



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140095	Staff Name:	Saida Isak Mohammed
ID Number:	11660659	Employee E-mail:	saida.isak@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2016 - 2017
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	34-Kajiado County	Job Grade:	NLC3
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Mary Ngundo Kamene	Immediate Supervisor Designation:	Chief Executive Officer
Second Supervisor:	Tom Aziz Chavangi	Supervisor Designation:	Chief Executive Officer

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

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Receive and process development applications within two weeks a)10 Extension of Lease/Renewal of Lease b)10 Subdivision of public land c)15 Change of User/Extension of user d)8 Allocation of Land e)15 Application for ownership documents	LR nos applications	a) Achieved 8 b)Sub division of public 10 c)change of user 9 d)Allocation of land 911 e)Ownership documents to schools 33	Targeted to do 58. She surpassed the target and achieved 985	200	200
2.Undertake three (3) public wareness/advocacy/Education activities on NLC mandate and Land matters .	Attendance list,Reports,Programmes,photos .	46	46 public awareness/ advocacy meeting held. Pictorial and minutes evidence provided	200	200



INDIVIDUAL APPRAISAL REPORT

3.Prepare comprehensive public land Inventory in the county by end of the financial Year .	Data on Inventory	722 verified out of 996 parcels recorded during County Asset and liability verification .	Public land inventory development. 722 parcels of land verified (ground verification)	145	100
4.Resolve 5 cases of referred through TDR Annually .	Forms Reports Attendance lists Land Ref no	Resolved 6 ADRs against 5 required .	Resolved extra 1 case thus surpassing her target	120	120
5.Others. a) Conduct monthly meetings	a)Meeting minutes	12 meetings held by the end of the year against a target of 12 meetings	Target achieved. 12 Meetings held	100	100
b) Conduct Staff appraisal	- Filled appraisal forms -Mid year Reviews -Annual performance appraisal	Appraisals forms completed and online PAT successfully created by all staff .	All Staff appraised (5 officers) and forwarded to Human Resource	100	100
c) Participate in monthly County engagement meetings	-Minutes of meeting -Programme	12 meetings and 8 calc meetings totaling to 20 engagements. target was 12	Surpassed target. held 20 meeting	166.66	167
d) Update register of Court cases	Updated register	Update available with 20 cases recorded	Court case register updated	100	100
e) Timely surrender of imprest	surrender documents	6 imprest surrendered	All imprest surrendered	100	100
f) Proper maintenance of Commission assets	Assets maintenance register	Asset register in place	Updated asset register	100	100
Total Appraisee Score on Performance Targets				1331.66	1287.00
Mean Appraisal Scores				133.17%	128.7%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets are achievable	Target agreed upon and are achievable



INDIVIDUAL APPRAISAL REPORT

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 year was full of politically influenced activities in Nyeri with a presidential decree of giving titles to colonial village residents .NLC office was tasked with verification of beneficiaries of these individual plots . Generally i surpassed mo	The officer has performed excellently

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Receive and process development applications within two weeks a)10 Extension of Lease/Renewal of Lease b)10 Subdivision of public land c)15 Change of User/Extension of user d)8 Allocation of Land e)15 Application for ownership documents	LR nos applications	a) 5 Extension of Lease/Renewal of Lease c)5 change of user/Extension of user	PREPARATION OF NEW GRANTS AND RENEWAL AND EXTENSION OF LEASES HAD AN EMBARGO PLACED BY THE CABINET SECRETARY MINISTRY OF LANDS FROM DECEMBER 2016. a) L.R No. 5199/1, l.r 4763/2, Othaya/Kihungiru/561/76A, Aguthi/Gatitu/667/101, Othaya/Kihungiru/56
2.Undertake three (3) public wareness/advocacy/Education activities on NLC mandate and Land matters .	Attendance list,Reports,Programmes,photos .	NO CHANGES	PUBLIC AWARENESS: ASK NYERI SHOW SEPT 2016, 7 BARAZAS IN VARIOUS VILLAGES and Market centers like Majengo, Kamakwa ,Ruringu,Endarasha ,Amboni ,Munyu ,Bellevue ,Chorogi and Kiawara
3.Prepare comprehensive public land Inventory in the county by end of the financial Year .	Data on Inventory	NO CHANGES	50% OF THE DATA COLLECTED VERIFIED. Through County Asset and Liability committee been able to verify Public parcels listed in the Report . OUR COMPUTERS WERE STOLEN IN MARCH 2017 RESULTING IN LOSS OF DATA. Now all data is backed up in a Hard dr
4.Resolve 5 cases of referred through TDR Annually .	Forms Reports Attendance lists Land Ref no	NO CHANGES	3 DONE BY MID YEAR



INDIVIDUAL APPRAISAL REPORT

5.Others. a) Conduct monthly meetings	a)Meeting minutes	NO CHANGES	a)12 MEETINGS HELD BY JUNE 2017 b)STAFF APPRAISALS DONE ON A QUARTERLY BASIS c)participated in various County Engagements as per the attached letters eg Calc team, Monthly service delivery meetings chaired by the RComissioner e)Imprest surrender
b) Conduct Staff appraisal	- Filled appraisal forms -Mid year Reviews -Annual performance appraisal	No change	Staff appraisals done
c) Participate in monthly County engagement meetings	-Minutes of meeting -Programme	No change	On course , 12 meetings attended .
d) Update register of Court cases	Updated register	No Changes Made	Register updated as per current records .
e) Timely surrender of imprest	surrender documents	No change	All imprest surrendered
f) Proper maintenance of Commission assets	Assets maintenance register	No Changes	Register opened and a soft copy saved for future updates

MID YEAR APPRAISEES'S COMMENTS

1. PREPARATION OF NEW GRANTS AND RENEWAL AND EXTENSION OF LEASES HAD AN EMBARGO PLACED BY THE CABINET SECRETARY MINISTRY OF LANDS FROM DECEMBER 2016.
2. OUR COMPUTERS WERE STOLEN RESULTING IN LOSS OF DATA.some data secure now in a Hard disk.
3.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

- Kindly separate the first target into a), b), c) for easier appraising. Same applies to Target 5.
Agreed with Mid Year review

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Rule of Law	Very Good - Upto 100%
Managerial and Supervisory Competence	Anticipating Risks and Taking Measures to Mitigate against them	Good - Between 80% and 99%
Values	Fairness	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES

Fairly allocates slots to accommodate views of all groups .

IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE

The officer uphold the rule of law in executing duties, all electronics are kept under lock and key. She treats all her officers equally.



INDIVIDUAL APPRAISAL REPORT

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management course	one month	Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The course is very useful in that it will assist me in overall management of the county office .	The officer didnt manage to attend the course. She was undertaking another course at Kenyatta University self sponsored.	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	