



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150332	Staff Name:	Esha Hamid Mohamed
ID Number:	24214351	Employee E-mail:	esha.hamid@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2020-2021
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	01-Mombasa County	Job Grade:	NLC8
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 10 Extension of lease/ Renewal of lease correspondences and request	-Development application register in place	2 out of 10.The Governor had put an embargo in the processing Renewal/Extensi on of leases hence discouraged applications for Renewals/Exten sion of leases	2/10 processed	20	20
2.To receive, record and file 25 subdivision correspondences and request for easy retrial by the County Coordinator from 1st July 2020 t0th June 2021	-Development register in place -Official/Postal searches -Dispatched register for circulation for comments	13 OUT OF 50 application processed	13/50 processed	26	26
4.To receive, record and file 50 allocation of land correspondences and request for easy retrial by the County Coordinator from 1st July2020 to 30th June 2021	-Development application register -Searches	225 out of 100 application processed	225/100 achieved	200	200
6..To receive, record any new cases of public land in the public land inventory from 1st July,2020 to 30th June,2021	-Inventory register	208 public plot captured	208/100 achieved	200	200



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7.To follow up with the County Land Registry to collect various land searches to assist in the processing of development applications request for 1st July,2020 to 30th June,2021	-Official/Postal Searches	50 Searches conducted as requested	100 searches done	100	100
8.To assist in writing 4 No.of Quarterly reports in the month of October,January,April and July	-Quarterly register in place	4 out of 4	4/4 quarterly reports	100	100
9.To register and mark the daily ADR Case lists and maintain a register for the same to ensure 12 No.ADR cases are efficiently monitored and solved	-ADR attendance list -Photos -Programmes -ADR Reports	4 ADR Conducted	4 ADR cases processed	100	100
10.To assist in the preparation of imprest on quarterly basis	-Surrendering of imprest documents in place	1 out of 1 Imprest prepared and surrendered	1 imprest received	100	100
11.To assist in the requisition of office consumables to ensure efficient flow of coordination's work from in every quarter	-Requisition register in place	40 list of requisition prepared and presented to HQ	1 list done of 40 items	100	100
12.To assist in organizing and conducting 12 No.of public awareness forum from 1st July2020 to 30th June,2021	-Attendances list -Programmes -Photos -Reports	38 out of 12 meetings conducted	38/12 meetings attended	200	200
13.To draft 12 No.of staff meeting minutes within 2 days after the meeting	-Meeting minutes provided	12 staff meeting conducted	12 staff meetings done	100	100
Total Appraisee Score on Performance Targets				1246.00	1246.00
Mean Appraisal Scores				113.27%	113.27%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable.	Targets agreed on 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
Target are realistic and manageable	Performance satisfactory



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To receive,record and file 10 Extension of lease/ Renewal of lease correspondences and request	-Development application register in place	Target reviewed from 50 to 10	Variance necessary
2.To receive, record and file 25 subdivision correspondences and request for easy retrial by the County Coordinator from 1st July 2020 t0th June 2021	-Development register in place -Official/Postal searches -Dispatched register for circulation for comments	Target not reviewed	Already 20 cases have been done(40% so far)
4.To receive, record and file 50 allocation of land correspondences and request for easy retrial by the County Coordinator from 1st July2020 to 30th June 2021	-Development application register -Searches	Target changed	More applications are expected
6..To receive, record any new cases of public land in the public land inventory from 1st July,2020 to 30th June,2021	-Inventory register	Target not Changed	Target achievable
7.To follow up with the County Land Registry to collect various land searches to assist in the processing of development applications request for 1st July,2020 to 30th June,2021	-Official/Postal Searches	Target not changed	Targets are in order as it is a requirement
8.To assist in writing 4 No.of Quarterly reports in the month of October,January,April and July	-Quarterly register in place	Target not changed	Activities are a requirement
9.To register and mark the daily ADR Case lists and maintain a register for the same to ensure 12 No.ADR cases are efficiently monitored and solved	-ADR attendance list -Photos -Programmes -ADR Reports	Target not changed	Target achievable are planned
10.To assist in the preparation of imprest on quarterly basis	-Surrendering of imprest documents in place	Target not changed	Targets are in order as it is a requirement
11.To assist in the requisition of office consumables to ensure efficient flow of coordination's work from in every quarter	-Requisition register in place	Target not changed	Target important in assets management



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12.To assist in organizing and conducting 12 No.of public awareness forum from 1st July2020 to 30th June,2021	-Attendances list -Programmes -Photos -Reports	Target not changed	Most public meetings will be conference rooms due to Covid 19 protocols
13.To draft 12 No.of staff meeting minutes within 2 days after the meeting	-Meeting minutes provided	Target not changed	Target not changed as it is a requirement

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets reviewed appropriately	Target review done appropriately

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Fairness	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Fairness is fully applied and satisfiable	Appraisee performs her duties well and treats all with fairness

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care skills	2 weeks	Minutes writing

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Training in minutes writing will enhance my service delivery in the Commission especially in staff meetings.	Appraisee needs to be trained to enhance higher performance

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performance satisfactory.	Employee needs training in her areas of interest