



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150409	<b>Staff Name:</b>	Zeituni Wako Abdi
<b>ID Number:</b>	29894889	<b>Employee E-mail:</b>	zeituni.wako@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2022-2023
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	11-Isiolo County	<b>Job Grade:</b>	NLC9
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Paul Ngei Kasimbu	<b>Immediate Supervisor Designation:</b>	County Coordinator
<b>Second Supervisor:</b>	Paul Kasimbu Ngei	<b>Supervisor Designation:</b>	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
Assist in Human Resources activity	Records kept on Human Resources	proper maintenance of records kept on human resources	Records well maintained	80	90



### INDIVIDUAL APPRAISAL REPORT

Office Cleaning	Office Cleaning	daily maintenance of the office No.5 days a week	The office has been thoroughly cleaned	100	100
Tracking and responding to ombudsman issues	Number of ombudsman issues responded	well records kept	Records were well kept together another officer	80	80
Filling and record keeping	Files and records well kept	File and record keeping well kept	Office records well kept	100	100
Preparation/organizing meeting venues	Number of meeting venues prepared	Meeting venues well prepared	activity done very well	100	100
Preparation of office teas and beverages	Office teas and beverages prepared	prepared office teas and beverages 5 days a week	well prepared and served	100	100
<b>Total Appraiser Score on Performance Targets</b>				<b>560.00</b>	<b>570.00</b>
<b>Mean Appraisal Scores</b>				<b>93.33%</b>	<b>95%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets set with the supervisor	Targets were agreed with the respective officer

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
No performance improvement program required	The officer has been performing exceptionally very well

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Assist in Human Resources activity	Records kept on Human Resources	Target not changed	well records kept
Office Cleaning	Office Cleaning	Target not changed	office clean and maintained all working days.
Tracking and responding to ombudsman issues	Number of ombudsman issues responded	Target not changed	number of ombudsman issues responded to well.
Filling and record keeping	Files and records well kept	Target not changed	All files and records are well kept
Preparation/organizing meeting venues	Number of meeting venues prepared	Target not changed	meeting venues are well prepared and organized



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Preparation of office teas and beverages	Office teas and beverages prepared	Target not changed	office teas and beverages prepared 5 days a week.
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
THERE IS GOOD PROGRESS IN ACHIEVEMENT OF THE TARGETS	Congratulations for job well done Zeituna. Ensure you keep track of the targets and ensure proper achievements by end of the Financial Year

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

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer care and public relations	1 month	Customer care management
Record Management Course	4weeks	Customer Service

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above training will go a long way in supporting my public relation skills	The course is relevant to the officer and once the funds are available, should be considered for such.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer has been performing her duties diligently and with minimal supervision It is unfortunate that a second Office assistant has not been supportive to this officer despite having two officers on the same position.	The recommended courses should be considered by the commission for this officer to act as morale booster to her.