HLI).
- To enhance corporate image of the Commission.
- To improve work environment

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in establishing effective performance management, monitoring and reporting frameworks.	Quarterly reports, workplan, Annual reviews and performance appraisals.			0	0
Ensure secure and friendly working conditions.	Habitable working environment.			0	0
Proper maintenance of Commission assets	Asset maintenance register			0	0
Receive, Record, and forward to the Coordinator development applications from 1st July, 2024 to 30th June, 2025.	Application correspondences			0	0
Receive , record and forward to the County Coordinator Land disputes to resolve from 1st July, 2024 to 30th June, 2025.	List of cases received, forms and reports, attendance lists Land reference numbers and parties involved.			0	0



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Receive, record and forward to the County Coordinator Historical Land Injustices from 1st July, 2024 to 30th June, 2025.	Historical Land Injustices register			0	0
Update register of Court cases	Copy of cause list			0	0
Participate in 12 Monthly staff meetings	Meeting Minutes			0	0
Support the County Coordinator in the management of human resource and ensure financial sustainability through utilization of Tea imprest.	Motivated and result oriented staff , imprest surrender documents.			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>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

#### 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
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#### 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
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#### 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
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#### 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