



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210628	Staff Name:	Sirat Musa Abdi
ID Number:	29772520	Employee E-mail:	sirat.abdi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2021-2022
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kasai Muhumed Mahamud	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Kasai Mahamud Muhumed	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
1. To secure public institutional land.
2. To enhance access to alienated and unalienated public land for development
To improve work environment
To ensure financial sustainability
To regularize urban land allocations

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To prepare a list of 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of parcels identified and submitted to Land Administration & Management for processing	6 Number of undocumented parcels prepared and forwarded for processing		80	0
To identify 10no. of undocumented parcel of lands for public institution and submit to Land Administration and Management Directorate for processing from 1st July 2021 to 30th June 2022	No. of parcels identified and submitted to Land Administration and Management for processing	identified a number of parcels and forwarded for processing		75	0
To conduct ground reports with aim of identifying 4 no. of public institution for recovery from 1st July 2021 to 30th June 2022	No. of public institutions identified for recovery Ground status report	7 ground reports conducted		80	0
To conduct 12 no. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June 2022	No. of preliminary investigations conducted	Number of preliminary investigations conducted		85	0



INDIVIDUAL APPRAISAL REPORT

To hold/attend 4 no. of forums/meetings to sensitize public on NLC mandate, service delivery timeliness, Commission charter between 1st July 2021 to 30th June 2022.	No. of awareness forums/meetings	2 Number of forums/meetings attended		75	0
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June 2022	List and status reports on surrendered and reserved public lands	Public Land inventory developed		70	0
Total Appraisee Score on Performance Targets				465.00	0.00
Mean Appraisal Scores				77.5%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING

1. I Frequently share relevant information and updates with my peers and supervisor so that our team as whole can benefit and stay on truck and informed.
2. I take pride in my work and value doing my job to the best of my ability.
3. Time managemen

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Active in job and time conscious and follows instruction as guided

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
To prepare a list of 10no. of undocumented parcels of land for public institutions and submit to Land Administration & Management Directorate for processing from 1st July 2021 to 30th June,2022	No. of parcels identified and submitted to Land Administration & Management for processing	No Change of Target	On course
To identify 10no. of undocumented parcel of lands for public institution and submit to Land Administration and Management Directorate for processing from 1st July 2021 to 30th June 2022	No. of parcels identified and submitted to Land Administration and Management for processing	No Change of Target	On Course
To conduct ground reports with aim of identifying 4 no. of public institution for recovery from 1st July 2021 to 30th June 2022	No. of public institutions identified for recovery Ground status report	No Change of Target	on Couse



INDIVIDUAL APPRAISAL REPORT

To conduct 12 no. of preliminary investigations and develop reports of HLI matters in the County from 1st July 2021 to 30th June 2022	No. of preliminary investigations conducted	No Change	On Course
To hold/attend 4 no. of forums/meetings to sensitize public on NLC mandate, service delivery timeliness, Commission charter between 1st July 2021 to 30th June 2022.	No. of awareness forums/meetings	No Change of Target	On Course
To develop an inventory of public land parcels in Community and Settlements schemes from 1st July 2021 to 30th June 2022	List and status reports on surrendered and reserved public lands	No Change	on Course

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Still striving to achieve better by end of year	kindly strive to achieve by end 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
1. I tactfully provide difficult feedback and approach sensitive situations with skill and compassion 2. I promote a team-oriented work environment by remaining collaborative and seeking out opportunity to work with my peers on projects I need assis	Ready to follow guidelines as per the NLC requirments

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	3 months	Supervisory Management courses eg. surveying and land planners

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I effectively handle difficult or hostile clients by communicating with them respectfully and trying my best to accommodate their needs and wishes	1. He requires training on ICT and other managerial duties

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations



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Achieved moderately and require more effort

Training and capacity building required