



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150307	<b>Staff Name:</b>	Joy Kaaria Mwende
<b>ID Number:</b>	26090936	<b>Employee E-mail:</b>	joy.kaaria@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>	47-Nairobi City County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	HRA	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Maymuna Mohamed Hussein	<b>Immediate Supervisor Designation:</b>	Senior Administration Officer
<b>Second Supervisor:</b>	Guyo Bagaja Sora	<b>Supervisor Designation:</b>	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES
Ensure efficient and effective administration services
Enhanced efficiency in commission services
Ensure automation of commission processes and procedures
Effective cost management and efficient internal control systems

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Receiving and recording of mails on daily basis from 1st June 2023 to 31st May 2024	At least 150 to 200 received and recorded in the mail register every quarter of year.	Mail register available	Targets achieved as agreed	198	120
From 1st June 2023 to 31st May 2024 opening and updating of file records within 8hrs after receiving content.	15-20 files opened and files updated accordingly every quarter year.	Updated files available	Targets achieved as agreed	198	100
From 1st June 2023 to May 2024-Supervise cleaning on daily basis	Ensure Cleaning is done at least once to twice per day as required.	Cleaning schedule available	Targets achieved as agreed	198	120
From 1st June 2023 to 31st May 2024 -Drafting of office memos ,letters and circulars within 8hrs of assignment.	Copies of at least 20 memos, letters and circulars drafted on weekly basis.	updated files of correspondence available	Targets achieved as agreed	198	110
From 1st June 2023 to 31st May 2024 -Attend and participate in meetings, workshop and Trainings as directed.	Meeting attendance registers and filed minutes with evidence of having attended at least 2-3 meetings annually.	Attendance registers and updated minutes file available	Targets achieved as agreed	198	110



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From 1st June 2023 to 31st May 2024- Managing clients on daily basis.	Updated visitors register with proof for at least 5 visitors handled daily.	Updated Visitor's register available	Targets achieved as agreed	198	110
Receiving and recording of office mails on daily basis within 8hrs after receiving from 30th June 2022 to 30th June 2023.	Incoming mail register	Updated incoming register available	Targets achieved as agreed	198	100
From 1st June 2023 to 31st May 2024 -Drafting of office memos, letters and circulars within 8hrs of assignment.	Copies of at least 20 memos, letters and circulars drafted on weekly basis.	Attendance registers and updated minutes file available	Targets achieved as agreed	198	110
From 1st June 2023 to 31st May 2024 -Attend and participate in meetings, workshop and Trainings as directed.	Meeting attendance registers and filed minutes with evidence of having attended at least 2-3 meetings annually.	101	Targets achieved as agreed	198	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1782.00</b>	<b>980.00</b>
<b>Mean Appraisal Scores</b>				<b>198%</b>	<b>108.89%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The Targets are achievable and are a Motivation towards better performance.	

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 Achieved.	The officer achieved targets as set

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receiving and recording of mails on daily basis from 1st June 2023 to 31st May 2024	At least 150 to 200 received and recorded in the mail register every quarter of year.	No Change	Ongoing over 500 incoming mails received and recorded.
From 1st June 2023 to 31st May 2024 opening and updating of file records within 8hrs after receiving content.	15-20 files opened and files updated accordingly every quarter year.	No change	Ongoing .About 20 files internal files and updating
From 1st June 2023 to May 2024 -Supervise cleaning on daily basis	Ensure Cleaning is done at least once to twice per day as required.	None Change	By ensuring well supervision and the achievement is achievable since its a repetitive task.



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From 1st June 2023 to 31st May 2024 -Drafting of office memos ,letters and circulars within 8hrs of assignment.	Copies of at least 20 memos, letters and circulars drafted on weekly basis.	No Change	Ongoing..50 memos done and filed
From 1st June 2023 to 31st May 2024 -Attend and participate in meetings, workshop and Trainings as directed.	Meeting attendance registers and filed minutes with evidence of having attended at least 2-3 meetings annually.	No Change	Ongoing-Attended at least 5 staff meetings.
From 1st June 2023 to 31st May 2024- Managing clients on daily basis.	Updated visitors register with proof for at least 5 visitors handled daily.	No Change	Ongoing-Average of 80 clients handled every Month.
Receiving and recording of office mails on daily basis within 8hrs after receiving from 30th june 2022 t 30th june 2023.	Incoming mail register	No Change	Ongoing-Receiving mails average of 100 every month.

### MID YEAR APPRAISEES'S COMMENTS

TARGET ACHIVABLE

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

proceed to self rating

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Independence	Excellent - Higher Than 100%

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Transparency and accountability helps me to be able to work easily with my colleagues and my supervisors while upholding the organizational values.

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

the officer has been very hardworking and dependable

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory Skills	4 weeks	Senior Management Course

### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The training will help in improving my work performance

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

The officer require the requested training to enhance her skills

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good performance ,however,subject to performance Committee moderation	Recommended for further training