



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150303	Staff Name:	Mariam Abdullahi Mohamed
ID Number:	29782573	Employee E-mail:	mariam.abdullahi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC8
Dept/Directorate	LV&T	Appraisal Status	Supervisor
Immediate Supervisor:	Jacob Kipaa Lemasika	Immediate Supervisor Designation:	Chief Valuation and Taxation O
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Acquiring land on behalf of National and County Governments	1. Oversee records management 2. File records appropriately 3. Oversee prompt filing of incoming/outgoing mails 4. Oversee proper file movement and follow up. 5. Maintain filing index 6. Maintain safe custody of records 7. Oversee organization			198	0
2.Prepare Committee paper on approval on assessment of tax	1. Provide administrative support 2. File documentation appropriately			0	0
Total Appraisee Score on Performance Targets				198.00	0.00
Mean Appraisal Scores				99%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	These 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

MID YEAR REVIEW



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Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

I am able to work with minimal supervision.	These targets are achievable
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STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Customer Care Skills	2 weeks	Customer care course
Management skills	2 weeks	Management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

	These trainings are necessary for better service deliver
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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
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