



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20140095	<b>Staff Name:</b>	Saida Mohammed Isak
<b>ID Number:</b>	11660659	<b>Employee E-mail:</b>	saida.isak@landcommission.go.ke
<b>Appraisal Type:</b>	MID FINANCIAL YEAR	<b>Appraisal Period:</b>	2020-2021
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	34-Kajiado County	<b>Job Grade:</b>	NLC3
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Tache Kabale Arero	<b>Immediate Supervisor Designation:</b>	Acting Chief Executive Officer
<b>Second Supervisor:</b>	Tache Kabale Arero	<b>Supervisor Designation:</b>	Acting Chief Executive Officer

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Prepare and update public land inventory in the County by end of Financial year Identify ,verify and update with a minimum of 100 public land parcels in the county .	Inventory , No. of parcels identified ,verified and updated	Inventory updated		100	0
To process/Resolve 85% of Land Disputes /cases received	List of cases received,investigated -Forms -Reports -attendance list Land reference no Names of parties concerned -	30 disputes handle		100	0
3. Documentation /Titling 50 No. of Public Institutions	No of Parcels processed ,handled for titling	20 applications handled		100	0
4. Undertake three 3 public awareness/advocacy/Education activities on NLC mandate and Land matters per quarter (Twelve 12 ) in an year.	Attendance List -Reports -Programmes	6 public awareness meetings held		100	0
5.Identify 100 number of public Land parcels in the County for vesting .	No of parcels identified -List of parcels	60 parcels identified		100	0
Receive and process development applications - 6( a) Renewal of Leases -5	Numbers of parcels processed	3 applications handled		100	0
6 (b) Subdivision/Amalgamation	Number 500	300 subdivisions handled by mid year		100	0



### INDIVIDUAL APPRAISAL REPORT

6(c) Allocation of Land /Application for ownership documents /Land Regularization	50 in Number	50 plots validated		100	0
Conduct monthly staff meetings	Performance appraisal for mid year and annually completed	Mid year Performance appraisal conducted		100	0
(a) Conduct monthly staff meetings	minutes of meeting ,attendance list	4 meetings held		100	0
) Participate in 12 county engagements in an year	invitation letters ,minutes ,list of attendance	Participated in 10 engagements		100	0
update court cases register on a weekly basis	Register /list of cases	Court cases register updated		100	0
(e) Timely surrender of imprest	surrender documents	No Imprest received for the period		100	0
<b>Total Appraisee Score on Performance Targets</b>				<b>1300.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>0%</b>

#### APPRAISEE'S COMMENTS ON TARGET SETTING

#### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

#### 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

#### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Prepare and update public land inventory in the County by end of Financial year Identify ,verify and update with a minimum of 100 public land parcels in the county .	Inventory , No. of parcels identified ,verified and updated	No change	updated the inventory with 110 parcels
To process/Resolve 85% of Land Disputes /cases received	List of cases received,investigated -Forms -Reports -attendance list Land reference no Names of parties concerned -	Changed to 50% due to restrictions put in place to curb the spread of Covid Pandemic	Addressed 30 cases received



## INDIVIDUAL APPRAISAL REPORT

4. Undertake three 3 public awareness/advocacy/Education activities on NLC mandate and Land matters per quarter (Twelve 12 ) in an year.	Attendance List -Reports -Programmes	No change	8 public awareness engagements conducted during Baraza Meetings
5. Identify 100 number of public Land parcels in the County for vesting .	No of parcels identified -List of parcels	No change	100 parcels identified for vesting
Receive and process development applications - 6( a) Renewal of Leases -5	Numbers of parcels processed	No change	5 handled
6 (b) Subdivision/Amalgamation	Number 500	Changed	Sub division was stopped for a while in order to align sub division approvals to the county spatial plan .
6(c) Allocation of Land /Application for ownership documents /Land Regularization	50 in Number	No change	Verification of 50 plots done awaiting survey
Conduct monthly staff meetings	Performance appraisal for mid year and annually completed	No change	staff Appraisal done
(a) Conduct monthly staff meetings	minutes of meeting ,attendance list	Changed to quarterly to reduce the risk of covid spread	Held quarterly staff meetings
) Participate in 12 county engagements in an year	invitation letters ,minutes ,list of attendance	No change	attended 12 CDICC meetings chaired by County Commissioner
update court cases register on a weekly basis	Register /list of cases	No change	Updated register as details received
(e) Timely surrender of imprest	surrender documents	No change	No Imprest received for FY 2020/2021

### MID YEAR APPRAISEES'S COMMENTS

Targets Achieved

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Proceed and do final review

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
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### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

### IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
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### APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS

### IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS



## INDIVIDUAL APPRAISAL REPORT

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations