



INDIVIDUAL APPRAISAL REPORT

| PERSONAL DETAILS | | | |
|------------------------------|---------------------------|--|---------------------------------|
| Staff Number: | NLC20140095 | Staff Name: | Saida Mohammed Isak |
| ID Number: | 11660659 | Employee E-mail: | saida.isak@landcommission.go.ke |
| Appraisal Type: | ANNUAL FINANCIAL YEAR | Appraisal Period: | 2021-2022 |
| 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

- 1.To secure public Institutional Land
- 2.To enhance access to alienated and unalienated public land for development
- 3.To develop a comprehensive public land Inventory and data base
- 4.To regularize urban land allocation
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 strenthen 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 |
|---|---|---|--------------------------------|--------------------|---------------|
| Management and administration of public land by documenting public institutional land a)Identify and submit applications to Land administration for processing(10 per year | Number of Parcels identified ,submitted for processin | 16 parcels processed against a target of 10 | | 160 | 0 |



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| b)Recover public institutional land (4 per year) | Number of public parcels identified for recover ,Ground reports, searches and forwarding letters to Head quarters ,Ground reports | Report of 3 public institutions submitted for 1. Enoomatasiani schools2.Ngong mixed day secondary school vs Seria ltd 3.Kisaju development trust,,Church Commission of Kenya Vs Isinya Techq institute (County Gov of Kajiado)4. Kajiado Airstrip land | | 100 | 0 |
| c)To receive ,review and recommend Applications for extension /renewal of Lease to Land Administration department for processing . | No of applications submitted to Land Administration directorate | Sensitization of community in Old towns like Ngong ,Kajiado and Loitokitok needs to be done .Land clinic Proposal to be shared with various organizations for facilitation purposes . | | 80 | 0 |
| d)To Secure public Institutional land by documenting public parcels in group ranches /community land . | Inventory of parcels set aside for public use | A list of public parcels in Rombo group ranch obtained awaiting verification and mapping | | 150 | 0 |
| e)Secure public land by updating County e)comprehensive public land inventory on a quarterly basis (100 parcels per year) | List/Number of parcels inventory update with | Public parcels in 34 market centers identified . | | 200 | 0 |



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| f)To regularize urban land allocations by documenting status of urban centers_ 1 report per year undergoing planning and survey in the County | List and details of urban center | Status report of urban centers undergoing survey and planning submitted | | 150 | 0 |
| g)To secure /document land rights in urban centers .(1 Center per year) | List of verified beneficiaries/status report | Olekasasi list of beneficiaries updated | | 150 | 0 |
| 2. Monitor and oversight land use planning in the county by giving a status report on County spatial plan, Local plans and other planning projects (one status report per year | Status report prepared and submitted to Land use planning departmen | Status report of County spatial plan submitted in August 2022 | | 200 | 0 |
| 3.(a)To provide redress to land conflicts by promoting use of ADR/TDR in resolving land conflicts (12 per year) | Number of cases handled (received and processed) | AJS kajiado model Launched where 24 cases were referred to panel segments .ADR handled 10 cases against a mid year target of 6 | | 200 | 0 |
| b)To provide redress to historical Land injustices by giving reports on preliminary investigations of HLI Matters.(4 per year | No of preliminary investigations conducted | The number to be reduced to one as the period of recevieing additional new cases lapsed as per gazette notice of August 2021.The office has recorded one case for Mosiro | | 100 | 0 |
| 4.(a) Institutional Strengthening. Sensitize public on NLC Mandate ,service delivery timeliness display Commission Charter .(4 per year) | Number of public awareness forums conducted attendance list ,photos ,reports | Sensitization of commission mandate at Barazas attended, county meetings and Community land transition meetings | | 200 | 0 |



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|)Requisition for infrastructure ,vehicle and office space ,clean office (4 per year) | No of requisitions made | 4 vehicle requisitions done for site visits made Ngong town, Matasia ,AJS panel sessions for 10 segments ,verification of beneficiaries at Olekasasi,and office requisitions done on a regular basis | | 200 | 0 |
| c)Securing commission assets | Updated Asset register in the County | Asset register updated | | 200 | 0 |
| d)Prudent expenditure (100% per County | Percentage utilization of office imprest | Imprest received fully utilized | | 200 | 0 |
| d)Prudent expenditure (100% per County) | Percentage utilization of office imprest | 100% utilization of office imprest | | 200 | 0 |
| Work plan for the year (1 per county) | Workplan prepared and in place | Work plan prepared for the year | | 200 | 0 |
| Quarterly Reports (4 per year | No of reports | Second quarter report submitted | | 100 | 0 |
| g)Annual reviews report (1 per year | No of reports | To be done at the end of the year | | 100 | 0 |
| h) To strengthen human Resource capacity by ensuring Performance Appraisal tool is completed by County staff (9) ,Training Assement Need submitted and promte staff welfare . | Number of PAS filled and TNA forms subitted | Mid year review done for all staff | | 100 | 0 |
| Total Appraisee Score on Performance Targets | | | | 2990.00 | 0.00 |
| Mean Appraisal Scores | | | | 157.37% | 0% |

| APPRAISEE'S COMMENTS ON TARGET SETTING | IMMEDIATE SUPERVISOR'S ON TARGET SETTING |
|--|--|
| Targets achievable | |



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| 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 |
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| MID YEAR REVIEW | | | |
|---------------------------|-----------------------|-------------------------|---------|
| Agreed Performance Target | Performance Indicator | Target changed or Added | Remarks |

| MID YEAR APPRAISEES'S COMMENTS | MID YEAR IMMEDIATE SUPERVISORS COMMENTS |
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| 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 |
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| STAFF TRAINING AND DEVELOPMENT NEEDS | | |
|--------------------------------------|----------|-------------------|
| Training & Development Needs | Duration | Type of Training |
| Senior leadership Course | 6 weeks | Management course |
| GIS training | one week | Management course |

| APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS | IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS |
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| SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS | |
|--|-----------------------------------|
| Second Supervisor Comments | Second Supervisor Recommendations |
| None | None |