



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20200519	Staff Name:	Rose Catherine Makandi Muthamia
ID Number:	10898730	Employee E-mail:	rose.muthamia@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Contract	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	HRA	Appraisal Status	Appraisee Reviewed
Immediate Supervisor:	Ben Tuwai Bett	Immediate Supervisor Designation:	Deputy Director HRA
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HRA

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Attending to both internal and external clients	Number of Clients attended	over 10 clients on a daily basis		100	0
Management of Chairman's diary	Conferences/meetings/ Workshops/Retreats/Google calendar	well maintained calendar		110	0
Ensure proper record keeping both manually and electronically	Files/ mail register and Delivery books/Google drive	100		100	0
Overall supervision & monitoring of junior staff in the Chairman's office	No. of Staff Supervised	6 staff supervised		130	0
Management of Petty Cash in the Chairman's office	Vouchers/request Memos	proper management done		110	0
Documents processing	Letters/Minutes/Notices/Memos/briefs/speeches/reports	typing, printing and circulation of minutes/letter/memos		110	0
Total Appraisee Score on Performance Targets				660.00	0.00
Mean Appraisal Scores				110%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets 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
All targets achieved.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attending to both internal and external clients	Number of Clients attended	Target not changed	2- 10 minutes per client
Management of Chairman's diary	Conferences/meetings/ Workshops/Retreats/Google calendar	Target not changed	Continuous
Ensure proper record keeping both manually and electronically	Files/ mail register and Delivery books/Google drive	Target not changed	Continuous
Overall supervision & monitoring of junior staff in the Chairman's office	No. of Staff Supervised	Target not changed	Continuous
Management of Petty Cash in the Chairman's office	Vouchers/request Memos	Target not changed	1st July 2022 - 30th June, 2023
Documents processing	Letters/Minutes/Notices/Memos/briefs/speeches/reports	Target not changed	Continuous

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Most of the targets are on a continuous basis	Strive to achieve all set targets by 30.06.2023

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
Good in planning and organizing official matters Good at supervising junior members of staff	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership Skills	six (6) weeks	Strategic Leadership Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training is viable for better leadership and supervision	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations