



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150134	Staff Name:	Zachary Ndege Msongo
ID Number:	10313615	Employee E-mail:	zachary.ndege@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2022-2023
Terms of Service:	Permanent and Pensionable	Gender:	Male
Work Station	47-Nairobi City County	Job Grade:	NLC4
Dept/Directorate	LAM	Appraisal Status	Immediate Supervisor Reviewed
Immediate Supervisor:	David Ndegwa Kuria	Immediate Supervisor Designation:	Director Land Administration and Management
Second Supervisor:	David Ndegwa Kuria	Supervisor Designation:	Director Land Administration and Management

DEPARTMENTAL OBJECTIVES

To secure Public Institutional land
To enhance access to alienated and unalienated Public land for development
To regularize urban land allocations
To sustainably Manage Natural resources
To develop a comprehensive public land inventory and databases.
To promote good land governance.
To strengthen internal system and process for efficient service delivery.
Generation of own service revenue and AIA
To provide redress to land dispute.

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To develop guidelines and Manuals on public land management - 2	No. of manuals developed			0	0
To develop handbook on land administration processes and procedures - 1	Land administration processes and procedures developed			0	0
Generate Kshs.100,000 from legal fees and approvals on land allocations	total amount generated			0	0
Valuation requisition for new allocation	no of requisitions done			0	0
Renewal of leases received, processed and forwarded to LAMC	no of renewals received and. forwarded to the LAMC			0	0



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Assist in the preparation of parliamentary. questions briefs	No. of briefs done			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
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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 am efficient in carrying out my duties.	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
GIS For Land Administration and Management Course	1 month	GIS For Land Administration and Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
I need the training	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations