



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150362	Staff Name:	Fatuma Ahmed Omar
ID Number:	29818253	Employee E-mail:	fatuma.ahmed@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	08-Wajir County	Job Grade:	NLC8
Dept/Directorate	CCO	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Kasai Muhumed Mahamud	Immediate Supervisor Designation:	County Coordinator
Second Supervisor:	Kasai Mahamud Muhumed	Supervisor Designation:	County Coordinator

DEPARTMENTAL OBJECTIVES
1.To facilitate acces, use of land for socio-economic and evironmental 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
1.To develop a ground report of the status urban centers from 1st July to 30th June 2022	Report on the status of urban centers	Ground report developed	Ground Report	85	85
2.To receive, review and recommend 10 No. of application of extension /renewal of lease to Land Administration and Management Directorate for processing from 1st July 2021 to 30th June 2022	No of application submitted to Land Administration Directorate	8 number of applications and renewal received and processed	Number of applications done	80	80
3.To develop a report on dispute handled through use ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June 2022	No of dispute received processed/handled through ADR/TDR	report on TDR/ADR DEVELOPED	TDR/ADR	80	80
Total Appraisee Score on Performance Targets				245.00	245.00
Mean Appraisal Scores				81.67%	81.67 %

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The Targets as set are good, given the area of work i handle. Achievable	Targets set are realistic



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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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1.To develop a ground report of the status urban centers from 1st July to 30th June 2022	Report on the status of urban centers	No Change of Target	Ongoing
2.To receive, review and recommend 10 No. of application of extension /renewal of lease to Land Administration and Management Directorate for processing from 1st July 2021 to 30th June 2022	No of application submitted to Land Administration Directorate	No Change of Target	ongoing
3.To develop a report on dispute handled through use ADR/TDR in the County (received and processed) from 1st July 2021 to 30th June 2022	No of dispute received processed/handled through ADR/TDR	No Change of Target	in Progress

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
progressing well.	Work hard achieve and realize by end of FY

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
	Key Values observed

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
customer care training	one month	customer care skills

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Capacity building a relevant skill in work area.	Need for capacity building



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Performed way beyond expectations	Performed way beyond expectations