



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170485	Staff Name:	Danson Ngugi Njenga
ID Number:	26124224	Employee E-mail:	danson.njenga@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:	NLC6
Dept/Directorate	LV&T	Appraisal Status	Supervisor
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

1. Avail land through compulsory acquisition
2. To strengthen human resource 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
Initiate compulsory land acquisition of assigned projects.	2 No. gazette notices for Intention to acquire			0	0
Coordinate / Undertake inspection of compulsory acquisition projects	2 No. Inspection / Field Notes			0	0
Oversee service of gazette notices to PAPs for Land Acquisition Projects	Sets of signed received copies of the gazette notices for 2 No. projects			0	0
Attend and Hold Inquiry Exercises for compulsory acquisition projects	Attendance lists for Inquiry exercises for 2 No. projects			0	0
Prepare Valuation Reports & Schedules for forwarding to LVT Committee	Signed valuation reports and schedules for 2 no. projects			0	0
Oversee / Collect property ownership documents, personal identification documents and bank details & Record Inquiry Proceedings	Signed Inquiry forms and Physical files for 2 No. acquisition projects			0	0
Oversee / Undertake service of Awards to PAPs	Award forms and attendance lists for 2 no. acquisition projects			0	0
Preparation & Issuance of Notices of Taking Possession	Signed received copies of Notices of taking possession for 2 no. acquisition projects			0	0
Total Appraisee Score on Performance Targets				0.00	0.00



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Mean Appraisal Scores		0%	0%
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APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are realistic and achievable	Targets are achievable with provision of resources.

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
Initiate compulsory land acquisition of assigned projects.	2 No. gazette notices for Intention to acquire	Target did not change	2 No. gazettes for Intention to Acquire (100%) achieved
Coordinate / Undertake inspection of compulsory acquisition projects	2 No. Inspection / Field Notes	Target did not change	Undertook inspections for 3 No. projects (150%) achieved
Oversee service of gazette notices to PAPs for Land Acquisition Projects	Sets of signed received copies of the gazette notices for 2 No. projects	Target did not change	Service of gazettes to PAPs of 2 no. projects (100%) achieved
Attend and Hold Inquiry Exercises for compulsory acquisition projects	Attendance lists for Inquiry exercises for 2 No. projects	Target did not change	Held inquiries for 3 no. projects (150%) achieved
Prepare Valuation Reports & Schedules for forwarding to LVT Committee	Signed valuation reports and schedules for 2 no. projects	Target did not change	Prepared valuation reports for 3 no. projects (150%) achieved
Oversee / Collect property ownership documents, personal identification documents and bank details & Record Inquiry Proceedings	Signed Inquiry forms and Physical files for 2 No. acquisition projects	Target did not change	Collected documents for 3 no. projects (150%) achieved
Oversee / Undertake service of Awards to PAPs	Award forms and attendance lists for 2 no. acquisition projects	Target did not change	Undertook service of Awards for 1 No. project (50%) achieved
Preparation & Issuance of Notices of Taking Possession	Signed received copies of Notices of taking possession for 2 no. acquisition projects	Target did not change	Prepared Notices of Taking Possession for 2 no. projects (100%) achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I managed to surpass most of the set targets within the period.	Targets did not change and the officer has performed well as per mid year review.

VALUES AND STAFF COMPETENCIES APPRAISAL



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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 endeavor to uphold integrity and professionalism in my every day work.		Undertakes duties diligently with high level of professionalism.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic Management	one year	Leadership course
Forensic Audit & Valuation	one year	Operational
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
Need for further training on Tax Records for corporate PAPs		Recommended for consideration in the current financial year.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
The Appraisee is on track to achieve the targets.	Training in management courses is recommended.	