



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150182	<b>Staff Name:</b>	Sussy Kadesa
<b>ID Number:</b>	24271386	<b>Employee E-mail:</b>	sussy.kadesa@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2019-2020
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	26-Trans Nzoia County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	David Kipchoge	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	David Kipchoge	<b>Supervisor Designation:</b>	County Coordinator

DEPARTMENTAL OBJECTIVES
1. To facilitate access and use of land for socio-economic and environmental sustainability
2. To enhance secure, storage, access and retrieval of public land information
3. To facilitate resolution of disputes and conflicts on land and land-based resources.
4. 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	Appraiser's Rating	Agreed Rating
Attend hearings and prepare ADR reports	ADR report/attendance list	100%		100	0
Assist to Process/Resolve 85% of all received Public Land Disputes & Conflicts	Public Land Disputes & Conflicts register/status report	98%		98	0
Assist in carrying out preliminary investigation on of HLI Cases	HLI file/ Report	98%		98	0
Schedule, notify, prepare agenda, take minutes and keep custody of minutes for the monthly staff meeting	Agenda/Minutes/attendance list	100%		100	0
Assist to conduct Staff Performance Management -Set targets for respective officers in June -Mid Year Reviews in January -End year performance appraisal in July	Staff Performance Management successfully done	100%		100	0
Participate in the County engagement meetings	Minutes/Report/attendance/Invitation	98%		98	0
Assist in providing advisory to clients on land matters especially public land	Daily occurrence book	98%		98	0
Assist in writing the quarterly report	Quarterly report	99%		99	0
Attending to clients on daily basis	Daily occurrence Book	100%		100	0



### INDIVIDUAL APPRAISAL REPORT

Participate in public awareness/ Advocacy/ Education activities on NLC mandate and land matters	Attendance list/Reports/Programmes/Photos	99%		99	0
Attend monthly staff meeting	Attendance list/ Minutes	100%		100	0
Preparing field reports	Field report			0	0
Participate in public awareness/ Advocacy/ Education activities on NLC mandate and land matters	Attendance list/Reports/Programmes/Photos	98%		98	0
Attend monthly staff meeting	Attendance list/ Minutes	100%		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1288.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>92%</b>	<b>0%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets as agreed are achievable with the necessary support and facilitation	Targets 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
A lot of targets affected by Covid-19 pandemic and facilitation.	A lot of targets affected by Covid-19 pandemic and facilitation.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Attend hearings and prepare ADR reports	ADR report/attendance list	changed	100%
Assist to Process/Resolve 85% of all received Public Land Disputes & Conflicts	Public Land Disputes & Conflicts register/status report	Not changed	98%
Assist in carrying out preliminary investigation on of HLI Cases	HLI file/ Report	Not changed	100%
Schedule, notify, prepare agenda, take minutes and keep custody of minutes for the monthly staff meeting	Agenda/Minutes/attendance list	Not changed	100%
Assist to conduct Staff Performance Management -Set targets for respective officers in June -Mid Year Reviews in January -End year performance appraisal in July	Staff Performance Management successfully done	Not changed	98%



## INDIVIDUAL APPRAISAL REPORT

Participate in the County engagement meetings	Minutes/Report/attendance/Invitation	Changed	98%
Assist in providing advisory to clients on land matters especially public land	Daily occurrence book	Not changed	99%
Assist in writing the quarterly report	Quarterly report	Not changed	100%
Participate in public awareness/ Advocacy/ Education activities on NLC mandate and land matters	Attendance list/Reports/Programmes/Photos	Changed	99%
Attend monthly staff meeting	Attendance list/ Minutes	Not changed	100%
Participate in public awareness/ Advocacy/ Education activities on NLC mandate and land matters	Attendance list/Reports/Programmes/Photos	Changed	98%
Attend monthly staff meeting	Attendance list/ Minutes	Not changed	100%

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
A lot of targets affected by Covid-19 pandemic and facilitation.	Targets were met

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
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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land Administrative training	4 weeks	Land Administrative training
Supervisory Skills,	6 weeks	Supervisory Management course,
Senior Management Course for officers in Job Group K/L	6 weeks	Senior Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	The appraisee be facilitated to undertake the listed short courses upon availability of funds

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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The officer/appraise performed good for the period under review

The officer be facilitated to undertake the requested short courses upon availability of funds for further development