



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150415	Staff Name:	Bikuu Hamisi Hayani
ID Number:	31748861	Employee E-mail:	bikuu.hamisi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	01-Mombasa County	Job Grade:	NLC9
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

- 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 and database
- 4.To regularize urban land allocations
- 5.To mainstream land use planning in the national and county government agendas
- 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 stability
- 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
1.To carry out office cleaning work on a daily basis before 8am.	-Office cleaning by 8am on daily basis.	252 days.	Office well cleaned	100	100
2.To provide redness to land disputes.	-To prepared the venue and provide refreshment (for 12 no.of meetings)for the office staff and stakeholder during meetings and awareness forums.	12no.s of meetings done.	Meeting venues prepared adequately	100	100



INDIVIDUAL APPRAISAL REPORT

3.To prepare and submit quarterly reports on daily duties and responsibilities.	-No. of quarterly reports submitted.	4 no.s of quarterly report done.	4 quarterly reports done	100	100
4 .To strengthen internal system and process for efficient service delivery.	-Timely delivery of mails to respective offices and stakeholders.	127 letters no.s of dispatch.	Mails delivered in good time	100	100
5.To maintain an updated asset register and reporting any damages.	-Assets register duly updated.	100% done.	Assets register was well maintained	100	100
6.To prepare office tea before 10 O'clock on daily basis .	-Tea prepared on time .	100% done.	Tea prepared adequately	100	100
7.To reallocate and move office furniture and assets as per instruction to ensure adequate usage of space available	-Furniture well arranged.	100% done	Furniture and office well arranged.	100	100
8. To update register of court cases weekly.	-Updated court register	198 cases recorded	Court cases register well maintained	100	100
Total Appraisee Score on Performance Targets				800.00	800.00
Mean Appraisal Scores				100%	100%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets achievable	Targets 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
Performance targets attained.	Performance satisfactory

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To carry out office cleaning work on a daily basis before 8am.	-Office cleaning by 8am on daily basis.	Target not changed.	63 days.
2.To provide redress to land disputes.	-To prepared the venue and provide refreshment (for 12 no.of meetings)for the office staff and stakeholder during meetings and awareness forums.	Target changed.	14 out 6 no of meetings done.
3.To prepare and submit quarterly reports on daily duties and responsibilities.	-No. of quarterly reports submitted.	Target not changed.	2 out of 4 no .of quarterly report submitted.



INDIVIDUAL APPRAISAL REPORT

4 .To strengthen internal system and process for efficient service delivery.	-Timely delivery of mails to respective offices and stakeholders.	Target changed.	78 out of 42 letters dispatched.
5.To maintain an updated asset register and reporting any damages.	-Assets register duly updated.	Target not changed.	100%.
6.To prepare office tea before 10 O'clock on daily basis .	-Tea prepared on time .	Target not changed.	100%.
7.To reallocate and move office furniture and assets as per instruction to ensure adequate usage of space available	-Furniture well arranged.	Target not changed.	Furniture well arranged.
8. To update register of court cases weekly.	-Updated court register	Variable.	102 no.of court cases traced.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target is realistic and attainable.	Performance satisfactory.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Values	Respect for National /Gender Diversity	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I hold utmost respect for both gender.	The officer has good respect for both gender

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care skills	2 weeks	customer care management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training will better my performance.	The training need is recommended.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The officer's performance is satisfactory of her level.	The officer's performance meets requirements for retention at the level.