



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210639	Staff Name:	Maymuna Mohamed Hussein
ID Number:	26288149	Employee E-mail:	maymuna.hussein@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Chief Human Resource Officer

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Coordinates the carrying out of inventory of office accommodation, assets in the Commission.	memos, inventory/asset register	Coordinated the carrying out of inventory of office accommodation, assets in the Commission.	Coordinated the carrying out of inventory of office accommodation, assets in the Commission.	100	100
2. Supervises the preparation of annual budget and work plans for the repair and maintenance of vehicles, office maintenance, utilities between 1st July 2021 to 30th June,2022	approved budget and workplan	Preparation of actual workplan and budget done within the timeline	Work planned and budget developed	100	100
3. Checks and makes recommendations on the monthly and quarterly reports on expenditures for vehicles and general office services between 1st July 2021 to 30th June,2022	reports	Checked and made recommendations on the monthly and quarterly reports on expenditures for vehicles and general office services between 1st July 2021 to 30th June,2022	Reports done	100	110



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4. Supervises logistics/transport in the Commission between 1st July 2021 to 30th June,2022	-signed worktickets, authority letters	Supervised logistics/transport in the Commission between 1st July 2021 to 30th June,2022	Transport supervision done as required	100	100
5. Coordinate Training Needs Assessment(TNA) in administration unit between 1st August 2021 to 31st October,2021	filled in TNA forms	Coordinated Training Needs Assessment (TNA) in administration unit between 1st August 2021 to 31st October,2021	TNA prepared	100	100
6. Coordinates staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	survey report	Coordinated staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	Staff satisfaction survey conducted	100	100
7. Participates in the Review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021-	survey report	Participated in the Review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021-	Participated in the Review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021-	100	100



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8. Initiate process of acquisition of alternative HQ office space for the commission (51,000 sq. feet) between 1st July and 31st Decemeber,2021	acquisition reports	Initiated process of acquisition of alternative HQ office space for the commission (51,000 sq. feet) between 1st July and 31st Decemeber,2021	Initiated process of acquisition of alternative HQ office space for the commission (51,000 sq. feet) between 1st July and 31st Decemeber,2021	100	120
9. Initiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	Reports	initiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	nitiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	100	100
9. Initiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	Reports	Initiated process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	initiated process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	100	100
10. Initiate process of acquisition additional six (6) motor vehicles between 1st July 2021 to 30th June,2022	memo reports	Initiated process of acquisition additional six (6) motor vehicles between 1st July 2021 to 30th June,2022	Initiated process of acquisition additional six (6) motor vehicles between 1st July 2021 to 30th June,2022	100	100
11. Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2022.	survey reports	carried out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2022.	carried out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2022.	100	100



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12. Carries out inventory of office accommodation, assets in the Commission.	Reports	Carried out inventory of office accommodation, assets in the Commission.	Carried out inventory of office accommodation, assets in the Commission.	100	100
13. Supervises the allocation, furnishing and administration of office space and parking space.	memos	Supervised the allocation, furnishing and administration of office space and parking space.	Supervised the allocation, furnishing and administration of office space and parking space.	100	100
14. Issuance of fuel to all Commission vehicles.	Fuel register	Issued fuel to all Commission vehicles.	Fuel issued as required	100	110
15. Undertake timely repair and maintenance of Commission vehicles	memos reports	Undertake timely repair and maintenance of Commission vehicles.	Issued fuel to all Commission vehicles.	100	100
16. Setting performance targets and appraising Clerical Officers and Office Assistants between 1st July 2021 to 30th June,2022 .	Target reports.	Completed.	Performance appraisal completed	100	100
Total Appraisee Score on Performance Targets				1700.00	1740.00
Mean Appraisal Scores				100%	102.35%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I am willing to seek help and make use of any necessary resources in order to achieve my targets .	Excellent performance
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
I have achieved the set targets.	



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Coordinates the carrying out of inventory of office accommodation, assets in the Commission.	memos, inventory/asset register	None	No targets added or changed
2. Supervises the preparation of annual budget and work plans for the repair and maintenance of vehicles, office maintenance, utilities between 1st July 2021 to 30th June,2022	approved budget and workplan	None	No targets added or changed
3. Checks and makes recommendations on the monthly and quarterly reports on expenditures for vehicles and general office services between 1st July 2021 to 30th June,2022	reports	None	No targets added or changed
4. Supervises logistics/transport in the Commission between 1st July 2021 to 30th June,2022	-signed workticktes, authority letters	None	No targets added or changed
5. Coordinate Training Needs Assessment(TNA) in administration unit between 1st August 2021 to 31st October,2021	filled in TNA forms	None	No targets added or changed
6. Coordinates staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2022	survey report	None	No targets added or changed
7. Participates in the Review HR manual and develop new policies, procedures and practices i.e. diversity policy, grievance handling machinery, employee assistance program and reward and sanctions policy between 1st January to 30th June, 2021-	survey report	None	No targets added or changed



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8. Initiate process of acquisition of alternative HQ office space for the commission (51,000 sq. feet) between 1st July and 31st Decemeber,2021	acquisition reports	None	No targets added or changed
9. Initiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	Reports	None	No targets added or changed
9. Initiate process of refurbishment of twenty (20) county offices between 1st July 2021 to 30th June,2022	Reports	None	No targets added or changed
10. Initiate process of acquisition additional six (6) motor vehicles between 1st July 2021 to 30th June,2022	memo reports	None	No targets added or changed
11. Carry out baseline survey on crosscutting issues. HIV & Aids, Gender, Persons living with disability and Alcohol and substance abuse between 1st January and 31st March, 2022.	survey reports	None	No targets added or changed
12. Carries out inventory of office accommodation, assets in the Commission.	Reports	None	No targets added or changed
13. Supervises the allocation, furnishing and administration of office space and parking space.	memos	None	No targets added or changed
14. Issuance of fuel to all Commission vehicles.	Fuel register	None	No targets added or changed
15. Undertake timely repair and maintenance of Commission vehicles	memos reports	None	No targets added or changed
16. Setting performance targets and appraising Clerical Officers and Office Assistants between 1st July 2021 to 30th June,2022 .	Target reports.	None	No targets added or changed

MID YEAR APPRAISEES'S COMMENTS

No targets added or changed

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Please proceed



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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 need more training to equip me with the necessary skills to perform my work well		
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course (SMC)	4 weeks	Management course
Customer care skills	one week	Customer care
Report writing skills	2 weeks	Professional course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Getting all the above skills will equip me with the required expertise to do my work well.		You have not requested for training Recommended subject to available funds.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments		Second Supervisor Recommendations