



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150370	<b>Staff Name:</b>	Juma Khamisi Biasha
<b>ID Number:</b>	14492031	<b>Employee E-mail:</b>	biasha.khamisi@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2021-2022
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	02-Kwale County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Dennis Mutungi Kinyamasyo	<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
To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021	No. of preliminary investigations conducted	12 NO. of preliminary investigation reports done	12 No. of reports done	100	100



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To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	4. NO of awareness created	4 No. of meetings held	100	100
To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public Awareness)	Distributed all CEPA materials	CEPA materials distributed	100	100
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	4 NO. requisition forms for office equipment done	4. No of requisitions made	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	List is up to date	Asset register is up to date	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>500.00</b>	<b>500.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
performance smart	Targets were 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
performance achieved	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June,2022.To conduct 12No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021	No. of preliminary investigations conducted	target not varied.	Submit official searches and documentation from other department.
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2021 to 30th June,2022.	No. of awareness forums/meetings	Target not varied.	Distributed materials for awareness forums No.2



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To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2021 to 30th June,2022.	No. of CEPA materials Requested, Received and distributed (Communication, Educational, Public Awareness)	Target not varied.	So far have distributed public report on renewal and extension of lease from the commission.
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	Target not varied.	Provide a list of cleaning supplies and other essentials.
To maintain an updated asset register of all the assets in the County from 1st July 2021 to 30th June,2022	Updated asset register	Target not varied.	Compile a list of all commission asset for update

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Performance is good.	Strive to achieve the set targets by the end of the year.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Respect for National /Gender Diversity	Good - Between 80% and 99%
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
To be ambitious and loyal in my job .	Keep it up.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills.	4 weeks.	Customer care management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Good communication skills.	The officer should be taken for training for the course requested.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The targets were SMART. Keep it up.	The officer should be taken for training for the course requested.