



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:	2024-2025
Terms of Service:	Permanent and Pensionable	Gender:	Male
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 a comprehensive public land inventory and data base

To regularize urban land allocations

To sustainably manage national resources

To secure public institutional land

To provide redress to land disputes

To enhance corporate image of the commission

To provide redress for historical land injustices

To improve the working environment

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Undertake county"s programs and interdepartmental activities	Invitation letters and attendance, minutes and reports			0	0
Management of human resource	Motivated and results oriented staff			0	0
To ensure secure, friendly working conditions and high standards of office hygiene	Requisition forms for office equipment , furniture, fittings and other essentials			0	0
To carry out physical security surveys of the offices to identify lapses and recommend solutions	Installation of security measures to the office premises			0	0
To ensure functional communication systems	Working office intercoms and internet connectivity			0	0
Establishment of effective performance management, monitoring and reporting frameworks	Quarterly reports, work plan, annual reviews/reports and performance appraisals			0	0
To ensure proper maintenance of commission"s assets	Assets maintenance register			0	0



INDIVIDUAL APPRAISAL REPORT

To identify obsolete assets for disposal and maintain waste free environment	Assets disposal form application			0	0
To facilitate provision of general office supplies	Requisition forms for office supplies			0	0
To receive, record and forward to the county coordinator development applications	Application correspondences			0	0
To assist the county coordinator in undertaking the commission's duties	Periodic updates and record keeping			0	0
Total Appraiser 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
---------------------------	-----------------------	-------------------------	---------

MID YEAR APPRAISEES'S COMMENTS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraiser's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------

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
------------------------------	----------	------------------

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