



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210599	<b>Staff Name:</b>	Edin Adan Emoi
<b>ID Number:</b>	29632079	<b>Employee E-mail:</b>	edin.emoi@landommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	11-Isiolo County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Paul Ngei Kasimbu	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Paul Kasimbu Ngei	<b>Supervisor Designation:</b>	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
Support Identification of 10 no .of Public Institutions and submit to Land Administration directorate for processing	Number of public institutions identified	8 no of Public institution identified	Schools well identified	80	80
Support in Identification of 4 no. of Public Institutions for recovery	Number of Public Institutions identified for recovery	3 no of public institution identified for recovery	Ramadhani Primary Show ground and Prison land	90	100



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Supporting in Application for renewal and extension of leases - 5 No.	Number of Application for renewal and extension of leases	Four cases referred to HQ for consideration	This activity did not take off this year	70	50
Support in Resolving 20 No..of Land disputes through Alternative Dispute Resolution (ADR)	Number of land disputes resolved through ADR	2 cases heard and 1 resolved	Though ADR has not been formed, individual consultation has been done	60	70
Support in documenting land rights in urban centers by verifying the beneficiary lists - 4 No.	Number of lists of verified beneficiaries submitted	6 no of lists of verified beneficiaries submitted	Area list of 6 settlements verified for regularization	120	120
Support in holding public awareness and forum meetings - 4No.	Number of public awareness forums/ meetings held	11 no of public awareness Forum and meeting attended	Activity well done	150	150
Support to requisition, receive and distribute communication, educational, public awareness to the public	% of CEPA materials received for distribution	Requisition was done to HQ and several public awareness meetings held and minutes are in place	Requisition done but no response from HQ	100	100
Support in preparing and submitting quarterly report - 4 No.	Quarterly reports	All quarterly reports done	Reports done	100	100
Support to Prepare and submit annual report - 1 No.	Annual report	Annual reports done	Done	100	100
Assist in Human resource activity	Human resource records	Human resource pact set	setting up of HR file at the county	100	100
Customer care	Customer care	Excellent customer care performed	well done	100	100
Filling and Record keeping	Files and Records kept	Records well kept	well kept	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1170.00</b>	<b>1170.00</b>
<b>Mean Appraisal Scores</b>				<b>97.5%</b>	<b>97.5%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Target set as agreed		Targets are achievable and set in a consultative manner	
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	
Targets well achieved		Very impressive performance	
MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Support Identification of 10 no .of Public Institutions and submit to Land Administration directorate for processing	Number of public institutions identified	Target not changed.	Four (4) school identified for registration.
Support in Identification of 4 no. of Public Institutions for recovery	Number of Public Institutions identified for recovery	Target not changed.	two (2) public institutions identified for recovery.
Supporting in Application for renewal and extension of leases - 5 No.	Number of Application for renewal and extension of leases	Target not changed.	No lease is there for extension and therefore no extension was done.
Support in Resolving 20 No..of Land disputes through Alternative Dispute Resolution (ADR)	Number of land disputes resolved through ADR	Target not changed.	one (1) case was heard but has not been determined.
Support in documenting land rights in urban centers by verifying the beneficiary lists - 4 No.	Number of lists of verified beneficiaries submitted	Target not changed.	Documentation and verification process is ongoing.
Support in holding public awareness and forum meetings - 4No.	Number of public awareness forums/ meetings held	Target not changed.	No meeting was attended.
Support to requisition, receive and distribute communication, educational, public awareness to the public	% of CEPA materials received for distribution	Target not changed.	one (1) requisition was made to the HQ for communication materials.
Support in preparing and submitting quarterly report - 4 No.	Quarterly reports	Target not changed.	First and second quarter is prepared.
Support to Prepare and submit annual report - 1 No.	Annual report	Target not changed.	Report preparation is ongoing.



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Assist in Human resource activity	Human resource records	Target not changed.	HR records are properly kept.
Customer care	Customer care	Target not changed.	customer care is very well done.
Filling and Record keeping	Files and Records kept	Target not changed.	Filling and Record keeping is done on daily basis.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target agreed with the supervisor	This is great Edin. Kindly organize to keep track of all these targets and ensure that they are realized by end of the Financial Year.

## VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
A person of high integrity	

## STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
SUPERVISORY SKILLS,HR COURSE	1 month	SUPERVISORY MANAGEMENT COURSE AND HR COURSE
SENIOR MANAGEMENT COURSE AND DISPUTE RESOLUTION COURSE	4 weeks	SENIOR MANAGEMENT COURSE AND DISPUTE RESOLUTION COURSE

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Given the above training and skills i will be able to achieve my target more	The course is relevant and is recommended once funds are available

## SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
The officer performed very well and is encouraged to keep it up.	The proposed trainings should be considered by the commission to act as a morale booster to the officer