



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140024	Staff Name:	Fatuma Abubakar Horow
ID Number:	24737942	Employee E-mail:	fatuma.abubaka@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City 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 developmen
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
To identify 10 number of undocumented parcels of land for public institutions	Number of parcels identified and submitted for processing	10 number of of undocumented public institutions land identified	10 number of of undocumented public institutions land identified	100	100



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To receive, review and recommend 10 number of applications for extension/renewal of lease	No. of applications processed	5 No. of applications for renewal and extension of lease received, and recommended for approval	5 No. of applications for renewal and extension of lease received, and recommended for approval	50	50
To develop an inventory of public land parcels in community and settlement schemes	List and status reports on surrendered and reserved public lands	50 No. of public land parcels identified in settlement schemes	50 No. of public land parcels identified in settlement schemes	50	50
To update the County comprehensive public land inventory database with 100 number of parcels	No. of parcels of land updated in the County comprehensive public land inventory database	100 No. of public land parcels identified and updated the public land inventory	100 No. of public land parcels identified and updated the public land inventory	100	100
To develop a ground report of the status of urban centers	-Report on the status of urban centers. -No. of urban centers undergoing planning and surveying/Urban centers planning and surveying status report.	3 No. of ground status reports done on three (3) urban centres	3 No. of ground status reports done on three (3) urban centres	75	75
To develop a report on land use planning status in the County and other planning projects	Status report	1 number of report on the status of planning in the county done	1 number of report on the status of planning in the county done	100	100
To develop a report on disputes handled through use of ADR/TDR in the County	No. of disputes received, processed/handled through ADR/TDR	1 report on ADR/TDR done on disputes for all the cases received on the financial year	1 report on ADR/TDR done on disputes for all the cases received on the financial year	100	100
To hold/attend 3 number of forums/meetings to sensitize public on NLC mandates, service delivery timelines and Commission charter	No. of awareness forums/meetings	3 No. of meetings held to sensitize the public	3 No. of meetings held to sensitize the public	100	100
To maintain an updated asset register of all the assets in the County Office	Updated asset register	Upto date register of the commissions asset	Upto date register of the commissions asset	100	100



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To ensure a prudent expenditure on imprest advanced	Timely surrender of Imprest	Imprest surrendered on time	Imprest surrendered on time	100	100
To conduct mid year performance appraisal for all staff in the County	Mid year review report	Mid year performance review done for all staff	Mid year performance review done for all staff	100	100
To hold 12 number of staff meetings	No. of minutes	12 No. of staff meeting held	12 No. of staff meeting held	100	100
Total Appraisee Score on Performance Targets				1075.00	1075.00
Mean Appraisal Scores				89.58%	89.58%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
all targets could not be achieved due to lack of transport for site inspection	Strive to achieve all 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

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To identify 10 number of undocumented parcels of land for public institutions	Number of parcels identified and submitted for processing	No target change	On course
To receive, review and recommend 10 number of applications for extension/renewal of lease	No. of applications processed	No target Change	Oncourse
To develop an inventory of public land parcels in community and settlement schemes	List and status reports on surrendered and reserved public lands	No target Change	On Course
To update the County comprehensive public land inventory database with 100 number of parcels	No. of parcels of land updated in the County comprehensive public land inventory database	No target Change	On course



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To develop a ground report of the status of urban centers	-Report on the status of urban centers. -No. of urban centers undergoing planning and surveying/Urban centers planning and surveying status report.	No target Change	On course
To develop a report on land use planning status in the County and other planning projects	Status report	No Target Change	On course
To develop a report on disputes handled through use of ADR/TDR in the County	No. of disputes received, processed/handled through ADR/TDR	No target Change	On Course
To hold/attend 3 number of forums/meetings to sensitize public on NLC mandates, service delivery timelines and Commission charter	No. of awareness forums/meetings	No target Change	On course
To maintain an updated asset register of all the assets in the County Office	Updated asset register	No target Change	On Course
To ensure a prudent expenditure on imprest advanced	Timely surrender of Imprest	No Target Change	On Course
To conduct mid year performance appraisal for all staff in the County	Mid year review report	No Target change	On Course
To hold 12 number of staff meetings	No. of minutes	No target Change	On Course

MID YEAR APPRAISEES'S COMMENTS

Though we did not achieve much of what we were to achieve in the first two quarters due to lack of funds, we hope the second half of the year we will be facilitated to achieve all our targets.

MID YEAR IMMEDIATE SUPERVISORS COMMENTS

Mid-year review is commendable. Please go ahead and strive to achieve all set targets by close of 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 undertake my duties professionally		



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior Management Course	4weeks	Supervisory Management Course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Please approve the request		
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Good performance	None	