



## INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS					
<b>Staff Number:</b>	NLC20170484	<b>Staff Name:</b>	Jacob Kipaa Lemasika		
<b>ID Number:</b>	24814882	<b>Employee E-mail:</b>	jacob.kipaa@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>	LV&T	<b>Appraisal Status</b>	Approved/Closed/HR		
<b>Immediate Supervisor:</b>	Dorica Ongaga Buyaki	<b>Immediate Supervisor Designation:</b>	Principal Valuation and Taxation		
<b>Second Supervisor:</b>	Dorica Ongaga Buyaki	<b>Supervisor Designation:</b>	Principal Valuation and Taxation		

## DEPARTMENTAL OBJECTIVES

AGREED PERFORMANCE TARGETS					
Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
1. Participate in preparation of work plans and budgets for Directorate	Report	prepared workplan and budget for the Directorate	Participated in preparation of the annual work plan	200	100
2. Prepare requests for initiation of 4 Compulsory Land Acquisition projects to the Land Valuation and Taxation Committee	Gazette notices	Facilitated acquisition for 4 projects	Undertook preliminary requirements for initiation for 4 projects	200	100
3. Coordinate in consultation with the Director of Valuation & Taxation, reconnaissance visits for public participation and awareness	Attendance register and minutes	Facilitated public participation and reconnaissance for 4 projects	Reconnaissance visits held for 4 projects	200	100
4. Undertake inspections for compulsory land acquisition projects and prepare valuation Reports and Schedules	Valuation reports	Carried out inspection for 4 projects that aided preparation of valuation reports and schedules to the Committee	Undertook inspections for valuation for 4 projects	200	100



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5. Prepare valuation reports and schedules to Land Valuation & Taxation Committee in order to seek approvals to serve awards	Reports	Prepared valuation reports and schedules for 4 projects to the Committee to seek approval for issuance of letters of awards	Prepared valuation report and schedule for 4 projects and tabled for approval	200	100
6. Prepare and serve letters of awards after an approval is granted by the Commission	Letters of Awards	Prepared and served letters of awards for 4 projects to seek approval for issuance of letters of awards	Awards served for 4 projects	200	100
7. Facilitate publication of inquiry in the Kenya Gazette and conduct inquiry	Inquiry report	Facilitated publication of inquiry in Kenya Gazette and conducted the same for 4 projects	Inquiry notice published for 4 projects	200	100
8. Assessment of stand premium and annual rent for lease renewal and extension of lease	Report	Carried out valuation reports for determination of stand premium and annual rent for 60 properties assigned	Supervised assessment of annual rent and stand premium for 60 CF files	200	110
9. To train and supervise works of senior and valuation officers	Reports	Trained and supervised valuation works for senior and valuation & taxation officers in the areas of integrity and professionalism	Supervised Valuers of lower cadre	200	100
<b>Total Appraisee Score on Performance Targets</b>				<b>1800.00</b>	<b>910.00</b>
<b>Mean Appraisal Scores</b>				<b>200%</b>	<b>101.11%</b>



## INDIVIDUAL APPRAISAL REPORT

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
Set targets were achieved satisfactorily	Targets set are realistic and 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
1. Participate in preparation of work plans and budgets for Directorate	Report	Not changed	To prepare Directorate's workplan and budget
2. Prepare requests for initiation of 4 Compulsory Land Acquisition projects to the Land Valuation and Taxation Committee	Gazette notices	Target not changed	To initial acquisition for Menengai Access Road, Baringo Silale Geothermal Project, SGR Phase 2A Supplementary Access Road (Addendum and Inquiry) and Naivasha Station - Longonot MGR Line Link and conduct inquiry for all projects.
3. Coordinate in consultation with the Director of Valuation & Taxation, reconnaissance visits for public participation and awareness	Attendance register and minutes	Target not changed	To conduct public participation and sensitization for 4 projects
4. Undertake inspections for compulsory land acquisition projects and prepare valuation Reports and Schedules	Valuation reports	Target not changed	To carry out inspections for valuation purposes for the four (4) projects.
5. Prepare valuation reports and schedules to Land Valuation & Taxation Committee in order to seek approvals to serve awards	Reports	Target not changed	To prepare valuation reports and schedule for four (4) projects.
6. Prepare and serve letters of awards after an approval is granted by the Commission	Letters of Awards	Target not changed	To serve letters of awards for four (4) project to the persons affected by the projects.
7. Facilitate publication of inquiry in the Kenya Gazette and conduct inquiry	Inquiry report	Target not changed	To facilitate gazettment of intention to acquire for four (4) projects and conduct inquiry for all the gazetted projects.
8. Assessment of stand premium and annual rent for lease renewal and extension of lease	Report	Target not changed	To carry our valuations for determination of stand premium and annual rent for lease renewal and extension for at lease 50 allocations and leases.



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9. To train and supervise works of senior and valuation officers	Reports	Target not changed	To train and supervise senior and valuation & taxation officers
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Set targets are achievable.	Targets set are achievable with provision of adequate resour

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Good - Between 80% and 99%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Integrity and professionalism are part of our daily work	Performs duties with professionalism

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Supervisory skills	6 weeks	Supervisory management course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training is required to enhance competency and effectiveness	The selected training is key since the officer is at management level.

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
Targets were achieved despite delays in facilitation by the acquiring bodies.Very Good performance.	Recommended for consideration of the selected Training in the current financial year.