



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
<b>Staff Number:</b>	NLC20150134	<b>Staff Name:</b>	Zachary Ndege Msongo
<b>ID Number:</b>	10313615	<b>Employee E-mail:</b>	zachary.ndege@landcommission.go.ke
<b>Appraisal Type:</b>	ANNUAL FINANCIAL YEAR	<b>Appraisal Period:</b>	2023-2024
<b>Terms of Service:</b>	Permanent and Pensionable	<b>Gender:</b>	Male
<b>Work Station</b>	47-Nairobi City County	<b>Job Grade:</b>	NLC5
<b>Dept/Directorate</b>	LAM	<b>Appraisal Status</b>	Immediate Supervisor Reviewed
<b>Immediate Supervisor:</b>	Samuel Mwenje Nthuni	<b>Immediate Supervisor Designation:</b>	Director Land Adminstration and Management
<b>Second Supervisor:</b>	Samuel Mwenje Nthuni	<b>Supervisor Designation:</b>	Director Land Adminstration and Management

### DEPARTMENTAL OBJECTIVES

To secure public institutions land

To enhance access to alienated and unalienated public land for development

To regularize urban land allocations

### AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Develop and implement frameworks for administration and management of institutional public land	i) Guideline and manuals on land management and disposition by public instituions developed ii)Tools to monitor implementation of guidelines in place			0	0
First track allocation of public land and amelioration of the disadvantaged persons	i)Settlement scheme parcels reserved ii)Letters of allotment and reservation letters prepared.			0	0
To facilitate the Renewal of 100 leases	No of leases renewed			0	0
Valuation requisition for 100 parcels for new allocation of Land	No of Valuation requisitions done			0	0
Signing memos for renewal and extension of leases and new allocations	No of memos signed			0	0
Appraising the 2 staff working under my supervision	No. of appraisals completed			0	0
Assist in the preparation of parliamentary briefs	No. of briefs prepared			0	0
<b>Total Appraisee Score on Performance Targets</b>				<b>0.00</b>	<b>0.00</b>
<b>Mean Appraisal Scores</b>				<b>0%</b>	<b>0%</b>



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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
	You did not set SMART targets. Please review

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
	You haven't added your attributes

STAFF TRAINING AND DEVELOPMENT NEEDS	
Training & Development Needs	Duration
	Type of Training

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
	You haven't indicated your training needs

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations