



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150364	Staff Name:	Amina Halake Gonjobe
ID Number:	26009058	Employee E-mail:	amina.halake@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	11-Isiolo County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Paul Ngei Kasimbu	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Paul Kasimbu Ngei	Supervisor Designation:	County Coordinator

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 allocations
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 strengthen 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
Support in documenting 20No. of inventory of public land parcels in community and settlement schemes	Number of public land parcels identified	110 Inventory of public land parcels updated	Inventory well updated	150	100



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Support in keeping inventory of public land in the county-4No.	Quarterly status reports	County comprehensive public land inventory data base well updated 100%	Reports well captured	100	100
Support in resolving 20No. of land disputes through alternative dispute resolution (ADR)	Number of disputes handled	2 cases heard and 1 resolved	ADR has not been active and therefore hearings have not been resumed	70	70
Support in periodic update of asset register-No1	An updated asset register	Asset register well updated	Asset register well received	100	100
Support in conducting 6 No. of performance appraisal reports for the county staff	Number of performance appraisal filled	Mid year and annual staff appraisal done	support well received	100	100
support in prudent utilization of imprest expenditure	% utilization of office imprest	Imprest well utilized and surrendered on time	Well utilized and accounted for	100	100
Filing and record keeping	Files and records kept	office records and files are well kept	Well kept files	100	100
Customer care	customer care	customer care well attended to	issues of clients well addressed	100	100
Total Appraiser Score on Performance Targets				820.00	770.00
Mean Appraisal Scores				102.5%	96.25%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
target as agreed with supervisor	Targets as agreed
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
I am satisfied with my performance	The performance has been discussed with the officer.



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Support in documenting 20No. of inventory of public land parcels in community and settlement schemes	Number of public land parcels identified	Target not changed	inventory of public land parcels in community and settlement scheme well done.
Support in keeping inventory of public land in the county-4No.	Quarterly status reports	Target not changed	public land inventory database well updated.
Support in resolving 20No. of land disputes through alternative dispute resolution (ADR)	Number of disputes handled	Target not changed	Taking and typing ADR minutes well done
Support in periodic update of asset register-No1	An updated asset register	Target not changed	Asset register maintained well and is up to date.
Support in conducting 6 No. of performance appraisal reports for the county staff	Number of performance appraisal filled	Target not changed	Assisted all staff in conducting mid and annual staff performance.
support in prudent utilization of imprest expenditure	% utilization of office imprest	Target not changed	Imprest is well utilized and surrendered on time.
Filing and record keeping	Files and records kept	Target not changed	office records are kept well.
Customer care	customer care	Target not changed	customers are well received .

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
target as agreed with the superviso	This is great Amina. Kindly organize to keep track of all these targets and ensure that they are well realized by end of the Financial Year.

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
I treat office work with utmost confidentiality		

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Record management and customer care course	1 month	Record and Customer management
Record Management course customer care course	two weeks	Management course, Customer care course



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APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
The above course is relevant to my job and will enhance my performance significantly		Course proposed is very relevant to the officer	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments		Second Supervisor Recommendations	
The overall performance is very good and recommend the officer to keep it up		Recommending the commission to consider capacity building the staff as indicated in the target setting stage.	