



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210615	<b>Staff Name:</b>	Mercy Kavee Mailu
<b>ID Number:</b>	33227692	<b>Employee E-mail:</b>	mercy.mailu@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>	Female
<b>Work Station</b>	15-Kitui County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Kenneth Mutai Kiplangat	<b>Immediate Supervisor Designation:</b>	Principal Land Administration Officer
<b>Second Supervisor:</b>	Kenneth Mutai Kiplangat	<b>Supervisor Designation:</b>	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES
To secure public institutional land
To provide redress to land dispute
To strengthen internal systems and processes for efficient service delivery
To improve work environment
To create a comprehensive public inventory database
To provide redress to Historical Land Injustices

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
participate in preparing quarterly and annual reports	Files and Reports	four quarterly reports done and one annual report done	96	100	100
prepare and update public land inventory by the end of financial year	inventory number of parcels identified, verified and updated.	inventory done and submitted to headquarters	98	100	100
Receive, record and forward to the county coordinator development applications	Application correspondences	22 development applications received and forwarded for processing	100	98	100



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Represent the county coordinator in relevant meetings in the county	Meeting invitation letters	represented the county coordinator in 18 meetings	95	120	100
Participate in monthly staff meetings	Staff meeting minutes	12 staff meetings attended	100	100	100
Receive and dispatch letters	Delivery book receipts and dispatch register	25 letters received and 40 letters dispatched	110	110	100
Proper maintenance of commission's assets	Asset maintenance register	updated asset register	100	100	100
Ensure a conducive working environment	Habitable working environment	clean and quiet environment maintained for effective delivery of services	100	100	100
Receive, record and forward to the county coordinator land disputes and conflicts to resolve from 1st July,2023 to 30th June,2024	List of cases received Forms Reports Attendance list Land reference numbers Names of parties involved	eight(8) cases received, recorded and forwarded to the county coordinator	90	100	85
Receive, record and forward to the county coordinator preliminary investigations on Historical Land Injustices	Historical Land Injustices register	no cases received	0	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1028.00</b>	<b>985.00</b>
<b>Mean Appraisal Scores</b>				<b>102.8%</b>	<b>98.5%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	The targets set were realistic and 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
The targets were achieved despite the shortage of stationeries and lack of vehicles to ease carrying out of field works.	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
participate in preparing quarterly and annual reports	Files and Reports	Not changed	First and Second quarterly reports done and submitted to the headquarters.
prepare and update public land inventory by the end of financial year	inventory number of parcels identified, verified and updated.	Not Changed	Public land inventory done and submitted to the Headquarters. No new parcels updated.
Receive, record and forward to the county coordinator development applications	Application correspondences	Not Changed	13 development applications received and forwarded.
Represent the county coordinator in relevant meetings in the county	Meeting invitation letters	Not Changed	Eight (8) county meetings attended
Participate in monthly staff meetings	Staff meeting minutes	not changed	six(6) staff meetings attended.
Receive and dispatch letters	Delivery book receipts and dispatch register	Not Changed	16 letters received and 20 letters dispatched.
Proper maintenance of commission's assets	Asset maintenance register	Not Changed	All assets safe in place and asset register updated.
Ensure a conducive working environment	Habitable working environment	Not Changed	working environment conducive and friendly.
Receive, record and forward to the county coordinator land disputes and conflicts to resolve from 1st July,2023 to 30th June,2024	List of cases received Forms Reports Attendance list Land reference numbers Names of parties involved	Not Changed	3 disputes received, 2 resolved and 1 ongoing.
Receive, record and forward to the county coordinator preliminary investigations on Historical Land Injustices	Historical Land Injustices register	Not Changed	On Course, no cases received so far.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets are realistic and achievable.	Good work. Aim to achieve all targets an overperform

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Working as a team with my colleagues and having good relations with them and the County Coordinator to ensure effective and efficient service delivery	skilled in discharging her duties as a team player and excellent PR

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Office administration skills	2 weeks	Management course
Customer care skills	3 weeks	Customer care management course
management course for office Administrators	4 weeks	Management course
supervisory skills Development course	2 weeks	supervisory course
secretarial management training course	4 weeks	management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will equip me well with the required skills and improve my performance as well as relations with my supervisor and colleagues for effective and efficient delivery of duties and works assigned.	appraisee is required to undertake the courses she has mentioned to enhance her performance and office and grow in her career

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
GOOD	NONE