



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210605	Staff Name:	Bosco Mutinda Mulwa
ID Number:	27424806	Employee E-mail:	bosco.mulwa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
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

Provision of redress to current and historical land injustice

To create and maintain a comprehensive, reliable, updated public inventory database

To strengthen internal systems and processes for efficient and effective service delivery

To observe an improved working environment

To ensure provision of security for public land

To provide for land dispute redress

Ensuring proper utilization of financial and office resources

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Proper maintenance of the commission's assets at the county office	Assets maintenance register	Updated Asset register	100	101	100
Preparation of quarterly and annual reports	Fully filed reports	4 quarterly reports and 1 annual report done	100	105	100
Conducting and participating in monthly staff meetings	Minutes prepared for the meetings	12 meetings conducted	100	100	100
Receive, record and forward to the county coordinator land disputes matters and conflicts as from 1st July 2023 to 30th June 2024	A list and record of received cases, forms, ground reports, attendance lists, land reference numbers, names & contacts of parties concerned	8 matters received, recorded and forwarded to the HQs	95	105	100



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Receive, record and forward to the county coordinator preliminary investigations on HLI matters	HLI Register	No cases received	0	100	100
Preparation and update of public land inventory by the end of the financial year	Number of parcels identified, verified and updated	1 inventory land register	75	100	100
Receive, record and forward to the county coordinator development applications	Application correspondences	22 development applications received	100	101	100
Total Appraiser Score on Performance Targets				712.00	700.00
Mean Appraisal Scores				101.71%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets were achievable within the given time	the appraiser achieved all the set targets save for one and therefore the target setting was achievable and accurate

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 not having enough facilitation in terms of office vehicle for field work, limited office imprests and office stationery.	

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Proper maintenance of the commission's assets at the county office	Assets maintenance register	Not changed	Assets are well maintained, secured and an asset register updated
Preparation of quarterly and annual reports	Fully filed reports	Target remain the same	Quarterly reports for the first and second quarters are done and forwarded to HQs
Conducting and participating in monthly staff meetings	Minutes prepared for the meetings	Target not changed	Six staff meetings attended
Receive, record and forward to the county coordinator land disputes matters and conflicts as from 1st July 2023 to 30th June 2024	A list and record of received cases, forms, ground reports, attendance lists, land reference numbers, names & contacts of parties concerned	Not changed	Three disputes received, two resolved and one is ongoing
Receive, record and forward to the county coordinator preliminary investigations on HLI matters	HLI Register	Remains unchanged	Target ongoing, no cases received as at now
Preparation and update of public land inventory by the end of the financial year	Number of parcels identified, verified and updated	Not changed	No new entries recorded, the existing register is done and forwarded to the Headquarters



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Receive, record and forward to the county coordinator development applications	Application correspondences	Target not changed	Thirteen development applications received and forwarded.
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The set targets are well timed and achievable	Keep up and ensure you meet and try to surpass your targets

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Working closely with my colleagues both at the county and headquarter level to ensure smooth work flow.	appraisee is very good in public relations both between fellow officers and members of public and works with minimal supervision

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Managerial skills	4 weeks	Land management and adminisration
Arbitration	4 weeks	Dispute resolution skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training on these areas will improve service delivery to the public	Appraisee needs the above training to improve his skills and competencies

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
GOOD	NONE