



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210615	Staff Name:	Mercy Kavee Mailu
ID Number:	33227692	Employee E-mail:	mercy.mailu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	15-Kitui County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kenneth Mutai Kiplangat	Immediate Supervisor Designation:	Principal Land Administration Officer
Second Supervisor:	Kenneth Mutai Kiplangat	Supervisor Designation:	Principal Land Administration Officer

DEPARTMENTAL OBJECTIVES

To secure public institutional land

To create a comprehensive public inventory database

To provide redress to land dispute

To improve work environment

To strengthen internal systems and processes for efficient service delivery

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	four quarterly reports done and one annual report	100	100
receive, record and forward to the county coordinator development applications	application correspondences	61 Development applications received, recorded and forwarded to the coordinator for processing	61 Development applications received, recorded and forwarded to the coordinator for processing	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	inventory done and submitted to headquarters	100	100



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participate in monthly staff meetings	staff meeting minutes	participated in 12 staff meetings	participated in 12 staff meetings	100	100
representing the county coordinator in relevant meetings in the county	meeting invitation letters	represented the county coordinator in 8 meetings	represented the county coordinator in 8 meetings	200	100
receiving and dispatching letters	delivery book receipts and dispatch register	38 letters dispatched and 21 letters received	38 letters dispatched and 21 letters received	120	100
proper maintenance of commission's assets	asset maintenance register	updated asset register	updated asset register	100	100
receive, record and forward to the county coordinator land disputes and conflicts to resolve from 1st July 2022 to 30th June 2023	list of cases received forms reports attendance list land reference numbers names of parties involved	three land disputes received	3 land disputes received	90	90
receive, record and forward to the county coordinator preliminary investigations on Historical Land Injustices	Historical Land Injustices register	no cases received	no cases received	100	100
ensuring a conducive working environment	habitable working environment	clean and quiet environment maintained for effective delivery of services	clean and quiet environment maintained for effective delivery of services	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	inventory done and submitted to headquarters	100	100
Total Appraisee Score on Performance Targets				1210.00	1090.00
Mean Appraisal Scores				110%	99.09%

APPRAISEE'S COMMENTS ON TARGET SETTING

targets are realistic and achievable

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

targets are achievable



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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 were achieved

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	Prepared 1st and 2nd quarter reports
receive, record and forward to the county coordinator development applications	application correspondences	Not changed	3 renewal of lease received, recorded and forwarded to the County Coordinator
prepare and update public land inventory by the end of financial year	inventory number of parcels identified, verified and updated	Not changed	On course
participate in monthly staff meetings	staff meeting minutes	Not changed	Participated in 6 monthly staff meetings
representing the county coordinator in relevant meetings in the county	meeting invitation letters	Not changed	2 meetings attended
receiving and dispatching letters	delivery book receipts and dispatch register	Not changed	On course
proper maintenance of commission's assets	asset maintenance register	Not changed	On course
receive, record and forward to the county coordinator land disputes and conflicts to resolve from 1st July 2022 to 30th June 2023	list of cases received forms reports attendance list land reference numbers names of parties involved	Not changed	4 disputes received and forwarded to the County Coordinator to resolve
receive, record and forward to the county coordinator preliminary investigations on Historical Land Injustices	Historical Land Injustices register	Not changed	No cases received
ensuring a conducive working environment	habitable working environment	Not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
targets are achievable	Keep up the good progress



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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
i relate well with my boss and colleagues to ensure that work is done within the agreed time and effective delivery of services to clients.	very efficient. and accountable

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
customer care skills	3 weeks
office administration skills	2 weeks

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
the training skills will enable me to handle clients in the best manner and relate well with colleagues for effective and efficient delivery of duties and works assigned.	i recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Great performance	I recommend the training