



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20210592	<b>Staff Name:</b>	Maimuna Abdalla Delle
<b>ID Number:</b>	29765369	<b>Employee E-mail:</b>	maimuna.hussein@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>	02-Kwale County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Dennis Mutungi Kinyamasyo	<b>Immediate Supervisor Designation:</b>	COUNTY COORDINATOR
<b>Second Supervisor:</b>	Dennis Mutungi Kinyamasyo	<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
To requisition, receive and distribute communication, educational, public awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials requested, received and distributed (Communication, Educational, Public Awareness)	4.NO. request made though nothing was provided.	4 No	100	100
Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis.	No. of requisition forms for office equipment, furniture and fittings, cleaning supplies per quarter.	4. NO. request made.	4 No.	100	100



### INDIVIDUAL APPRAISAL REPORT

To maintain an updated asset register of all the assets in the county from 1st July 2022 to 30th June 2023	Updated asset register.	Updated the assets register appropriately.	Register updated	100	100
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June 2023.	Timely surrender of imprest.	Imprest surrendered on time.	Imprest surrendered on time	100	100
To develop a County work plan for FY 2023/2024 between 1st - 15th June 2023.	County work plan for 2023 - 2024.	County work plan developed and implemented.	County work plan developed and implemented	100	100
To prepare and submit quarterly reports on the performance of the county.	4No. of quarterly reports submitted.	4. NO. quarterly reports submitted.	4 reports submitted.	100	100
To prepare and submit annual report for the FY 2022 - 2023 on the performance of the county.	County annual report.	County annual report submitted.	County Annual report submitted	100	100
To conduct mid - year and annual staff performance appraisal for all the staff in the county within the stipulated timelines in the commission performance management cycle.	Mid-year review report. Annual staff appraisal report.	Mid year reviews and annual staff appraisals conducted.	Mid year reviews and appraisals done.	100	100
<b>Total Appraisee Score on Performance Targets</b>				<b>800.00</b>	<b>800.00</b>
<b>Mean Appraisal Scores</b>				<b>100%</b>	<b>100%</b>

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets well set.	The targets are smart. Endeavor to achieve them

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 targets were smart.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To requisition, receive and distribute communication, educational, public awareness to the public from 1st July 2022 to 30th June 2023.	No. of CEPA materials requested, received and distributed (Communication, Educational, Public Awareness)	Target not varied.	There is need to have the necessary materials availed to us.



## INDIVIDUAL APPRAISAL REPORT

Preparation of requisition forms for office equipment, furniture and fittings, cleaning supplies and other essentials on quarterly basis.	No. of requisition forms for office equipment, furniture and fittings, cleaning supplies per quarter.	Target not varied.	Mid year achievement is 2.
To maintain an updated asset register of all the assets in the county from 1st July 2022 to 30th June 2023	Updated asset register.	Target not varied.	Register is up to date.
To ensure a prudent expenditure on imprest advanced from 1st July 2022 to 30th June 2023.	Timely surrender of imprest.	Target not varied.	Imprest surrendered timely.
To develop a County work plan for FY 2023/2024 between 1st - 15th June 2023.	County work plan for 2023 - 2024.	Target not varied.	To be done on time.
To prepare and submit quarterly reports on the performance of the county.	4No. of quarterly reports submitted.	Target not varied.	Mid year achievement is 2.
To prepare and submit annual report for the FY 2022 - 2023 on the performance of the county.	County annual report.	Target not varied.	To be finalized by the end of the year.
To conduct mid - year and annual staff performance appraisal for all the staff in the county within the stipulated timelines in the commission performance management cycle.	Mid-year review report. Annual staff appraisal report.	Target not varied.	Mid year appraisal done.

### MID YEAR APPRAISEES'S COMMENTS

Targets well on course to be achieved.

### MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Endeavor to achieve all the set targets by the end of the FY.

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
------------------	-------------------------------------	-------------------------------

### APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

I strive to ensure there is smooth flow of work by facilitating the required resources on a timely fashion.

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

Ensure you meet the set targets.

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Land survey and valuation.	four weeks.	Land administration.



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need the training to enhance my work especially on public projects that undergo compulsory acquisition of land.	The officer wasnt trained as requested and should be trained as requested in the next FY
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Overall performance was good.	Overall performance was good.