



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150332	Staff Name:	Esha Mohamed Hamid
ID Number:	24214351	Employee E-mail:	esha.hamid@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	01-Mombasa County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Edward Maoncha Bosire	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Edward Bosire Maoncha	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1.To receive,record and file 30.no of documented parcels of land for public institutions and submit to the County Coordinator for processing from 1st July,2022 to 30th June 2023	Updated inventory register (documented parcels for public institution) No.of parcels identified	40 out of 30 No .of documented parcels updated	40 parcels updated	133	133
2.To receive, record and file 5.no of application for Extension/Renewal of lease correspondences and request for the Coordinator for processing from 1st July,2022 to 30th June,2023	No.of applications for Extension/Renewal of lease received,recorded and filed Official/Postal searches	3 out of 5 application processed.216 expired leases identified and recorded	3 out of 5 processed and 216 sent to HQ	200	200
3.To receive and record 30 no.of public parcels in the community and settlement schemes from from 1st July,2022 to 30th June,2023	Inventory register in place No.of public land parcels in community and settlement submitted	66 out of 30 parcels recorded	66 parcels recorded	200	200
4.To update 50 no.of county comprehensive public land inventory database with no.of parcels from 1stJuly,2022 to 30th June,2023	Public land inventory data base in place	105 out of 50 parcels of land captured	105 parcels captured	200	200
5.To type and file 100% reports on land use planning status in the county (CSP,LPS and other planning projects)from 1st July,2022 to June,2023	No.of CEPA materials distributed and recorded	Received a d recorded the Commission's annual report FY2021/2022	One FY report received	100	100



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6.To receive,record and file 5 no.of ADR/TDR on disputes handled in the county fro 1st July,2022 to 30th June,2023	attendance list Photos No.of disputed handled through ADR/TDR	12 ADR session held	12 disputes handled	200	200
7.To type 12 no.of preliminary investigation and develop a register forHLI matters in the county from 1st July,2022 to 30th June,2023	HLI register in place No.of preliminary investigations HLI matters typed	16 Investigation reports typed	16 investigations carried out	133	133
8.To type and file the developed workplan for the F/Y 2023/2024	Developed workplan register in place	1 out of 1	1 workplan prepared	100	100
9.To prepare and submit 4 no.of quarterly reports on the personal performance in the county from 1st July,2022 to 30th June,2023	No.of monthly and quarterly reports submitted to the County Coordinator	4 Quarterly reports submitted	4 quarterly reports prepared	100	100
10.To prepare and submit 1 no.of annual report for the FY.2022 to 2023 to the County Coordinator on the personal performance	No.of annual reports submitted to the County Coordinator	1 annual report submitted	1 annual report prepared	100	100
11.To carryout the performance appraisal under the supervision of the County Coordinator and give proper coordination during the exercise	No.of performance appraisal filed for mid-year review and annual	2 appraisal performed(mid year review and annual appraisal	2 appraisals conducted	100	100
Total Appraisee Score on Performance Targets				1566.00	1566.00
Mean Appraisal Scores				142.36%	142.36%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Performance satisfactory	Targets setting satisfactory
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
The activities and duties carried out during the whole year was measurable with minimal challenge which can be fixed	Performance impressive and satisfactory.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To receive,record and file 30.no of documented parcels of land for public institutions and submit to the County Coordinator for processing from 1st July,2022 to 30th June 2023	Updated inventory register (documented parcels for public institution) No.of parcels identified	Target changed	12 out of 30 no. of parcels identified



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2.To receive, record and file 5.no of application for Extension/Renewal of lease correspondences and request for the Coordinator for processing from 1st July,2022 to 30th June,2023	No.of applications for Extension/Renewal of lease received,recorded and filed Official/Postal searches	Target changed	3 out of 5 no. of Extension /Renewal of lease submitted
3.To receive and record 30 no.of public parcels in the community and settlement schemes from 1st July,2022 to 30th June,2023	Inventory register in place No.of public land parcels in community and settlement submitted	Target not changed	28 out of 30 no. of public land parcel in community and settlement schemes inventoried
4.To update 50 no.of county comprehensive public land inventory database with no.of parcels from 1stJuly,2022 to 30th June,2023	Public land inventory data base in place	Target changed	Public land inventory well updated. Target changed from 100 to 50 per county per year
5.To type and file 100% reports on land use planning status in the county (CSP,LPS and other planning projects)from 1st July,2022 to June,2023	No.of CEPA materials distributed and recorded	Target not changed	100% no. of CEPA materials distributed
6.To receive,record and file 5 no.of ADR/TDR on disputes handled in the county fro 1st July,2022 to 30th June,2023	attendance list Photos No.of disputed handled through ADR/TDR	Target changed	3 out 5 ADR/TDR conducted
7.To type 12 no.of preliminary investigation and develop a register forHLI matters in the county from 1st July,2022 to 30th June,2023	HLI register in place No.of preliminary investigations HLI matters typed	Target not changed	6 out of 4 no.of preliminary investigation achieved
8.To type and file the developed workplan for the F/Y 2023/2024	Developed workplan register in place	Target not changed	1 out of 1 workplan typed and presented
9.To prepare and submit 4 no.of quarterly reports on the personal performance in the county from 1st July,2022 to 30th June,2023	No.of monthly and quarterly reports submitted to the County Coordinator	Target not changed	2 out of 4 no. of quarterly report prepared and submitted to the County Coordinator



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10.To prepare and submit 1 no.of annual report for the FY.2022 to 2023 to the County Coordinator on the personal performance	No.of annual reports submitted to the County Coordinator	Target not changed	Annual report to be presented at the end of financial year
11.To carryout the performance appraisal under the supervision of the County Coordinator and give proper coordination during the exercise	No.of performance appraisal filed for mid-year review and annual	Target not changed	1 out of 2 performance appraised by the Supervisor

MID YEAR APPRAISEES'S COMMENTS	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	Efficiency	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I uphold effectiveness and treated everyone equally	The officer exhibits high levels of efficiency and fairness.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Customer care management
clerical skills	2 weeks	Clerical proficiency
Customer care skills	2 weeks	Customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The courses stated above onced offered it will enable me work more efficiently than before.	The officer needs to be trained in the specified areas.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performance impressive and satisfactory	Meets expectation of her job level and is recommended for promotion.