



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210552	Staff Name:	Moses Mutugi Mureithi
ID Number:	25145212	Employee E-mail:	moses.mureithi@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Jacob Kipaa Lemasika	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Dorichah Ongaga Buyaki	Supervisor Designation:	Principal 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	Appraisee's Rating	Agreed Rating
1. Undertake valuation for advisory purposes	3 Signed Valuation Reports			0	0
2. Bill professional fees for advisory valuation done	3no. fee notes signed and sent to the clients.			0	0
3. Undertake valuation for determination of stand premium and annual ground rent upon alienation of land and renewal of leases	20 signed stand premium and annual ground rent files from Land Administration Directorate.			0	0
4. Undertake inspections, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports			0	0
5. Prepare and serve letters of awards to project affected persons	200 received letters of acceptance/contestation from PAPS			0	0
6.Prepare valuation schedules	3 signed valuation schedules			0	0
7. Attend/Hold inquiry exercise	3 signed inquiry reports			0	0
8. Issue notices of taking possession/early entry	20 received copies by project affected persons.			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets set are achievable.	set targets are achievable

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. Undertake valuation for advisory purposes	3 Signed Valuation Reports	Target did not change	3 signed valuation reports
2. Bill professional fees for advisory valuation done	3no. fee notes signed and sent to the clients.	Target did not change	3 signed valuation fee notes
3. Undertake valuation for determination of stand premium and annual ground rent upon alienation of land and renewal of leases	20 signed stand premium and annual ground rent files from Land Administration Directorate.	Target did not change	20 signed stand premium and annual ground rent files from Land Administration Directorate
4. Undertake inspections, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports	Target did not change	3 signed valuation reports
5. Prepare and serve letters of awards to project affected persons	200 received letters of acceptance/contestation from PAPS	Target did not change	800 received letters of awards from PAPS
6. Prepare valuation schedules	3 signed valuation schedules	Target did not change	3 signed valuation schedules
7. Attend/Hold inquiry exercise	3 signed inquiry reports	Target did not change	3 signed inquiry reports
8. Issue notices of taking possession/early entry	20 received copies by project affected persons.	Target did not change	450 received copies by project affected persons

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I will achieve my targets by end of year	

VALUES AND STAFF COMPETENCIES APPRAISAL

Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I believe in professionalism.	Work requires high professionalism and integrity.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Customer Care Skills	4 weeks	Public Relations
professional training skills	4 weeks	Strategic Management Development Program
Supervisory Skills	4 weeks	Supervisory Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These trainings/courses will equip me with the necessary skills that will help/enhance my performance.	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations