



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150239	Staff Name:	Christine Kavivya Mueni
ID Number:	27919848	Employee E-mail:	christine.mueni@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacinta Gitau Muthoni	Immediate Supervisor Designation:	Deputy Director
Second Supervisor:	Jacinta Gitau Muthoni	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

To facilitate access and use of land for socio economic and environment sustainability

To facilitate resolution of disputes and conflicts on land and land based resources

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Dispatch 100 mails	Mail register	120	100	120	100
Filling 20 letters in a week	The office documents are filled and easily traceable in mail register	100	20	100	100
4 requisitions in a month	Using of S11 procure items for the county office to ensure they run smoothly	120	4	120	100
Ensure cleanliness of office 5 times a week	Routine check of office cleanliness	100	5	100	100
Making 100 copies of letters before dispatch	Recorded in the office letter movement register	100	100	100	100
Total Appraisee Score on Performance Targets				540.00	500.00
Mean Appraisal Scores				108%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets set are realist and achievable

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The targets set are realistic and achievable

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Targets were achieved

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The officer has performed her duties well and achieved the set targets.



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MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Dispatch 100 mails	Mail register	No target changed	none
Filling 20 letters in a week	The office documents are filled and easily traceable in mail register	No target changed	None
4 requisitions in a month	Using of S11 procure items for the county office to ensure they run smoothly	No target changed	None
Ensure cleanliness of office 5 times a week	Routine check of office cleanliness	No target changed	None
Making 100 copies of letters before dispatch	Recorded in the office letter movement register	None target changed	None

MID YEAR APPRAISEES'S COMMENTS

The targets were not changed

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets are on course

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Excellent - Higher Than 100%
Core Competencies	Integrity	Excellent - Higher Than 100%
Core Competencies	Innovativeness	Excellent - Higher Than 100%
Core Competencies	Independence	Excellent - Higher Than 100%
Core Competencies	Efficiency	Excellent - Higher Than 100%
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%
Values	Fairness	Excellent - Higher Than 100%
Values	Confidentiality	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Planning and Organizing	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Accountability in Managing Resources	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Judgement and Objectivity	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

A person of good attributes

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

A very diligent officer



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer Care Course
Office administration	2 weeks	office administration
Records management	4 weeks	Records management
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The trainings are necessary		The courses chosen are in line with career development
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer performs her duties well with minimal or no supervision. she can still perform over and above the call of duty. Very good performance	I recommend facilitation in at least one of her chosen courses to further career and personal development	