



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150417	<b>Staff Name:</b>	Habiba Wario Tume
<b>ID Number:</b>	23016930	<b>Employee E-mail:</b>	habiba.wario@landcommission.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>	Female
<b>Work Station</b>	11-Isiolo County	<b>Job Grade:</b>	NLC9
<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
Supporting the Inventory of public land parcels in community and settlement schemes( 20 no. of public land parcels identified)	The number of public land parcels identified	110 public land parcels	Target well achieved	150	120
Supporting in Keeping inventory of public land in the county - . Quarterly status report(4)	Quarterly status report	well updated	Inventory well updated	100	100



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Supporting in County Government engagement meetings (12 No.)	Number of County government engagement meetings	12 no of county engagement meeting attended	meeting support well done	100	100
Periodic update of asset register(1)	Update asset register	Asset register well maintained	Asset register well kept	100	100
Preparation of County workplan (1 No)	Workplan Prepared	workplan done	Workplan for 2022/23 well prepared	100	100
Support in Performance appraisals reports for County staff (6)	Number of NLC Staff appraised	assisted in annual and midyear performance appraisals twice per year	support well given	100	100
Filing and record keeping	files and records keeping	proper maintenance of records kept	Records well kept	100	100
Receiving and dispatching mails	Receive and dispatching mails	Mails well received and dispatched	Well done	100	100
Preparation/organizing meetings venues	Prepare/organize meeting venues	Meeting venues well prepared	Activity well realized	100	100
Preparation of staff leave schedule	Prepare staff leave schedule	leave schedule prepared	Schedules well prepared	100	100
Scheduling of staff meeting and taking minutes (12No.)	Number of staff meetings held	11 meetings	Minutes well taken	98	92
<b>Total Appraisee Score on Performance Targets</b>				<b>1148.00</b>	<b>1112.00</b>
<b>Mean Appraisal Scores</b>				<b>104.36%</b>	<b>101.09%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The above targets were set jointly in a staff meeting	The targets set have been agreed upon at a staff meeting
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



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Supporting the Inventory of public land parcels in community and settlement schemes( 20 no. of public land parcels identified)	The number of public land parcels identified	Target not changed	Inventory of public land parcels in community and settlements scheme well done
Supporting in Keeping inventory of public land in the county - . Quarterly status report(4)	Quarterly status report	Target not changed	Public land inventory database well done
Supporting in County Government engagement meetings(12 No.)	Number of County government engagement meetings	Target not changed	Several meetings held
Periodic update of asset register (1)	Update asset register	Target not changed	Asset register maintained well and is up to date
Preparation of County workplan (1 No)	Workplan Prepared	Target not changed	Workplan prepared well
Support in Performance appraisals reports for County staff (6)	Number of NLC Staff appraised	Target not changed	Assisted all staff in conducting mid and annual staff performance
Filing and record keeping	files and records keeping	Target not changed	Office records well kept
Receiving and dispatching mails	Receive and dispatching mails	Target not changed	Office mails and files are well kept
Preparation/organizing meetings venues	Prepare/organize meeting venues	Target not changed	Meeting venues are well prepared and organized
Preparation of staff leave schedule	Prepare staff leave schedule	Target not changed	Prepared leave schedule
Scheduling of staff meeting and taking minutes (12No.)	Number of staff meetings held	Target not changed	Staff meetings well scheduled and minutes taken

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Progress agreed with the supervisor...	Kindly organize to keep track of all these targets and ensure that they are realized by end of the Financial Year. Otherwise good job so far

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
Consistently achieving high standard of work, behaviour and attitude		



## INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care and public relations	1 month	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The proposed course will help me in interacting with the clients	Course recommended to the officer

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer has been performing very well and heavily relied on.	Its recommended that the commission considers exposing the officer to the training courses she had proposed earlier on. This will be a morale booster to her and the other members of the staff