



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150136	Staff Name:	Jacqueline Musalia Adamba
ID Number:	21022103	Employee E-mail:	jacqueline.musalia@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	LAM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	David Ndegwa Kuria	Immediate Supervisor Designation:	Director Land Administration and Management
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

- To regularize urban land allocations
- to secure public institutions land
- To enhance access to alienated and unalienated public land for development
- To facilitate access and use of land for socio-economic and environmental sustainability.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Recommend 20 lease extension from 1st July 2022 to 30th June 2023	number of cases approved			100	0
Process allotment letters by the end of 2022-2023 financial year	no. of allotments done			0	0
Assist in preparation of briefs for presentation to parliamentary in response to queries on land administration issues on continuous basis	number of briefs prepared and presented			0	0
Develop standard land administration process workflows	number of workflows generated			0	0
Carry out site inspections and generate Ground report status	no of site inspections carried out			0	0
Carry out performance appraisal for land officers	No of performance appraisal done			0	0
Total Appraisee Score on Performance Targets				100.00	0.00
Mean Appraisal Scores				16.67%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
the targets set are achievable	How many brief did you project to handle? How many workflows did you engage on? How many site inspections were projected and how many were done? How many appraisals did you engage with staff on?

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
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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
I am efficient and transparent in carrying out my duties. I also carry out appraisal for staff allocated to me on a timely manner	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
SLDP	1 month	Supervisory Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will enable me carry out my duties more efficiently	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations