



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150364	Staff Name:	Gonjobe Halake Amina
ID Number:	26009058	Employee E-mail:	amina.halake@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	11-Isiolo County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Paul Ngei Kasimbu	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Paul Kasimbu Ngei	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

- 1.To secure public institutional Land.
- 2.To enhance access to alienated and unalienated public land for development.
- 3.To develop a comprehensive public land inventory and data base
- 4.To regularize urban land allocations
- 5.To mainstream land use planning in the national and county development agenda
- 6.To provide redress to land disputes
- 7.To provide redress to Historical Land Injustices(HLI)
- 8.To enhance corporate image of the commission through county office
- 9.To improve work environment
- 10.To ensure financial sustainability
- 11.To strengthen internal systems and processes for efficient service delivery

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.To develop an inventory of public land parcels in community and settlement schemes from 1st July 2021 to June 2022	1. List and status reports on surrendered and reserved public lands	Inventory of public land parcels well updated	inventory captured from Ngaremara Adj section	100	100



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2. To update the county comprehensive public land inventory database with 100No. of parcels from 1st July 2021 to 30th June 2022	2. 100 No. of parcels updated in the county comprehensive public land inventory database.	County comprehensive public land inventory database well updated 100%	Public land inventory updated	100	100
3. To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June 2022.	3.10 No. of disputes received, processed/handled through ADR/TDR	31 cases heard and 19 resolved	Out of 31 ADR cases heard, 19 were successfully resolved	150	160
4. To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June 2022	4. Timely surrender of imprest	Imprest well utilized and submitted on time	Prudent utilization of imprest	100	100
5. To assist conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	5.-Mid-Year Review Report -Annual Staff Appraisal Report	Mid year and annual staff appraisal done	Appraisals successfully carried out	100	100
6. a. To attend monthly staff meetings	6. Attended 100% of staff meetings	Staff meetings well attended	Officer missed some meeting while on medical leave	100	50
7. To receive, stamp and file (4) invitation letters for County engagement meetings	7.4 invitation letters for County engagement meetings	Invitation on county engagement Meetings done on time	Meetings successfully held	100	100
8.To receive, stamp and file office mails	8. 100% of office mails received, stamped and filed	Office mails well received	Task well achieved	100	100
9. Taking and typing ADR minutes	9. 10 no. of ADR Minutes to be taken and typed	ADR minutes well kept	Minutes well kept	100	100
10. Keeping office records	10. proper maintenance of record keeping.	Office records well kept	There is room for improvement in Office records and filing	100	80
11. Typing ground inspection report on public with disputes	11. 5 no. of ground reports	Ground status reports in place	few reports typed	100	50
12. To participate 3 staff performance management	12.Set performance Target	Staff performance management done	Appraisals done successfully	100	100



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Total Appraisee Score on Performance Targets		1250.00	1140.00
Mean Appraisal Scores		104.17%	95%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The set targets are achievable	The targets set are as agreed in the staff meeting

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
	The performance is good and commendable

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To develop an inventory of public land parcels in community and settlement schemes from 1st July 2021 to June 2022	1. List and status reports on surrendered and reserved public lands	Target not changed	Inventory of public land parcels in community and settlement scheme well done
2. To update the county comprehensive public land inventory database with 100No. of parcels from 1st July 2021 to 30th June 2022	2. 100 No. of parcels updated in the county comprehensive public land inventory database.	Target not changed	Public land inventory database well updated
3. To develop a report on disputes handled through use of ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June 2022.	3.10 No. of disputes received, processed/handled through ADR/TDR	Target not changed	ADR reports and minute in place
4. To ensure a prudent expenditure on imprest advanced from 1st July 2021 to 30th June 2022	4. Timely surrender of imprest	Target not changed	Imprest is well utilized and Surrendered on time
5. To assist conduct mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines as per the Commission Performance Management Cycle	5.-Mid-Year Review Report -Annual Staff Appraisal Report	Target not changed	Mid-year and annual staff appraisal report done
6. a. To attend monthly staff meetings	6. Attended 100% of staff meetings	Target not changed	staff meetings well attended



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7. To receive, stamp and file (4) invitation letters for County engagement meetings	7.4 invitation letters for County engagement meetings	Target not changed	invitation letters for county engagement meetings well done and on time
8.To receive, stamp and file office mails	8. 100% of office mails received, stamped and filed	Target not changed	Office mails and files are well kept
9. Taking and typing ADR minutes	9. 10 no. of ADR Minutes to be taken and typed	Target not changed	taking and typing ADR minutes is well done
10. Keeping office records	10. proper maintenance of record keeping.	Target not changed	Office records well kept
11. Typing ground inspection report on public with disputes	11. 5 no. of ground reports	Target not changed	Ground reports in place
12. To participate 3 staff performance management	12.Set performance Target	Target not changed	performance target well set

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target as agreed with the supervisor	Progress discussed with the appraisee

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I treat office work with utmost confidentiality	Great values and competences

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Records management course and customer care course	2 weeks	Management course customer care course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above courses are relevant to my job and if offered they will enhance my performance and hence meet my target	The officer was not trained in the year under review

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The overall performance of the officer is very impressive	The officer should be exposed to Filing and Record keeping courses