



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210628	Staff Name:	Sirat Musa Abdi
ID Number:	29772520	Employee E-mail:	sirat.abdi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Fatuma Abubakar Horow	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Fatuma Abubakar Horow	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES
To facilitate Access and Use of Land for Socio-Economic and Environmental Sustainability
To Enhance Secure, Storage, Access, and Retrieval of Public Land Information
To Facilitate Resolution of Disputes and Conflicts of Land and Land Based Resource
To Create Awareness through Advocacy, Coordination and Information Dissemination on the Role of NLC

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To follow up with the County Land Registry to collect 12 number of land searches to assist in processing of extension/renewal of lease request	Number of searches/renewal of lease and recorded			0	0
To request for tea reimbursement and surrendering of standing imprests 4 times	Number of letters drafted to request for tea reimbursement and surrender standing imprests			0	0
To assist in writing 4 number of quarterly reports	Number of quarterly reports drafted			0	0
To draft 12 number of staff meeting minutes within 2 days after the meeting	Number of minutes drafted			0	0
Requisition of office supplies for office use average 6 times per year	Number of times the S11 book used to procure items for the office			0	0
To receive and record 100 new cases of public land in the Public Land Inventory	Number of cases received and recorded			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
Targets 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To follow up with the County Land Registry to collect 12 number of land searches to assist in processing of extension/renewal of lease request	Number of searches/renewal of lease and recorded	Not target change	Achievable
To request for tea reimbursement and surrendering of standing imprests 4 times	Number of letters drafted to request for tea reimbursement and surrender standing imprests	no target change	Attainable
To assist in writing 4 number of quarterly reports	Number of quarterly reports drafted	No target change	Attainable
To draft 12 number of staff meeting minutes within 2 days after the meeting	Number of minutes drafted	No target change	Remarkable
Requisition of office supplies for office use average 6 times per year	Number of times the S11 book used to procure items for the office	No target change	Attainable
To receive and record 100 new cases of public land in the Public Land Inventory	Number of cases received and recorded	No target change	Achievable

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I ensure high quality of work consistently	

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 will keep doing my work to the best of my knowledge and professional's		



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land Management	2 weeks	Land Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
To better my skill in land management		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	