



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:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	22-Kiambu County	Job Grade:	NLC5
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Samuel Mwenje Nthuni	Immediate Supervisor Designation:	Director Land Administration and Management
Second Supervisor:	Samuel Mwenje Nthuni	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 2023 to 30th June 2024	No of lease extensions recommended			0	0
Process allotment letters by the end of 2023-2024 financial year	No of allotments processed			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 for the financial year 2023/2024	no of site inspections carried out			0	0
Carry out performance appraisal for land officers for the financial year 2023/2024	No of performance appraisal done			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	Please rate yourself

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
Recommend 20 lease extension from 1st July 2023 to 30th June 2024	No of lease extensions recommended	Target not changed	ongoing
Process allotment letters by the end of 2023-2024 financial year	No of allotments processed	Target not changed	30 allotments processed
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	Target not changed	OnDemand
Develop standard land administration process workflows	number of workflows generated	Target not changed	4 workflows generated
Carry out site inspections and generate Ground report status for the financial year 2023/2024	no of site inspections carried out	Target not changed	4 site inspections carried out
Carry out performance appraisal for land officers for the financial year 2023/2024	No of performance appraisal done	Target not changed	3 staff appraised

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
	Please add your attributes

STAFF TRAINING AND DEVELOPMENT NEEDS	
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INDIVIDUAL APPRAISAL REPORT

Training & Development Needs	Duration	Type of Training
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
	Indicate your training needs	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	