



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170480	Staff Name:	Juma Peter Kaunda
ID Number:	22290078	Employee E-mail:	peter.kaunda@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:	NLC5
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorah Buyaki Ongaga	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Joycelyn Kaaria Makena	Supervisor Designation:	Director Valuation And Taxation

DEPARTMENTAL OBJECTIVES

Avail land through compulsory acquisition

To strengthen human resources capacity

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
Avail land through compulsory acquisition	1. Review and ascertain requirements for initiation of CLA projects for presentation to the Land Valuation and Taxation Committee 2. Assist in preparation of Minutes of Committee Meetings 3. Prepare budgets for approval 4. Coordinate/Participate	7	7	100	100
To strengthen human resources capacity	1. Participate in review of Job Descriptions for Directorate staff. 2. Supervise direct reports. 3. Mentorship. 4. Provide training needs. 5. Attend training. 6. Prepare Workshop Report.	1	1	100	100
To assess land and property taxes	1. Undertake inspection, due diligence, assessment of values. 2. Prepare Valuation Reports 3. Maintain database of property values 4. Prepare Fee notes	7	7	150	120
Total Appraisee Score on Performance Targets				350.00	320.00



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Mean Appraisal Scores		116.67%	106.67%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
These targets 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
The targets that were set have been achieved.	The Officer has attained the set targets.

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
Avail land through compulsory acquisition	1. Review and ascertain requirements for initiation of CLA projects for presentation to the Land Valuation and Taxation Committee 2. Assist in preparation of Minutes of Committee Meetings 3. Prepare budgets for approval 4. Coordinate/Participate	Target not changed.	Set targets achieved.
To strengthen human resources capacity	1. Participate in review of Job Descriptions for Directorate staff. 2. Supervise direct reports. 3. Mentorship. 4. Provide training needs. 5. Attend training. 6. Prepare Workshop Report.	Target not changed.	Set targets achieved.
To assess land and property taxes	1. Undertake inspection, due diligence, assessment of values. 2. Prepare Valuation Reports 3. Maintain database of property values 4. Prepare Fee notes	Target not changed.	Set targets achieved.

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
The objectives as set are realist and achievable.	Targets have been achieved.

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments



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APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Have the requisite training and competencies.		The officer is well skilled.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	2 weeks.	Suoervisory Management Course.
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will assist in the day-to-day supervisory needs that are required of me.		I recommend the officer to be trained on supervisory skills.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Appraisee is diligent in his work.	The Appraisee would benefit from senior management training.	