



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150293	Staff Name:	Muktar Hassan Sheikh
ID Number:	28006848	Employee E-mail:	muktar.hassan@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2019-2020
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LAM	Appraisal Status	Supervisor
Immediate Supervisor:	Wilson Kagomo Kimiti	Immediate Supervisor Designation:	Principal land administration
Second Supervisor:	Edith Lumire Sandera	Supervisor Designation:	Deputy Director

DEPARTMENTAL OBJECTIVES

Capacity building of land Administrators

Development control by way of lease extension,approvals,subdivisions and change of use

Verification and issuance of allotment letters for secure land rights

Leases and transfer of land preparation and execution

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Retrieval of files and filling of documentation required for approval and extension of leases	Number of files retrieved	65 files retrieved	65 files retrieved	80	100
Receiving,sorting and dispatching of incoming letters and files	Number of letters and files	350 mails received and sorted	350 mails received and sorted	90	100
Listening, attending and directing members of public	Ongoing Process	over 200 members of public attended to	over 200 members of public attended to	90	100
Preparation of school titling by sealing,dating and dispatch	Number of transfers forwarded	over 300 school titling leases sealed and dated	over 300 school titling leases sealed and dated	90	100
Receiving and dispatching of files to relevant offices	Movement Register	prompt register kept	prompt register kept	90	100
Total Appraisee Score on Performance Targets				440.00	500.00
Mean Appraisal Scores				88%	100%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable	the targets set are 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
The targets were not achieved fully due to the following reasons, i)Correspondence files were recalled by the ministry of lands ii)due corona pandemic iii)Commission's land officers were ousted from the ardhi house building	The targets were not achieved fully due to the following reasons, i)Correspondence files were recalled by the ministry of lands ii)due corona pandemic iii)Commission's land officers were ousted from the ardhi house building

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Retrieval of files and filling of documentation required for approval and extension of leases	Number of files retrieved	Target not changed	on course
Receiving,sorting and dispatching of incoming letters and files	Number of letters and files	target not changed	on course
Listening, attending and directing members of public	Ongoing Process	target not changed	on course
Preparation of school titling by sealing,dating and dispatch	Number of transfers forwarded	target not changed	on course
Receiving and dispatching of files to relevant offices	Movement Register	Prompt	Prompt

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The targets were discussed and are achievable and realistic	The targets are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Transparency and Accountability	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am accountable and transparent working under minimal supervision	The officer is accountable and transparent



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	1 month	customer care management
Record keeping skills	1 month	Record management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will enable me improve and perfect my performance and attend to the public more efficient and within short time.	I recommend the training

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations