



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150136	<b>Staff Name:</b>	Jacqueline Musalia Adamba
<b>ID Number:</b>	21022103	<b>Employee E-mail:</b>	jacqueline.musalia@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC5
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

### DEPARTMENTAL OBJECTIVES

- . To facilitate resolution of disputes and conflicts on land based resources.
- To enhance secure storage, access, retrieval of public land information.
- To facilitate access and use of land for socio-economic and environmental sustainability.
- To create awareness through advocacy, coordination and information dissemination on the role of NLC.

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
Prepare and Implement Counties Annual Work plan and Procurement Plan through Coordinators Participation for FY 2020/21	Prepared and implemented Work Plan and Procurement Plan	received workplans from the counties	received workplans from the counties	90	90
Receive, review compile and recommend to CEO/ Implement recommendations from Quarterly and Annual Reports (23 Quarterly)	Number of Received, Reviewed and Acted upon Reports	144 quarterly and annual reports received and compiled.	144 quarterly and annual reports received and compiled.	90	90
Fast Track the continuous compilation of Public Land Inventory drawn from the counties Countrywide ( from 47 Counties)	Number of Public Land inventory in place	25 counties are in the process of finalizing their public inventory	25 counties are in the process of finalizing their public inventory	90	90
Coordinate 2020/2021 FY Performance Target Setting and Appraisal for County Coordinators	Targets Set - Appraisal Documents - Report	47 counties have already set their targets	47 counties have already set their targets	98	98



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Receive, Analyze, advise and fast track finalization of land cases (20) referred for appeal from counties annually	No of cases Handled	40 cases received awaiting management action.	40 cases received awaiting management action.	90	90
<b>Total Appraisee Score on Performance Targets</b>				<b>458.00</b>	<b>458.00</b>
<b>Mean Appraisal Scores</b>				<b>91.6%</b>	<b>91.6%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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THE TARGETS SET ARE REALISTIC AND ACHIEVABLE	
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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
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The targets were achieved despite the covid-19 pandemic restrictions.	Good performance
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## MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare and Implement Counties Annual Work plan and Procurement Plan through Coordinators Participation for FY 2020/21	Prepared and implemented Work Plan and Procurement Plan	Target not changed	Implementation of the Annual work Plans and Procurement Plan has been a uphill task due to financial constraints.All the plans have been prepared and submitted 50%
Receive, review compile and recommend to CEO/ Implement recommendations from Quarterly and Annual Reports (23 Quarterly)	Number of Received, Reviewed and Acted upon Reports	Target not changed	ongoing 60% achieved
Fast Track the continuous compilation of Public Land Inventory drawn from the counties Countrywide ( from 47 Counties)	Number of Public Land inventory in place	Target not changed	ongoing 20 Counties are almost finalizing their a public land inventory) (85%)
Coordinate 2020/2021 FY Performance Target Setting and Appraisal for County Coordinators	Targets Set - Appraisal Documents - Report	Target not changed	90 % completed
Receive, Analyze, advise and fast track finalization of land cases (20) referred for appeal from counties annually	No of cases Handled	Target not changed	ongoing



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MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
I will strive to meet all the set targets by end of 2020/2021 financial year.		Strive to achieve all set targets by end of the performance cycle	
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 perform my duties diligently and professionally.			
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	
I require the training to enhance my service delivery.			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		
Good performance	None		