



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150364	Staff Name:	Amina Halake Gonjobe
ID Number:	26009058	Employee E-mail:	amina.halake@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	11-Isiolo County	Job Grade:	NLC7
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Paul Ngei Kasimbu	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Paul Kasimbu Ngei	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To secure public institutional land
2. To enhance access to alienated and unalienated public land for developmen
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
Support in documenting 10No. of inventory of public land parcels in community and settlement schemes	Number of public land parcels identified	110 Inventory of public land parcels updated	100 per cent	100	100



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Support in keeping inventory of public land in the county-100 no	Quarterly status reports	County comprehensive public land inventory data base well updated 100%	100 No.	100	100
Land use planning in the County	Quarterly Report	4 land use planning done	4 Reports	100	100
Support in Oversight planning in the County 5 no	planning status	1 oversight planning done	1	70	50
Support in resolving 12 No. of land disputes through alternative dispute resolution (ADR)	Number of disputes handled	8 adr cases heard and resolved	8 cases heard and resolved	100	70
Requisition of office equipment 4 no	1 per quarter	3 requisition done to HQ	3 requisitions done	100	80
Support in periodic update of asset register-No1	An updated asset register	Asset register well updated	100	100	100
support in prudent utilization of imprest expenditure	100% utilization of office imprest	Imprest well utilized and surrendered on time	well surrendered	100	100
Support in conducting 6 No. of performance appraisal reports for the county staff	Number of performance appraisal filled	Mid year and annual staff appraisal done	100%	100	100
Filing and record keeping	Files and records kept	office records and files are well kept	100%	100	100
custom care	custom care	customer care well attended to	100%	100	100
Total Appraisee Score on Performance Targets				1070.00	1000.00
Mean Appraisal Scores				97.27%	90.91%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Target set as agreed with supervisor	Targets are as agreed in a staff meeting

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
AM SATISFIED WITH MY PERFORMANCE	The performance is good but more can be achieved



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Support in documenting 10No. of inventory of public land parcels in community and settlement schemes	Number of public land parcels identified	Target not changed	inventory of public land parcels in community and settlement scheme well done
Support in keeping inventory of public land in the county-100 no	Quarterly status reports	Target not changed	public land inventory database well updated
Land use planning in the County	Quarterly Report	Target not changed	1 report done
Support in Oversight planning in the County 5 no	planning status	Target not changed	1 report done
Support in resolving 12No. of land disputes through alternative dispute resolution (ADR)	Number of disputes handled	Target not changed	3 ADR cases resolved
Requisition of office equipment 4 no	1 per quarter	Target not changed	2 requisition done
Support in periodic update of asset register-No1	An updated asset register	Target not changed	Asset register maintained well and is up to date.
support in prudent utilization of imprest expenditure	100% utilization of office imprest	Target not changed	Imprest not received
Support in conducting 6 No. of performance appraisal reports for the county staff	Number of performance appraisal filled	Target no changed	Assisted all staff in conducting mid and annual staff performance.
Filing and record keeping	Files and records kept	Target not changed	office records are kept well.
custom care	custom care	Target not changed	customers are well received

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target as agreed with the supervisor	Kindly keep track of targets to ensure full achievement by the end of the Financial Year

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
target as agreed	The officer is professional in her duties



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
supervisory skills	4 weeks	senior management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above course is relevant to my job and will enhance my performance significantly	The proposed course is very relevant to the work of this officer	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The officer's performance is good and am satisfied	The officer should be considered for further development and booster courses to boost her working morale	