



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150387	Staff Name:	Musena Jillo Muzna
ID Number:	30683355	Employee E-mail:	muzna.fatuma@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	04-Tana River County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Kenneth Mwaita Mwangodi	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Kenneth Mwaita Mwangodi	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

To create awareness through advocacy coordination and information dissemination on role of National Land Commission (NLC)

Facilitate resolution dispute and conflict and land based resources

Enhance secure, storage, access and retrieval of public land information

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Update Updated/ground verification county comprehensive public land inventory	Updated county comprehensive public land Inventory	Updated 63 Public Land in WITU1 Settlement Scheme	16	0	101
Receiving and dispatching of Mails and letters	Delivery book, Dispatch register, EMS receipts	Done Delivery Book In place	1	0	100
Receive and register Historical Land Injustice(HLI) presented at the County Coordination Office	Number of registered Historical Land Injustice (HLI)	35 Historical Land Injustice case received	4	0	101
Register and record cases of land doing and conflict referred through ADR and forward to the County Coordinator for processing	i)List of cases received ii) Land reference No. of disputed land iii) Record of parties concerned	3 New Land cases Received and 2 other follow up previous land cases Total Registered.5	8	0	37.5
Maintenance of NLC Assets	Assets Maintenance Register	No maintenance record in place	1	0	100



INDIVIDUAL APPRAISAL REPORT

Recieve, record and foward to the County Coordinator development application	Number of Land development application received	7 Received e.g Hewani Mini Irrigation project, Hakako Water pan Project, Small Irrigation Project asako Village and e.tc	4	0	101
Total Appraisee Score on Performance Targets				0.00	540.50
Mean Appraisal Scores				0%	90.08 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed performance target are realistic to be achieved	- Realistic targets set

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
N/A	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Update Updated/ground verification county comprehensive public land inventory	Updated county comprehensive public land Inventory	Added- Inventories list of Number of public Land Parcels in Community and settlement Scheme	On Course
Receiving and dispatching of Mails and letters	Delivery book, Dispatch register, EMS receipts	Not Changed	On Course
Receive and register Historical Land Injustice(HLI) presented at the County Coordination Office	Number of registered Historical Land Injustice (HLI)	Not Changed	On Course
Register and record cases of land doing and conflict referred through ADR and foward to the County Coordinator for processing	i)List of cases received ii) Land reference No. of disputed land iii) Record of parties concerned	Not Changed	On Course
Maintenance of NLC Assets	Assets Maintenance Register	Not changed	On Course
Recieve, record and foward to the County Coordinator development application	Number of Land development application received	Not Changed	On Course



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Almost all of the agreed performance targets have not changed the targets are achievable	Ms. Muzna has shown exemplary acumen to understanding and performing on agreed mandates going beyond set targets

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
N/A	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Fundamental of Electronic Record Management	2weeks	Information Communication Technology ICT
Land Acquisition Resettlement	2weeks	Land administration course
Proficiency Course for Clerical Officers	2weeks	Administration Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Constant training will improve work performance and develop under developed skills if they're considered	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations