



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150409	Staff Name:	Zeituni Wako Abdi
ID Number:	29894889	Employee E-mail:	zeituni.wako@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	11-Isiolo County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Paul Ngei Kasimbu	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Paul Kasimbu Ngei	Supervisor Designation:	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
Office Cleaning	Office Cleaning	daily maintenance of the office No.5 days a week	100	100	100
Preparation/organizing meeting venues	Number of meeting venues prepared	Meeting venues well prepared	well prepared	100	100



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Filling and record keeping	Files and records well kept	File and record keeping well kept	files well kept	90	100
Preparation of office teas and beverages	Office teas and beverages prepared	prepared office teas and beverages 5 days a week	Office tea well prepared and timely	100	100
Total Appraisee Score on Performance Targets				390.00	400.00
Mean Appraisal Scores				97.5%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING

Targets set with supervisor

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets agreed with the officer

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

While the performance was good, i request to be trained as requested during the target setting

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The officer has been able to discharge her duties as planned

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Office Cleaning	Office Cleaning	Target not changed	office clean and maintained all working days.
Preparation/organizing meeting venues	Number of meeting venues prepared	target not changed	meeting venues are well prepared and organized
Filling and record keeping	Files and records well kept	target not changed	All files and records are well kept
Preparation of office teas and beverages	Office teas and beverages prepared	target not changed	office teas and beverages prepared 5 days a week

MID YEAR APPRAISEES'S COMMENTS

THERE IS GOOD PROGRESS IN ACHIEVEMENT OF THE TARGETS

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Ensure to realize these targets by the end of the Financial Year.

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Integrity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer's attitude towards the work is very positive



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record Management Course	4 weeks	customer care course
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training will go along way in supporting my public relation skills	This course is relevant to the duties of the officer

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
Second Supervisor Comments
The officer has been punctual and able to keep the office clean as required

Second Supervisor Recommendations
I recommend the officer for booster training courses. This will boost her working morale