



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150387	<b>Staff Name:</b>	Musena Jillo Muzna
<b>ID Number:</b>	30683355	<b>Employee E-mail:</b>	muzna.fatuma@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2018-2019
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Female
<b>Work Station</b>	04-Tana River County	<b>Job Grade:</b>	NLC7
<b>Dept/Directorate</b>	CCO	<b>Appraisal Status</b>	Approved/Closed/HR
<b>Immediate Supervisor:</b>	Solomon Mbiti Kithinji	<b>Immediate Supervisor Designation:</b>	Nlc county coordinator
<b>Second Supervisor:</b>	Solomon Mbiti Kithinji	<b>Supervisor Designation:</b>	Nlc county coordinator

DEPARTMENTAL OBJECTIVES
To enhance secure, storage, access and retrieval of public land information.
Facilitate access and use of land for socio- economic and environmental sustainability.
To create awareness through advocacy, coordination and information dissemination on role of NLC.
To facilitate resolution of disputes and conflicts on land and land based resources.

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To receive and record 30 extension/renewal of leases from 1st July 2018 to 30th June 2019.	Number of extension/renewal of leases received, stamped and recorded.	Target not fully achieved Dispatched 67 Letter Notices to owners to renew leases.	75	60	75
To receive, record and forward to the County Coordinator 25 Allocations of land	Number of Allocations and Existing files	Target not fully achieved Actual Result Received 14	14	75	85
Receiving and Dispatching of mails	Dispatch register, Delivery Book and Mail Receipt	Fully achieved	90	85	90
To participate in monthly staff meeting conducted at the county coordinator's offices	-Minutes -Attendats List	Fully achieved	12	85	100
Update Register of Court Case	Updated Register	Fully achieved	1	85	80
Maintenance of Assets	Assets maintenance register and Inventory	Target fully achieved	100	85	100



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To receive, record and forward to the County Coordinator 25 Allocations of land	Number of Allocations and Existing files	Target not fully achieved 14 Land allocation were received and forwarded to County Coordinator	14	75	100
<b>Total Appraiser Score on Performance Targets</b>				<b>550.00</b>	<b>630.00</b>
<b>Mean Appraisal Scores</b>				<b>78.57%</b>	<b>90%</b>

### APPRAISEE'S COMMENTS ON TARGET SETTING

The agreed performance targets are achievable if they are not fully achieved I will put more effort into consideration.

### IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Set targets are achievable if facilitation is timely

### APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The agreed performance were almost all fully achieved by the end of the year because the target did not not change.  
Owners should be encouraged to renew leases on time so I can receive and forward enough development applications.

### IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

Limitations on timely facilitation and carrying out sensitization activities will continue limiting achievement of set targets. Otherwise commendable work

### MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To receive and record 30 extension/renewal of leases from 1st July 2018 to 30th June 2019.	Number of extension/renewal of leases received, stamped and recorded.	Not changed	On course
To receive, record and forward to the County Coordinator 25 Allocations of land	Number of Allocations and Existing files	Not changed	On course
Receiving and Dispatching of mails	Dispatch register, Delivery Book and Mail Receipt	Not Changed	On Course
To participate in monthly staff meeting conducted at the county coordinator's offices	-Minutes -Attendats List	Not Changed	On Course
Update Register of Court Case	Updated Register	Not Changed	On Course
Maintenance of Assets	Assets maintenance register and Inventory	Not Changed	On Course



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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The agreed performance target are realistic I hope I will achieve them because they are the same.	Remaining targets are achievable before end of FY

### VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Efficiency	Very Good - Upto 100%
Core Competencies	Professionalism	Very Good - Upto 100%
Core Competencies	Transparency and Accountability	Very Good - Upto 100%
Values	Confidentiality	Very Good - Upto 100%
Values	Fairness	Very Good - Upto 100%
Core Competencies	Integrity	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
N/A	Highly commendable work ethics

### STAFF TRAINING AND DEVELOPMENT NEEDS

Training & Development Needs	Duration	Type of Training
Record Management	2 weeks	Technical Course
Information and Technology Skills	4 weeks	Management Information system Course
Customer Care Skills	3 weeks	Public Relation Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training and skills are relevant to improve my daily performance	Skills requested for training are very important in appraisees day to day work.Recommended

### SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS

Second Supervisor Comments	Second Supervisor Recommendations
Highly Commendable performance for period under review. Appraisee can achieve much more if facilitation was timely. Otherwise under prevailing circumstances she did her best.	Appraisee needs to undergo training in the various areas she has been requesting to be trained in year in year out.