



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---------------------------------------|
| Staff Number: | NLC20150383 | Staff Name: | Jacinta Wavinya mutisya |
| ID Number: | 26537050 | Employee E-mail: | jacinta.wavinya@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2023-2024 |
| 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 facilitate resolution of disputes and conflicts on land and land based resources.
- To improve work environment
- To create awareness through advocacy, coordination and information dissemination on the role of NLC
- To enhance secure, storage, access and retrieval of public land information.

AGREED PERFORMANCE TARGETS

| Agreed Performance Target | Performance Indicator | Results Achieved | Agreed Actual Results Achieved | Appraisee's Rating | Agreed Rating |
|--|-------------------------|---|--------------------------------|--------------------|---------------|
| Proper maintainance of Commission assets | Asset register in place | Updated asset register | 97 | 100 | 100 |
| Participate in preparation of 4 quarterly reports | Reports | 4 quarterly reports and annual report done | 100 | 100 | 100 |
| Receive, record and forward to the county coordinator developments applications for processing ,from 1st July,2023 to 30th June,2024 | Correspondences | 22 Development applications received, recorded and forwarded to the County coordinator for processing | 100 | 100 | 100 |



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| Maintain and timely surrender Office Tea imprest from 1st July,2023 to 30th June,2024 | Surrender documents | 1 Tea imprest received and surrender documents send to Finance office | 100 | 105 | 100 |
| Participate in 12 monthly staff meetings | Meeting minutes | Participated in 12 Monthly staff meetings | 98 | 101 | 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,land reference numbers and Names of parties concerned | 8 cases received, recorded and forwarded to the County Coordinator for processing | 100 | 100 | 100 |
| Conduct land searches at the Land Registry | Copies of searches | 8 Searches done and submitted to valuation office | 95 | 100 | 100 |
| Receiving and dispatching letters | Delivery book,receipts and dispatch register | 25 letters were dispatched and 40 letters were received | 97 | 110 | 100 |
| Total Appraisee Score on Performance Targets | | | | 816.00 | 800.00 |
| Mean Appraisal Scores | | | | 102% | 100% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|---|
| Target achieved | target setting was 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 stationery in the office. | appraisee achieved almost all the set targets. this can be enhanced to exceed 100% through the provision of the necessary equipment and stationery |

| MID YEAR REVIEW | | | |
|---|-------------------------|-------------------------|---|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |
| Proper maintainance of Commission assets | Asset register in place | Not changed | Assets maintained properly ,updated asset register in place |
| Participate in preparation of 4 quarterly reports | Reports | Not Changed | First quarter and second quarter done and submitted to Headquarters |



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| Receive, record and forward to the county coordinator developments applications for processing ,from 1st July,2023 to 30th June,2024 | Correspondences | Not changed | 13 development applications received and forwarded to the County Coordinator for processing. |
| Maintain and timely surrender Office Tea imprest from 1st July,2023 to 30th June,2024 | Surrender documents | Not changed | No imprest issued for first and second quarter |
| Participate in 12 monthly staff meetings | Meeting minutes | Not changed | Participated in 6 monthly staff meetings |
| 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,land reference numbers and Names of parties concerned | Not changed | 3 disputes received 2 resolved 1 is ongoing |
| Conduct land searches at the Land Registry | Copies of searches | Not changed | 8 Searches done and submitted to HQ valuation department |
| Receiving and dispatching letters | Delivery book,receipts and dispatch register | Not changed | 16 letters received and 20 letters dispatched |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
|----------------------------------|--|
| The set targets are achievable . | Set out to achieve all your targets by end of financial year |

| VALUES AND STAFF COMPETENCIES APPRAISAL | | |
|---|-------------------------------------|-------------------------------|
| Criteria Cluster | Appraisee's Values and Competencies | Immediate Supervisor Comments |

| APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES | IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE |
|--|---|
| I am a team player I work closely with my colleagues to achieve targets on time. | appraisee is an excellent team player and due to her tenure in office is always consulted on land matters that have an historical perspective |

| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|---------------------------------------|----------|-------------------|
| Training & Development Needs | Duration | Type of Training |
| Management skills course | 4 weeks | management course |
| supervisory skills development course | 2 weeks | management course |
| Record management skills | 3 weeks | management course |



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| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
|---|--|
| The training will help me in skills development, have better work safety practices and meet my targets on time. | I recommend the appraisee undertake the above-mentioned courses to help her attain the professional knowledge, skills, and competencies in her current job group |
| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
| Second Supervisor Comments | Second Supervisor Recommendations |
| GOOD | NONE |