



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210639	Staff Name:	Maymuna Mohamed Hussein
ID Number:	26288149	Employee E-mail:	maymuna.hussein@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:	NLC6
Dept/Directorate	HRA	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Chief Human Resource Officer
Second Supervisor:	Ben Tuwai Bett	Supervisor Designation:	Deputy Director HR

DEPARTMENTAL OBJECTIVES

To improve work environment

To strengthen the Human Resources capacity

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To provide secretariat services in construction of two (2) County offices by the end of fourth quarter.	Attendance Register, Minutes, Report	target dropped	Provided secretariat services in construction of two (2) County offices by the end of fourth quarter.	100	100
To Facilitate acquiring of sixteen (16) motor vehicle between 1st July,2022 to 30th June 2022.	Approved Memo	Target dropped	Target dropped	100	100
To develop and maintain twenty five (25) epidermic mitigation tool/infrastructure on quarterly basis	Approved memo Payment Invoice	memo on procurement of cleaning services approved	Cleaning service procured	90	100
To Assess and maintain security in the commission 1st July 2022 to 30th June 2023.	Security Register.	security register signed on daily basis	Requested for outsourcing of consultancy services	100	100



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To set individual performance Target and sign performance appraisal with the supervisor by 1st July 2022.	Signed Performance Appraisal Target.	Signed Performance Appraisal Target.	Signed Performance Appraisal Target.	100	100
To agree on set target and sign performance appraisal with staff under my supervision by 1st July 2022.	Signed performance Appraisal Target.	Signed Performance Appraisal Target.	Signed Performance Appraisal Target.	100	100
To attend and participate in the Directorate meeting on monthly basis.	Minutes. Attendance register.	Attended and participated in the monthly Directorate meetings	Attended and participated in the Directorate meeting on monthly basis.	100	100
To attend and participate in Department meeting.	Minutes. Attendance Register.	Attended and participated in the monthly sectional meetings	Attended and participated in the monthly sectional meetings	100	100
To carry out Occupational Health and safety Audit and implement 50% if the Audit recommendation between 1st July 2022 to 31st Dec 2022.	Minutes. Attendance Register. Report.	Draft OSH Policy in place	Drafted OSH policy	90	90
To provide motor vehicles repair/services expenses on monthly basis.	Approved Memo. Repair Payment invoice.	File of approved memos and repair invoices in place	Provided motor vehicles repair/services expenses on monthly basis.	100	100
To prepare report on fuel consumption on monthly basis.	Report.	Fuel reconciliation report available	prepared report on fuel consumption on monthly basis.	100	100
To prepare and submit status of commission motor vehicle on weekly basis	Weekly Report.	motor vehicle weekly report available	Prepared and submitted status of commission motor vehicle on weekly basis	100	100
To manage Department standing imprest from 1st July 2022 to 30th June, 2023.	Approved Memo Receipts	approved memo and payment receipts available	Managed Department standing imprest from 1st July 2022 to 30th June, 2023.	100	100



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To manage drivers Annual leave schedules from 1st July 2022 to 30th June 2023.	Report.	leave schedule in place	Managed drivers Annual leave schedules from 1st July 2022 to 30th June 2023.	100	100
To oversee security of the Commission offices on daily basis	Report from the security in charge	Security register in place	Oversee security of the Commission offices on daily basis	100	100
To coordinates the Cleanness of the Commission Offices on daily basis	Report from the cleaning company	Cleaning register in place	Coordinated the Cleanness of the Commission Offices on daily basis	100	100
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	questionnaire to conduct staff satisfaction and work environment survey	Memo raised on procure consultancy services	100	100
To participates in review of HR policy and procedure manual in first quarter of FY2022/2023	Reviewed HR policy and procedures Manual	photocopied reviewed HR policy for submission to the Commission	Participated in reviewed of HR policy and procedure manual in first quarter of FY2022/2023	100	100
Total Appraisee Score on Performance Targets				1780.00	1790.00
Mean Appraisal Scores				98.89%	99.44%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I am committed to achieve the above targets	Proceed to mid-year review within the timeline
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 set targets were achievable	Good performance



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To provide secretariat services in construction of two (2) County offices by the end of fourth quarter.	Attendance Register, Minutes, Report	Target dropped	Target dropped due to lack of funds
To Facilitate acquiring of sixteen (16) motor vehicle between 1st July,2022 to 30th June 2022.	Approved Memo	Target dropped	Target dropped due to lack of funds
To develop and maintain twenty five (25) epidemic mitigation tool/infrastructure on quarterly basis	Approved memo Payment Invoice	No Target changed or added	On course
To Assess and maintain security in the commission 1st July 2022 to 30th June 2023.	Security Register.	No Target changed or added	On course
To set individual performance Target and sign performance appraisal with the supervisor by 1st July 2022.	Signed Performance Appraisal Target.	Target not added	Target already achieved
To agree on set target and sign performance appraisal with staff under my supervision by 1st July 2022.	Signed performance Appraisal Target.	Target not added	Target already achieved.
To attend and participate in the Directorate meeting on monthly basis.	Minutes. Attendance register.	Target not changed	Target already achieved
To attend and participate in Department meeting.	Minutes. Attendance Register.	Target not added	ON COURSE
To carry out Occupational Health and safety Audit and implement 50% if the Audit recommendation between 1st July 2022 to 31st Dec 2022.	Minutes. Attendance Register. Report.	Target not changed	Moved to quarter 3 and 4
To provide motor vehicles repair/services expenses on monthly basis.	Approved Memo. Repair Payment invoice.	Target not changed	ON COURSE
To prepare report on fuel consumption on monthly basis.	Report.	No Target changed or added	Report provided every month
To prepare and submit status of commission motor vehicle on weekly basis	Weekly Report.	Target not changed	Reports available



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To manage Department standing imprest from 1st July 2022 to 30th June, 2023.	Approved Memo Receipts	Target not changed	On Course
To manage drivers Annual leave schedules from 1st July 2022 to 30th June 2023.	Report.	Target not changed	On course
To oversee security of the Commission offices on daily basis	Report from the security in charge	Target not changed	on course
To coordinates the Cleanness of the Commission Offices on daily basis	Report from the cleaning company	Target not changed	Target Achieved
To conduct staff satisfaction and work environment survey between 1st June, 2022 and 30th June, 2023	Staff Satisfaction Survey Report Work Environment Survey Report	Target not changed	On course
To participates in review of HR policy and procedure manual in first quarter of FY2022/2023	Reviewed HR policy and procedures Manual	Target not changed	On course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target reviewed as appropriate	Proceed to actual rating towards the end of June,2023

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am very efficient in my work	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	one month	Skills
Advanced Report writing skills	2 wks	Skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training is relevant to my work .	Training is relevant to the officer's work



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Good performance	Exposed to relevant training