



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150328	Staff Name:	Ann Wanjiru Mbui
ID Number:	23194121	Employee E-mail:	ann.mbui@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC9
Dept/Directorate	ICT	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Julius Kiplagat Tarus	Immediate Supervisor Designation:	Chief systems administrator
Second Supervisor:	Amos Parletuan Kasaine	Supervisor Designation:	HEAD,ICT

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
From 1st July 2021 to 30th June 2022 - Daily delivery of mails. Handling up to 2 - 5 mails per day.	Updated records of the mail registry receiving and distribution of mail.	200 Mails delivered as at financial year 2021 - 2022	Mail register available	98	100
From 1st July 2021 to 30th June 2022 - Daily ushering of guests and directing them to relevant officers in the directorate. Handling 1 - 3 guests per day.	Filed visitor's forms and records at the reception.	400 guest ushered and directed to different directorates.	Visitors register available	100	100
From 1st July 2021 to 30th June 2022 - Book boardroom for meetings, prepare snacks and refreshment for the meetings 2-3 times a month.	Previous diary records of ICT booked meeting.	Booked 25 Departmental meetings.	ICT Meetings venues books	99	99
From 1st July 2021 to 30th June 2022 - Daily office cleanliness and making office tea as required by the directorate.	Daily ensuring of office cleanliness reporting to the relevant officers submitted tea imprest records to accounts department.	Cleaning and making office tea for ICT department.	cleaned offices	100	95



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From 1st July 2021 to 30th June 2022 - Daily offering of other clerical duties to the directorate not limited to filing, photocopying, binding and record keeping.	Updated files and records.	Filing, photocopying , binding and Keeping records.	well updated files and records	99	90
Total Appraisee Score on Performance Targets				496.00	484.00
Mean Appraisal Scores				99.2%	96.8%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable. Since this is mid year review, I believe that I eventually will surpass these targets.	Achievable targets set. continue to mid year review

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
I met most of my targets as at the end of financial year 2021 - 2022.	the appraisee met her target but financial constraint in the commission was the challenge

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
From 1st July 2021 to 30th June 2022 - Daily delivery of mails. Handling up to 2 - 5 mails per day.	Updated records of the mail registry receiving and distribution of mail.	No change or addition	75%
From 1st July 2021 to 30th June 2022 - Daily ushering of guests and directing them to relevant officers in the directorate. Handling 1 - 3 guests per day.	Filed visitor's forms and records at the reception.	No change or addition	80%
From 1st July 2021 to 30th June 2022 - Book boardroom for meetings, prepare snacks and refreshment for the meetings 2-3 times a month.	Previous diary records of ICT booked meeting.	No change or addition	80%
From 1st July 2021 to 30th June 2022 - Daily office cleanliness and making office tea as required by the directorate.	Daily ensuring of office cleanliness reporting to the relevant officers submitted tea imprest records to accounts department.	No change or addition	80%



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From 1st July 2021 to 30th June 2022 - Daily offering of other clerical duties to the directorate not limited to filing, photocopying, binding and record keeping.	Updated files and records.	No change or addition	80%
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are achievable and am hoping to exceed the expectations.	

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 was committed to the commission's Values.	The appraisee upheld commission values

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Front Office management Course	2 weeks	Customer Care Management Course
Public Relations and Communication	2 weeks	Customer Care Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training opportunity will enhance my skills and improve my performance tremendously.	recommended to undertake front office management

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
This is a good performance.	I recommend the appraisee to undertake front office management. Ensure you have the correct departmental objectives