



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210615	Staff Name:	Mercy Kavee Mailu
ID Number:	33227692	Employee E-mail:	mercy.mailu@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	15-Kitui County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Appraisee
Immediate Supervisor:	John Magio Ndolo	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	John Magio Ndolo	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
to develop comprehensive public land inventory and data bases
to regularize urban land allocations
to sustainably manage national resources
To secure public institutional land
To provide redress to land dispute
To provide redress for Historical Land Injustices
to enhance corporate image of the commission
To improve work environment

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in establishing effective performance management, monitoring and reporting frameworks	quarterly reports, workplan, annual reviews and performance appraisals			0	0
Ensure secure and Friendly working conditions	Requisition forms for office equipment, furniture and fittings and other essentials			0	0
Represent the County Coordinator in relevant meetings in the County	Meeting Invitation Letters			0	0
Support the county coordinator in the management of human resource	Motivated and result oriented staff			0	0
Undertaking County's Programmes and departmental activities	Effective service delivery and good cohesion with the County Government			0	0
Proper maintenance of commission's assets	Updated Asset maintenance register			0	0



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Receive, record and forward to the County Coordinator development applications	Application correspondences			0	0
Receive, record and forward to the county coordinator land disputes and conflicts to resolve from 1st July, 2024 to 30th June, 2025	list of cases received forms and reports Attendance list land reference numbers and parties involved			0	0
Receive, record and forward to the county coordinator preliminary investigations on Historical Land Injustices	Historical Land Injustices register			0	0
Update register of court cases	copy of cause list			0	0
ensure functional communication systems	working office intercoms and internet connectivity			0	0
Participate in monthly staff meetings	Minutes			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

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

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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