



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150387	Staff Name:	Musena Jillo Muzna
ID Number:	30683355	Employee E-mail:	muzna.fatuma@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	04-Tana River County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Kenneth Mwaita Mwangodi	Immediate Supervisor Designation:	COUNTY COORDINATOR
Second Supervisor:	Kenneth Mwaita Mwangodi	Supervisor Designation:	COUNTY COORDINATOR

DEPARTMENTAL OBJECTIVES

To enhance secure, storage, access and retrieval of public land information

To create awareness through advocacy, coordination and information dissemination on role of National Land Commission(NLC)

Facilitate resolution of dispute and conflicts on land and land based resources.

Facilitate access and use of land socio-economic and environmental sustainability

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Inventories Public Land within Local physical and Land use Development Plan	Updated County Comprehensive Public Inventory	Updated 52 Public Parcels in Galole constituency		100	0
Document Historical Land Land Injustice	Received application and evidence also validation of the cases that meet Historical Land Injustice	Ongoing 2 out of 63 previous HLI meet the category no new HLI recieved		75	0
Register and record cases of land doing and conflict referred through ADR and forward to the County Coordinator for Processing	I) Cases received,Reference No. of the disputed Land and record of parties concerned	5 Dispute registered and forwarded to the County Coordinator		95	0



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Creating awareness role and function of National Land Commission and improve Visibility in the county	Formal engagements, meetings and Sharing CEPA	Done on KISIP gatherings and on client recieved at the county coordination office		85	0
Proper maintenance of National Land Commission (NLC) Assets	Assets Maintenance Register Assets Inventory Book and File to record Assets received from Headquarters	Done Asset inventory in place		95	0
Total Appraisee Score on Performance Targets				450.00	0.00
Mean Appraisal Scores				90%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The agreed performance target are realistic	The targets are realistic

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
on improving National Land Commission visibility in the County the performance was hindered by unavailability of CEPA and also their is a need of continuous training on land related matters to perform daily tasks	Musena has performed well and is highly commended

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Inventories Public Land within Local physical and Land use Development Plan	Updated County Comprehensive Public Inventory	Target Not Changed	on course
Document Historical Land Land Injustice	Received application and evidence also validation of the cases that meet Historical Land Injustice	Target Not Changed	on course
Register and record cases of land doing and conflict referred through ADR and forward to the County Coordinator for Processing	I) Cases received,Reference No. of the disputed Land and record of parties concerned	Target Not Changed	on course
Creating awareness role and function of National Land Commission and improve Visibility in the county	Formal engagements, meetings and Sharing CEPA	Target Not changed	on course



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Proper maintenance of National Land Commission (NLC) Assets	Assets Maintenance Register Assets Inventory Book and File to record Assets received from Headquarters	Target Not Changed	On course
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
most of the agreed performance targets did not change	Appraisee performed well and is a ready learner

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
	Values were discussed verbally with Musena and she has embraced and /or articulated them all well

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Fundamental of Electronic Record Management	2weeks	Management of Information Course
Proficiency Course KSG	2 weeks	Administration Course
Customer Care Skills	2 weeks	Customer Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training and development need will equip me with the right skills to improve my daily work	The courses identified will go a long way in improving office efficiency and therefore Musenas performance too

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations