



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210546	Staff Name:	Grace Kawai Marube
ID Number:	30245366	Employee E-mail:	grace.marube@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:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Isabel Muthanje Njeru	Immediate Supervisor Designation:	Chief valuer
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

1. Avail land through compulsory acquisition
2. To strengthen human resources capacity
3. To assess land and property taxes

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraiser's Rating	Agreed Rating
1. Prepare facilitation budgets for approval	2 approved facilitation requests	3 approved facilitation requests	3 approved facilitation requests	150	150
2. Undertake valuation for Advisory purposes	2 signed valuation reports.	0 signed valuation reports	No valuation report	0	0
3. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon alienation of land and renewal of leases.	10 signed valuation reports	20 signed valuation reports	20 signed reports	200	200
4. Participate in project reconnaissance, site visits and public sensitization by Commission	5 signed attendance lists	5 signed attendance lists	5 signed attendance list	100	100
5. Undertake inspection, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports	3 signed valuation reports	3 signed valuation reports	100	100
6. Attend/Hold inquiry exercise	3 signed inquiry reports	3 signed inquiry reports	3 signed inquiry reports	100	100
7. Serve awards to Project Affected Persons	100 received copies by PAPs	350 received copies by PAPs	1382 awards issued	200	200
8. Preparation of Valuation schedules	3 signed valuation schedules	4 signed valuation schedules	4 signed valuation schedules	133	135



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9. Write LVT Committee meeting minutes	2 signed LVT Committee meeting minutes	1 signed LVT Committee meeting minutes	1 signed LVTC minutes	50	50
10. Participate in staff training and development	2 attended trainings and/or career development seminars	2 attended trainings and/or career development seminars	2 trainings attended	100	100
Total Appraisee Score on Performance Targets				1133.00	1135.00
Mean Appraisal Scores				113.3%	113.5%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable upon assignment of work and facilitation.	Targets achieved as indicated

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 achieved all Agreed Performance Targets as per assigned work in the year 2022-2023. For target No. 2, i was not assigned any valuation for Advisory purposes in the year 2022-2023. For target No. 9, i was assigned to take minutes for only one LV&T m	

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Prepare facilitation budgets for approval	2 approved facilitation requests	Target did not change	3 approved facilitation requests
2. Undertake valuation for Advisory purposes	2 signed valuation reports.	Target did not change	0 signed valuation reports
3. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon alienation of land and renewal of leases.	10 signed valuation reports	Target did not change	20 signed valuation reports
4. Participate in project reconnaissance, site visits and public sensitization by Commission	5 signed attendance lists	Target did not change	5 signed attendance lists



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5. Undertake inspection, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports	Target did not change	3 signed valuation reports
6. Attend/Hold inquiry exercise	3 signed inquiry reports	Target did not change	3 signed inquiry reports
7. Serve awards to Project Affected Persons	100 received copies by PAPs	Target did not change	350 received copies by PAPs
8. Preparation of Valuation schedules	3 signed valuation schedules	Target did not change	3 signed valuation schedules
9. Write LVT Committee meeting minutes	2 signed LVT Committee meeting minutes	Target did not change	1 signed LVT Committee meeting minutes
10. Participate in staff training and development	2 attended trainings and/or career development seminars	Target did not change	2 attended trainings and/or career development seminars

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets set did not change. No targets were added. 63% overall of the targets achieved so far. Targets will be achieved upon assignment of work.	No changes to the targets set, they are being achieved.

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 achieved excellent performance for the year 2022-2023.	A reliable person who executes duties assigned to her	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Leadership skills	4 weeks	Leadership course
Supervisory skills	4 weeks	Supervisory course
Communication skills	4 weeks	Professional communication course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training courses will enhance the delivery on my assignments.	The trainings were not effected as planned.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee has excelled in diligence and professionalism.	The Appraisee would benefit from complementary management courses.