



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:	2022-2023
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:	Tache Kabale Arero	Immediate Supervisor Designation:	Acting Chief Executive Officer
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To secure public Institutional Land
To enhance access to alienated and unalienated public land for development.
To regularize urban land allocation
To map ecologically sensitive land in kajiado
To promote good land governance
To develop a comprehensive public land inventory and data base in the county
To mainstream land use planning in the county development agenda
To provide redress to land disputes
To enhance corporate image of the Commission .
To improve work environment
To ensure financial sustainability
To strengthen internal systems and processes for efficient service delivery



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AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Management and administration of public land.by documenting public institutions lands.(10)	Parcels identified and submitted for processing	Identified and submitted reports for purposes of documenting the following schools .Enoomatasiani Pry sch,Enoomatasia ni day mixed Secondary sch,Enoomatasia ni Girls boarding sch,Kibiko Pry sch.Kibiko boys boarding sch,Kibiko day mixed sec sch ,Moi ISi	13No of public institutions identified.	200	130
Recover public institutional land (4)	Ground reports, official searches, letters of allotments, land transfer forms, leases prepared. Number of ground reports,forwarding letters to the head quarters.of number of public institution land identified for recover	6 parcels identified for recovery ,Ngong law courts ,Olkejuado high sch,Ngatu pry sch,and 3 borehole parcels in kajiado south	6 parcels identified for recovery ,Ngong law courts ,Olkejuado high sch,Ngatu pry sch,and 3 borehole parcels in kajiado south	150	150
To enhance access to alienated and unalienated public land for development (10)	No. of applications submitted to Land Administration	Beneficiary list of 130 plots submitted for regularization	Beneficiary list of 130 plots submitted for regularization	200	200
Document public land in Community/Groups/Company Lands and Settlements schemes (100)	No. of public land parcels in Community and Settlements schemes inventoried	A total of 130 parcels identified in 3 ranches .Olgulului,Kuku A and Rombo	A total of 130 parcels identified in 3 ranches .Olgulului,Kuku A and Rombo	130	130



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To regularize urban land allocations.1 center per year	status report of ongoing planning and surveying for the urban centers. Verified list of beneficiaries	Status of planning in the county report submitted .13 centers are undergoing survey and the county spatial plan was approved by the county Assembly .Launch is to take place on 20th July 23 .Actively participated in all engagements to support actualiz	Status of planning in the county report submitted .13 centers are undergoing survey and the county spatial plan was approved by the county Assembly .Launch is to take place on 20th July 23 .Actively participated in all engagements to support actualiz	200	200
Document rights in urban areas. inventoried the status of urban centers	List and details of urban centers	List of urban centers showing their status is in place	List of urban centers showing their status is in place	100	100
Use of land and security of land rights. To mainstream land use planning in the national and county development agenda (1 report)	Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects)	A report of the status of the county planning activity submitted .	A report of the status of the county planning activity submitted .	100	100
Land Dispute Resolution and Conflict Management. To provide redress to land disputes.(12)	No. Of disputes handled (received and processed)	153 disputes handle by both AJS and ADR committees	153 disputes handled by both AJS and ADR committees	200	200



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Institutional Strengthening. To enhance corporate image of the Commission through County office (12)	No. of awareness forums/meetings	50 engagements carried out in the year .Attended County engagement meeting – This meeting was chaired by the County Commissioner with group ranch officials in regards to issuance of title deed as per the one million initiatives by the president -Att	50 engagements carried out in the year .Attended County engagement meeting – This meeting was chaired by the County Commissioner with group ranch officials in regards to issuance of title deed as per the one million initiatives by the president	200	200
To improve work environment by Requisitions and maintain appropriate infrastructure & equipment(4 per year)	No. of requisitions	5 requisitions made . Computers & printer delivered to Ngong office .A vehicle is now available at the county.	requisitions made . Computers & printer delivered to Ngong office .A vehicle is now available at the county.	200	100
Maintain an updated Asset register	Presence of an updated Asset register	An updated register is in place	An updated register is in place	200	100
To ensure financial sustainability by prudent utilization of resources (100%)	% Utilization of office imprest	One office imprest surrendered on time . Use of partners to support delivering of targets set	One office imprest surrendered on time . Use of partners to support delivering of targets set	200	100
To strengthen internal systems and processes for efficient service delivery	Workplan prepared and in place	workplan prepared and in place	workplan prepared and in place	200	100
Establish effective performance management, monitoring and reporting frameworks by submission of quarterly reports . (4)	Quarterly reports.	4 reports submitted	4 reports submitted	100	100



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Performance Appraisals (PAS) reports for county staff. (7)	Number of PAS completed	All 7 staff appraised	All 7 staff appraised	100	100
Total Appraisee Score on Performance Targets				2480.00	2010.00
Mean Appraisal Scores				165.33%	134%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Set target achieved	Please go ahead and implement the set targets..

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
Achievements were made possible through the support of both Kajiado Staff ,Head quaters staff and partners .	Excellent performance

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Management and administration of public land.by documenting public institutions lands.(10)	Parcels identified and submitted for processing	Target not changed	6 achieved. ,Ildamat boys, The African brotherhood church ,Lr 2599, Ngong/ngong 33067,Lr 33067.Ltk/amb 10,9
Recover public institutional land (4)	Ground reports, official searches, letters of allotments, land transfer forms, leases prepared. Number of ground reports,forwarding letters to the head quarters.of number of public institution land identified for recover	target not changed	Olkejuado h school land and Kibiko school
To enhance access to alienated and unalienated public land for development (10)	No. of applications submitted to Land Administration	Target not changed	A list of 130 beneficiaries for Olekasasi A submitted
Document public land in Community/Groups/Company Lands and Settlements schemes (100)	No. of public land parcels in Community and Settlements schemes inventoried	Not changed	74 parcels identified in 3 group ranches
To regularize urban land allocations.1 center per year	status report of ongoing planning and surveying for the urban centers. Verified list of beneficiaries	Not changed	A list of verified members has been compiled for olekasasi A
Document rights in urban areas. inventoried the status of urban centers	List and details of urban centers	Target Not changed	A list of 36 centers and their status in place



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Use of land and security of land rights. To mainstream land use planning in the national and county development agenda (1 report)	Report on Land Use Planning status in the County (CSP, LPs, and other Planning Projects)	Target not changed	A report of the status of planning was done .The csp was presented to Kajiado County Assembly in November 22 .other 34 local plans are to be circulated by county for comments.
Land Dispute Resolution and Conflict Management. To provide redress to land disputes.(12)	No. Of disputes handled (received and processed)	Target added to 100	63 cases handled
Institutional Strengthening. To enhance corporate image of the Commission through County office (12)	No. of awareness forums/meetings	Added to 15	Participated in 11 Engagements 1.CLMC training for 3 group ranches in karen 2.AJS secretariate in Naivasha 3.ELC cuc AJs training in Maanzoni 4.ELC @ 10 celebration in Kilifi 5.CSP County Assembly engagement in kwale 6.Kuku ranch meeting in
To improve work environment by Requisitions and maintain appropriate infrastructure & equipment(4 per year)	No. of requisitions	No change	2 desktop Computers, 2 cpus , printer , and 2 battery power backup .
Maintain an updated Asset register	Presence of an updated Asset register	No change	Asset register updated and another register for Ngong office opened .
To ensure financial sustainability by prudent utilization of resources (100%)	% Utilization of office imprest	No change	one imprest was received in August 2022 and surrendered in November 22.We have also been able to conduct sensitization activities with the assistance of FAO, Action Aid and IDLO thus utilizing existing partnerships to advance the mandate of the Comm
To strengthen internal systems and processes for efficient service delivery	Workplan prepared and in place	No change	A workplan is in place
Establish effective performance management, monitoring and reporting frameworks by submission of quarterly reports . (4)	Quarterly reports.	No change	2 reports submitted
Performance Appraisals (PAS) reports for county staff. (7)	Number of PAS completed	No change	Mid year review conducted for all the staff .

MID YEAR APPRAISEES'S COMMENTS

Noted

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Strive to achieve set targets by close of financial year

VALUES AND STAFF COMPETENCIES APPRAISAL



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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
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior leadership course	6 weeks	Management course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I kindly request to enhance my managerial skills by undertaking SLDC at Kenya school of government .		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Excellent performance	None	