



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210639	Staff Name:	Maymuna Mohamed Hussein
ID Number:	26288149	Employee E-mail:	maymuna.hussein@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	Guyo Sora Bagaja	Immediate Supervisor Designation:	Principal Human Resource Officer
Second Supervisor:	Guyo Bagaja Sora	Supervisor Designation:	Principal Human Resource Officer

DEPARTMENTAL OBJECTIVES

To improve work environment

To strengthen Human Resource capacity

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To Conduct staff satisfaction and work environment survey between 1st July,2023 and 30th June 2023	Staff Satisfaction survey report work Environment survey report		Availed survey report	110	100
To manage Commission crosscutting issues(Occupational Health and Safety Committee)	Committee appointment Letters Attendance Lists OSHA Policy OSHA Inspection Report		Formed Committee and report availed	110	100
To acquire, lease and construct county offices between 1st April 2023 and 30th June 2024.	8,000 sq feet additional HQ office space acquired for the Commission Headquarters.		Memo initiated	100	100
To acquire eight (8) motor vehicles between 1st April 2024 to 30th June,2024	No. of motor vehicles acquired Payment Voucher Log Books		Proceess initiated but no funds	100	90
To maintain one hundred (100) epidemic mitigation tools/infrastructure between 1st July 2023 to 30th June,2024.	No. of epidemic mitigation tools distributed. Memos to staff Payment Vouchers		Epidemic mitigation tools distributed.	110	100
To agree on set target and sign performance appraisals with staff under my supervision (Secretaries & Office Assistant) by 31st July 2023	signed targets		Targets sets and signed as agreed	110	100
To set individual target and sign performance Appraisal by 31st July 2023.	signed performance targets		Targets set on time	100	100



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To prepare and submit monthly report on Motor vehicles	Monthly report in place		Monthly reports prepared	110	90
To maintain cleanliness on daily basis	Daily cleaning register		Supervised cleanliness on daily basis and ensured clean environment	120	100
To provide fuel consumption report on weekly basis	summary of fuel report available		Produced fuel report	120	100
To Provide report on drivers' work schedule within Nairobi county on weekly basis.	Drivers' work schedule report in place		Drivers work schedule availed	100	100
To prepare and submit report on repair of motor vehicles.	report on motor vehicle repairs/service in place		Motor vehicle repair report availed	120	100
Total Appraisee Score on Performance Targets				1310.00	1180.00
Mean Appraisal Scores				109.17%	98.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Targets were satisfactorily achieved	Very good performance

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

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 Management Course	4 weeks	Senior Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I require SMC Course to enhance my skills	Recommended for SMC	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Very good performance	Recommended for Senior Management Course	