



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150333	<b>Staff Name:</b>	Eric Mugambi Mutuma
<b>ID Number:</b>	27530124	<b>Employee E-mail:</b>	eric.mugambi@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>	Male
<b>Work Station</b>	12-Meru County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Josephat Wasua Muendo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Josephat Wasua Muendo	<b>Supervisor Designation:</b>	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To secure public institutional land
To enhance access to alienated and unalienated public land for development
To develop a comprehensive public land inventory and data base
To regularize urban land allocations
To mainstream land use planning in the national and county development agenda
To provide redress to land disputes
To provide redress to Historical Land Injustices (HLI)
To enhance corporate image of the Commission through County office
To improve work environment
To ensure financial sustainability
To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Recover 16 No. public institutional land	No. of public institution land parcels identified for recovery	40	40	125	125
Submit 8 No. applications for extension/renewal of lease	No. of applications submitted to Land Administration	2	2	25	25
Strengthen communication with stakeholders - Attend 12 No. public awareness forums	No. of public awareness forums/meetings attended	12	12	100	100
Strengthen communication with stakeholders - Attend 4 No. county engagement meetings	No. of county engagement meetings	5	5	125	125



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<b>Total Appraisee Score on Performance Targets</b>		<b>375.00</b>	<b>375.00</b>
<b>Mean Appraisal Scores</b>		<b>93.75%</b>	<b>93.75%</b>

<b>APPRAISEE'S COMMENTS ON TARGET SETTING</b>	<b>IMMEDIATE SUPERVISOR'S ON TARGET SETTING</b>
Targets set are achievable	

<b>APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>	<b>IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE</b>
Some were achieved but others not achieved due to less number of applications.	The officer was able to meet most of the set targets. The target that was not met was due to less number of applications received.

<b>MID YEAR REVIEW</b>			
<b>Agreed Performance Target</b>	<b>Performance Indicator</b>	<b>Target changed or Added</b>	<b>Remarks</b>
Recover 16 No. public institutional land	No. of public institution land parcels identified for recovery	no target changed	5 no institutional land identified for recovery
Submit 8 No. applications for extension/renewal of lease	No. of applications submitted to Land Administration	no target changed	no applications received over the period
Strengthen communication with stakeholders - Attend 12 No. public awareness forums	No. of public awareness forums/meetings attended	no target changed	5 no of forums attended
Strengthen communication with stakeholders - Attend 4 No. county engagement meetings	No. of county engagement meetings	no target changed	3 no of county engagement meetings attended

<b>MID YEAR APPRAISEES'S COMMENTS</b>	<b>MID YEAR IMMEDIATE SUPERVISORS COMMENTS</b>
Good progress in achievement of the set targets	No targets changed - there is progress in achievement of set targets

<b>VALUES AND STAFF COMPETENCIES APPRAISAL</b>		
<b>Criteria Cluster</b>	<b>Appraisee's Values and Competencies</b>	<b>Immediate Supervisor Comments</b>
Core Competencies	Efficiency	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%

<b>APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES</b>	<b>IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE</b>
I have the skills and competencies to undertake my duties.	The officer has the skills and competencies to undertake his duties.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Administration course	2 weeks	Customer care course
Management course for administrators	2 weeks	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the above training to be undertake my duties	The officer requires the above training to be able to undertake his duties

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
The officer was able to meet most of the set targets. One target was not met due to minimal number of applications received.

Second Supervisor Recommendations
The officer requires training in Management Course for Administrators.