



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150370	Staff Name:	Biasha Khamisi Juma
ID Number:	14492031	Employee E-mail:	biasha.khamisi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	02-Kwale County	Job Grade:	NLC9
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dennis Mutungi Kinyamasyo	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Dennis Mutungi Kinyamasyo	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
To conduct 6 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June, 2023.	No. of preliminary investigations conducted	Achieved 5. No.	5 No.	83	83
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June 2023.	No. of awareness forums/meetings	Achieved 5. No.	5. No	125	125



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To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public, Awareness)	4 NO. of requisition made though nothing was provided.	4 No.	100	100
Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis.	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	4 NO. of request made.	4 No.	100	100
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register.	Updated the assets register appropriately.	Updated assets register	100	100
Total Appraisee Score on Performance Targets				508.00	508.00
Mean Appraisal Scores				101.6%	101.6%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are performance smart.	The targets are smart.
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
	Excellent performance

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To conduct 6 No. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2022 to 30th June,2023.	No. of preliminary investigations conducted	target not varied.	Submit official searches and documentation from other department.
To hold/attend 4No. of forums/meetings to sensitize public on NLC mandates, service delivery timeliness, Commission charter between 1st July 2022 to 30th June 2023.	No. of awareness forums/meetings	Target not varied.	Distributed materials for awareness forums No.2
To requisition, receive and distribute Communication, Educational, Public Awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials Requested, Received and distributed(Communication, Educational, Public, Awareness)	Target not varied.	So far have distributed public report on renewal and extension of lease from the commission.



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Preparation of Requisition forms for Office equipment, furniture & fittings, cleaning supplies and other essentials on quarterly basis.	No. of Requisition forms for Office equipment, furniture & fittings, cleaning supplies per quarter	Target not varied	Provide a list of cleaning supplies and other essentials.
To maintain an updated asset register of all the assets in the County from 1st July 2022 to 30th June,2023	Updated asset register.	Target not varied.	Compile a list of all commission asset for update.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets well on course for achievement.	Endeavor to achieve all the set targets by the end of the FY.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
To be smart, courteous and prevalent in conducting my duties.	Excellent performance

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Land survey and valuation.	four weeks.	Land administration.
Customer care skills.	four weeks.	Customer care management course.

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
It will help better my understanding in dealing with compulsory acquisition work process.	The officer should be taken for training in the next FY as requested

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance was excellent	Overall performance was excellent