



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210550	Staff Name:	Jane Wanjia Kiungo
ID Number:	29396325	Employee E-mail:	jane.kiungo@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	Supervisor
Immediate Supervisor:	Austine Ogutu Odhiambo Otewa	Immediate Supervisor Designation:	Senior Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES
To undertake compulsory acquisition of land and creation of public right of way (PRow) over land for county and national government projects
to offer advisory services on valuation to national, county government and government agencies
To undertake valuations for determination of SP & ar upon alienation of land & renewal of leases
To strengthen human resource capacity
To assess land and property taxes
To avail land through compulsory acquisition

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Participate in 4 project reconnaissance, site visits, and public sensitization by the commission with 1 year	Valuation Reports			100	0
To undertake 1 advisory report every 1 month	Valuation report			80	0
To undertake 20 valuations for determination of sp and AR upon alienation of land and renewal of leases within 1 month	Valuation report			100	0
serve award for projects within 1 year	commission Resolution Paper			100	0
Hold 4 inquiries for projects within 1 year	Gazette Notices			80	0
Total Appraisee Score on Performance Targets				460.00	0.00
Mean Appraisal Scores				92%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING		IMMEDIATE SUPERVISOR'S ON TARGET SETTING	
Targets are achievable and projects are smooth running.		Targets well set	
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	
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	
Professionalism is key in every aspect of this career.		Agreed on the appraisal criteria	
STAFF TRAINING AND DEVELOPMENT NEEDS			
Training & Development Needs	Duration	Type of Training	
Customer care skills	2 weeks	Customer Care Course	
Supervisory skills	4 weeks	Supervisory and skills development Course	
Project management skills	4 weeks	Project management course	
Public participation skills	2 weeks	Public participation course	
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS	
Trainings are helpful and improve on output of the Appraisee		The selected training need are essential for execution of the employee duties	
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS			
Second Supervisor Comments	Second Supervisor Recommendations		