



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150343	Staff Name:	Zaitun Abdi
ID Number:	25448002	Employee E-mail:	abdi.zaitun@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	34-Kajiado County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Saida Mohammed Isak	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Saida Isak Mohammed	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES

To Document public institutional land

To inventorize the status of urban centers

To document public land in community and settlement scheme/group ranches

To develop a comprehensive public land inventory and database

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Management and Administration of Public Land (c) Application for extension/renewal of lease (10 per year)	No. of applications submitted to land Administration, ground reports,searches,public awareness forums	Sensitization to be done to create awareness in some parts of Kajiado mostly in Loitoktok and Ngong since in these areas we have leasehold titles that are not renewed nor extended. Compiled a list of 100 beneficiaries of Olekasasi A for processing of	2 applications handled against a target of 5 (reviewed in mid year) .Actively participated in Olekasasi A verification of beneficiaries list	80	80



INDIVIDUAL APPRAISAL REPORT

(e) update updated/ground verification county comprehensive public land inventory (100 per county)	update county comprehensive public land inventory on quarterly basis	Public utilities identified in various towns is 132 Isinya, Noonkopir, Illasir, Kajiado, Namanga, olekasasi A &B	Compiled a list of public parcels in Market centers in an effort to update the public Land inventory	132	132
Land Dispute Resolution and conflict management (a) report disputes handles, received and processed (12 per county)	No. of disputes handled received and processed	A total os 183 cases received while in the process 108 disputes were heard and recommendation made by the ADR committee as per the financial year. I since AJS kaputiei and they have received 14 cases resolved 5 and pending cases are 9.	Supports Kaputei AJS Panel and an active memnber of ADR committee .183 handled against a target of 100 set	200	183
(h) Report on Land Use Planning status in the County (1 status report)	Status report	The County spatial Plan was tabled at the County Assembly and public participation was programmed in the five sub counties East, West, North,South and central. The Spatial was later tabled at County Assembly again and passed. The County Spatial Plan	Participated in compilation of status report on land use planning	150	150



INDIVIDUAL APPRAISAL REPORT

List and details of urban centers	No. of urban centers undergoing planning and surveying /Urban Centers Planning & Surveying status Report in County	Number of urban centers undergoing planning, surveying and processing of leases which was done in phases. The towns include Kajiado, Namanga, Isinya, Loitoktok, Noonkopir, Kimuka, Ongata Rongai, Olekasasi B and Bulbul	Participated in public barazas in market centers in an effort to do oversight on Land use planning so that public land is secured	190	190
Institutional strengthening to enhance corporate image of the commission (8 per year)	No. of public sensitization/awareness/meetings held on NLC mandate	Attended KELIN Meetings on women land rights and Community land in the following dates 13 and 14 of April 2023, 27th and 28 April 2023. Attended a CUC meeting at the Kajiado Law courts being a CUC member.	Created awareness of NLC mandate in different forums .	190	200
Enhancement of efficient service delivery	receiving of disputes and filing keeping of records by filing through soft and hard copy	Easy retrieval of any document by any staff since proper record keeping and filling was done. It also saves time.	Record keeping done well	200	100
Improve performance appraisals	Online Performance annual and mid year filed appraisals	Completed and dully filled appraisals	Both Mid year and annual appraisal done	200	100



INDIVIDUAL APPRAISAL REPORT

Attend monthly staff meeting and taking minutes	submission of minutes a week after the meeting	attended ten virtual staff meetings on 6/7/2022,15/09/22,11/10/22, 14/11/22, 15/12/22,5/1/23 ,8/2/23,1/03/23, 17/04/23,6/06/23 and one physical staff meeting on 20/02/23	Attended all staff meetings	200	100
Reporting to the office as per the working hours (8am - 5pm)	signing of the attendance register	Showing consistency of attending the office on daily basis	Reports to work	200	100
Total Appraisee Score on Performance Targets				1742.00	1335.00
Mean Appraisal Scores				174.2%	133.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are achievable	Organized ELC CUC AJS Training in Manzoni,Elders training in Enchula resort,Women land rights training by Kellin in Enchula and very active participant in ELC CUC .As the liason person between Judiciary Law courts in Kajiado and NLC ,you have created

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
I'm kindly requesting for a sensitization in the parts of Loitoktok and Ngong on the renewal and extension of lease.	Performs her duties diligently ,a good mobilizer and willingly takes up extra tasks as assigned.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Management and Administration of Public Land (c) Application for extension/renewal of lease (10 per year)	No. of applications submitted to land Administration, ground reports,searches,public awareness forums	Target changed to 5 per year	9923/52 for Joseph Njung'e in Kajiado Township 9923/74 for Africa Brotherhood Church in Kajiado Township Also Emphasize on sensitization on areas such as Ngong and Loitoktok as they are alot of leases there and people lack knowledge as to how to ex



INDIVIDUAL APPRAISAL REPORT

(e) update updated/ground verification county comprehensive public land inventory (100 per county)	update county comprehensive public land inventory on quarterly basis	target not changed	Targets achieved is more than expected, Kajiado County has 147 urban centers in total out of this thirty-six (36) centers have been planned out of those 36 already planned, three of them were recently elevated to municipalities these are: Ngong, Kite
Land Dispute Resolution and conflict management (a) report disputes handles, received and processed (12 per county)	No. of disputes handled received and processed	Target not changed	25 disputes held in July 2022, 5 disputes held in October 2022, 10 disputes held in November 2022 and 23 disputes held in December 2022. A total of 63 cases were handled in the 2 quarters of the financial year.
(h) Report on Land Use Planning status in the County (1 status report)	Status report	Target not Changed	A report was prepared and the County Spatial Plan has been submitted to the County Assembly for adoption.
List and details of urban centers	No. of urban centers undergoing planning and surveying /Urban Centers Planning & Surveying status Report in County	No change	target was achieved, out of the 34 market centers that were validated, we have a list of public utilities from 18 towns. Last year a pre-validation was done in 3 towns and a list of public utilities was added to the 18 which makes it 21 towns.
Institutional strengthening to enhance corporate image of the commission (8 per year)	No. of public sensitization/awareness/meetings held on NLC mandate	taking pictures and writing reports	Attended different forums through out the year. I attended ELC @ 10 conference in Kilifi from 28th November - 2nd December 2022, attended ELC-CUC training Maanzoni 16th to 18th November 2022, attended AJS Elders training at Enchula from 17th - 19th O
Enhancement of efficient service delivery	receiving of disputes and filing keeping of records by filing through soft and hard copy	target not Changed	Responding efficiently to specific client concerns and advising them accordingly. Easy retrieval of documents by a staff as proper filing or record keeping is done. Updating court cases in soft copy and forwarding to Legal department.
Improve performance appraisals	Online Performance annual and mid year filed appraisals	Target not Changed	completed mid year and annual financial year online performance appraisals duly filled for onward submission to the Human Resource Department.
Attend monthly staff meeting and taking minutes	submission of minutes a week after the meeting	Target not changed	attended six virtual staff meetings.
Reporting to the office as per the working hours (8am - 5pm)	signing of the attendance register	No change	Reporting to the office on official hours by showing consistency of attending the office on daily basis as required.

MID YEAR APPRAISEES'S COMMENTS

Target Achieved

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

.Keep up the good work



INDIVIDUAL APPRAISAL REPORT

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Innovativeness	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I Uphold confidentiality and the values of NLC and also work professionally.	Innovative and professional staff living NLC Values

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory Skills and Human resources	2 weeks	
Public relations skills	2 weeks	

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I would like to request for training at KSG for the duration of 2 years for Business Management majoring in Human Resource.	Recommended for Public relations course and Supervisory skills course

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
A hardworking staff, good mobilizer and works under minimum supervision. .	Recommended for a customer service and public relations course. .