



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150136	Staff Name:	Jacqueline Musalia Adamba
ID Number:	21022103	Employee E-mail:	jacqueline.musalia@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:	NLC5
Dept/Directorate	LAM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To facilitate resolution of disputes and conflicts on land based resources.

To enhance secure storage, access, retrieval of public land information.

To facilitate access and use of land for socio-economic and environmental sustainability.

To create awareness through advocacy, coordination and information dissemination on the role of NLC.

To regularize urban land allocations

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Recommend 20 lease extension from 1st July 2021 to 30th June 2022	number of cases approved			0	0
Process allotment letters by the end of 2021-2022 financial year	number of allotments processed			0	0
Conduct 3 site inspection outside Nairobi	number of site inspections carried out			0	0
Assist in preparation of briefs for presentation to parliamentary in response to queries on land administration issues on continuous basis	number of briefs prepared and presented			0	0
Fast Track the continuous compilation of Public Land Inventory drawn from the counties Countrywide (from 47 Counties)	Number of Public Land inventory in place			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 set are smart			
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
MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
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 am efficient and transparent in carrying out my duties.			
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
SLDP	1 month	Supervisory Management course	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
I require the training			
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		