



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:	2023-2024
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:	Kipkiror Kaliamoi Mariko	Immediate Supervisor Designation:	Principal Valuation and Taxation
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	1 approved facilitation request	2 Approved facilitation requests	2 Approved facilitation requests	200	200
2. Undertake valuation for Advisory purposes	1 signed valuation report	1 signed valuation report	1 signed valuation report	100	100
3. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon alienation of land and renewal of leases.	5 signed valuation reports	16 signed valuation reports	16 signed valuation reports	200	200
4. Participate in project reconnaissance, site visits and public sensitization by the Commission	3 signed attendance lists	3 signed attendance lists	3 signed attendance lists	100	100
5. Undertake inspection, data collection, and due diligence for assigned compulsory acquisition projects	2 signed valuation reports	0 signed valuation reports	0 signed valuation reports	0	0
6. Attend/Hold inquiry exercise	2 signed inquiry reports	0 signed inquiry reports	0 signed inquiry reports	0	0
7. Serve awards to Project Affected Persons	100 received copies by PAPs	300 received copies by PAPs	300 received copies by PAPs	200	200
8. Preparation of valuation schedules	2 signed valuation schedules	3 signed valuation schedules	3 signed valuation schedules	200	200



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9. Take LVT Committee meeting minutes	1 signed LVT Committee meeting minutes	1 signed LVT Committee meeting minutes	1 signed LVT Committee meeting minutes	100	100
10. Participate in staff training and development	2 attended trainings and/or career development seminars	2 attended trainings and/or career development seminars	2 attended trainings and/or career development seminars	100	100
Total Appraisee Score on Performance Targets				1200.00	1200.00
Mean Appraisal Scores				120%	120%

APPRAISEE'S COMMENTS ON TARGET SETTING

The targets set are achievable depending on assignment of work and facilitation.

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

The officer achieved the targets set as per the duties assigned and facilitated

APPRAISEE'S COMMENTS ON PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

All targets achieved save for the undertaking inspection & data collection for CLA projects because i have no new projects assigned in the year ended July, 2024. Inquiries for assigned projects happened during my maternity leave.

IMMEDIATE SUPERVISOR'S COMMENTS ON APPRAISEE'S PERFORMANCE AT THE END OF THE YEAR INCLUDING ANY FACTORS THAT HINDERED PERFORMANCE

The officer attained the targets set as per the activities that were ongoing when she was on duty.

MID YEAR REVIEW

Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Prepare facilitation budgets for approval	1 approved facilitation request	Target did not change	0 facilitation budgets approved
2. Undertake valuation for Advisory purposes	1 signed valuation report	Target did not change	0 signed valuation report
3. Undertake valuation for determination of Stand Premium and Annual Ground Rent upon alienation of land and renewal of leases.	5 signed valuation reports	Target did not change	2 signed valuation reports
4. Participate in project reconnaissance, site visits and public sensitization by the Commission	3 signed attendance lists	Target did not change	1 attendance list for public sensitization
5. Undertake inspection, data collection, and due diligence for assigned compulsory acquisition projects	2 signed valuation reports	Target did not change	0 signed valuation reports



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6. Attend/Hold inquiry exercise	2 signed inquiry reports	Target did not change	0 signed inquiry reports
7. Serve awards to Project Affected Persons	100 received copies by PAPs	Target did not change	2 received copies by PAPs
8. Preparation of valuation schedules	2 signed valuation schedules	Target did not change	1 signed valuation schedule
9. Take LVT Committee meeting minutes	1 signed LVT Committee meeting minutes	Target did not change	0 signed LVT Committee meeting minutes
10. Participate in staff training and development	2 attended trainings and/or career development seminars	Target did not change	1 attended training/or career development seminar

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I have been on maternity leave hence not able to adequately meet some of my set targets. Now that i have resumed work, i purpose to meet my targets upon assignment of work.	The officer has been on leave for a few months and has only been able to meet a few of her targets so far. She has now resumed work and will be able to meet her targets by the end of the year upon allocation of work.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
Values	Respect for National /Gender Diversity	Excellent - Higher Than 100%
Managerial and Supervisory Competence	Promoting use of Information Technology	Excellent - Higher Than 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am diligent and professional in carrying out my duties.	The officer is professional in carrying out assigned duties. She embraces diversity and is well versed with the use of technology in carrying out her duties.

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior management skills	4 weeks	Senior management course at Kenya School of Government
Supervisory skills	4 weeks	Supervisory course
Leadership skills	4 weeks	Leadership course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These training courses will enable me grow in my career and open doors for more senior roles.	The training will further sharpen the skills of the officer.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS
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Second Supervisor Comments	Second Supervisor Recommendations
The appraisee is diligent in her tasks and has set achievable targets.	The Appraisee would benefit from Management training.