



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150182	Staff Name:	Sussy Kadesa
ID Number:	24271386	Employee E-mail:	sussy.kadesa@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	26-Trans Nzoia County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Simon Kipkoech Chebii	Immediate Supervisor Designation:	Chief Land Administration Offi
Second Supervisor:	Simon Chebii Kipkoech	Supervisor Designation:	Chief Land Administration Offi

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
Assist the Coordinator in the management of human resource matters	Efficient human resource	100%	100%	100	100
Advice, interpret and implement Human resource policies in the County	adherence to Human resource policies	100%	100%	100	100
To ensure the county comprehensive public land inventory database is updated	Updated County comprehensive public land inventory database	100%	100%	100	100
To assist develop County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	100%	100%	100	100



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Assist in the conduct/filing of mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Targets set by staff, Mid-Year Review and final appraisal done	100%	100%	100	100
Attend monthly staff meeting	Attendance list/minutes	100%	100%	100	100
Help identify public institution for recovery	Report on public institutions identified for recovery	100%	100%	100	100
Oversee proper maintenance and update/inventory of records and files	Properly maintained and updated inventory, records and files	100%	100%	100	100
Total Appraisee Score on Performance Targets				800.00	800.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set are achievable given necessary support and facilitation.	Targets set 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
Lack of clarity on duties/ functions of the position due to lack of a detailed job description. Requested trainings not responded to.	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist the Coordinator in the management of human resource matters	Efficient human resource	Not changed	100 %
Advice, interpret and implement Human resource policies in the County	adherence to Human resource policies	Not changed	100%
To ensure the county comprehensive public land inventory database is updated	Updated County comprehensive public land inventory database	Not changed	80 %
To assist develop County work plan for FY 2022/2023 between 1st – 15th June 2022	County work plan for 2022-2023	Not changed	100%



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Assist in the conduct/filing of mid-year and annual staff performance appraisal for all staff in the County within the stipulated timelines in the Commission Performance Management Cycle	Targets set by staff, Mid-Year Review and final appraisal done	Not changed	100%
Attend monthly staff meeting	Attendance list/minutes	Not changed	100%
Help identify public institution for recovery	Report on public institutions identified for recovery	Not changed	100%
Oversee proper maintenance and update/inventory of records and files	Properly maintained and updated inventory, records and files	Not changed	100%

MID YEAR APPRAISEES'S COMMENTS

No comment.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

targets not changed

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Independence	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Managing and Evaluating Performance	Excellent - Higher Than 100%
Values	Meritocracy	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer is able to perform task assigned independently with minimum supervision

STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS

she needs to be trained on the above courses

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Good performance	To be facilitated for trainings