



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210593	Staff Name:	Athman Mgandi Ali
ID Number:	29668500	Employee E-mail:	athman.ali@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	01-Mombasa County	Job Grade:	NLC6
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Edward Maoncha Bosire	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Edward Bosire Maoncha	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

1. To secure public institutional land
- 2.to provide redress to land dispute
3. To provide redress to Historical Land Injustices (HLI)
4. To enhance access to alienated and unalienated public land for development
5. To develop a comprehensive public land inventory and data base
6. To regularize urban land allocations
7. To mainstream land use planning in the national and county government agenda
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 assist the county coordinator conduct ground reports for 4 no. of public institution for recovery from 1st July, 2022 to 30th June, 2023	-Ground status reports -Photos -Short notes taken	4 ground reports	4 ground reports done	100	100
2.To conduct preliminary investigations on 12 no. of parcels in the county from 1st July, 2022 to 30th June, 2023	- no. of Preliminary Investigations reports done	16 preliminary investigations reports	16 investigations done	133	133
3.Develop 1 no. of investigations work plan for cases allocated for f/y 2022-2023	-County Investigations work plan -Regional Investigations work plan	1 investigation work plan	1 workplan done	100	100



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5. To gather information and produce intelligence reports for 12 no. of cases for the f/y 2022-2023	-no. of intelligence reports documented and filed	9 reports	9 reports done	75	75
6. To ensure safe custody of investigative records for 12 no. of cases allocated for the f/y 2022-2023	-no. of investigative records secured	13 records	13 investigation records	108	108
7. To update Register of Court Weekly for the f/y 2022-2023	-Updated court register	Achieved 198 (variable)	198 court cases updated	200	200
8. To assist in filing legal documents i.e Submissions, Petitions, Certificate of urgency applications, Responses at the Courts' registry for 12 no. of cases done by the Commission for the f/y 2022 - 2023	-Received and stamped legal documents	12 legal documents	12 legal documents filed	100	100
9. Advising clients and complainants and drafting correspondences in form of briefs to my immediate supervisor for action and directions	-filed internal memos	Achieved 8 (variable as agreed)	8 briefs done	100	100
Total Appraisee Score on Performance Targets				916.00	916.00
Mean Appraisal Scores				114.5%	114.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
- On course to achieve the set targets	Targets are achievable.

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
my performance has been improving day by day with the help of my supervisor and colleagues.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. To assist the county coordinator conduct ground reports for 4 no. of public institution for recovery from 1st July, 2022 to 30th June, 2023	-Ground status reports -Photos -Short notes taken	Target not changed.	Achieved 3 out of 4 as assigned
2.To conduct preliminary investigations on 12 no. of parcels in the county from 1st July, 2022 to 30th June, 2023	- no. of Preliminary Investigations reports done	Target not changed	Achieved 6 out of 12 as agreed
3.Develop 1 no. of investigations work plan for cases allocated for f/y 2022-2023	-County Investigations work plan -Regional Investigations work plan	Target not changed	Achieved 1 out of 1 as assigned



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5. To gather information and produce intelligence reports for 12 no. of cases for the f/y 2022-2023	-no. of intelligence reports documented and filed	Target not changed	Achieved 3 out of 12 as agreed
6. To ensure safe custody of investigative records for 12 no. of cases allocated for the f/y 2022-2023	-no. of investigative records secured	Target not changed	Achieved 6 out of 12 as agreed
7. To update Register of Court Weekly for the f/y 2022-2023	-Updated court register	Target not changed	Achieved 67 no. of cases updated
8. To assist in filing legal documents i.e Submissions, Petitions, Certificate of urgency applications, Responses at the Courts' registry for 12 no. of cases done by the Commission for the f/y 2022 - 2023	-Received and stamped legal documents	Target not changed	Achieved 7 out of 12 as agreed
9. Advising clients and complainants and drafting correspondences in form of briefs to my immediate supervisor for action and directions	-filed internal memos	Target not changed	Achieved 5

MID YEAR APPRAISEES'S COMMENTS

On Course to achieve the agreed set targets

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Targets not changed. Performance satisfactory.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I believe in the spirit of confidentiality

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer exhibits high levels of professionalism and confidentiality

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Supervisory skills	4 weeks	Senior Management Course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will help me develop the skills required in management and also expand the scope of leading from the front.	The course is recommended for the officer.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performance satisfactory	The performance of the officer satisfies the requirements of his level.