



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20170484	Staff Name:	Jacob Kipaa Lemasika
ID Number:	24814882	Employee E-mail:	jacob.kipaa@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:	Joycelyn Kaaria Makena	Immediate Supervisor Designation:	Director 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	Appraisee's Rating	Agreed Rating
1. Participate in preparation of work plans and budgets for Directorate	Plans and budgets	1	Target Achieved	100	100
2. Prepare requests for initiation of 3 CLA projects to the Land Valuation and Taxation Committee and renewal of leases. Ongoing projects include Naivasha ICD - Longonot Station new MGR, North Horr - Marsabit Road Project and GDC Baringo - Silali Pro	Valuation reports and schedules	3	Target Achieved	100	100
3. Coordinate in consultation with the Director reconnaissance visits and public sensitization by Commissioners	reports	3	Target Achieved	100	100
4. Undertake inspections for compulsory land acquisition projects and prepare valuation Reports and Schedules	valuation reports and schedule	3	Target Achieved	100	100
5. Facilitate publication of gazette notices of Intention and Inquiry	Gazette notices and inquiry notices	3	Target Achieved	100	100
6. Prepare and served letters of awards after an approval is granted by the Commission	Register or records of PAPs served	4	Target Exceeded	125	125
7. Conduct inquiry and prepare inquiry reports	Records of PAPs served and inquiry report	3	Target Achieved.	100	100



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8. Assessment of stand premium and annual rent for lease renewal and extension of lease	Number of files provided from Land Administration Directorate	20	Technical consultation - Target Achieved	100	100
9. Participate in preparation of Workshop Report	Attend seminars and prepare Report	1	Team lead in review of Job Descriptions	100	100
10. Recommend training programmes needs to HR&A	Attend training	1	Attended CPD	100	100
Total Appraisee Score on Performance Targets				1025.00	1025.00
Mean Appraisal Scores				102.5%	102.5%

APPRAISEE'S COMMENTS ON TARGET SETTING

The set targets are achievable

IMMEDIATE SUPERVISOR'S ON TARGET SETTING

Targets are reasonable.

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	Plans and budgets	Target did not change	Achieved
2. Prepare requests for initiation of 3 CLA projects to the Land Valuation and Taxation Committee and renewal of leases. Ongoing projects include Naivasha ICD - Longonot Station new MGR, North Horr - Marsabit Road Project and GDC Baringo - Silali Pro	Valuation reports and schedules	Target not changed	target achieved
3. Coordinate in consultation with the Director reconnaissance visits and public sensitization by Commissioners	reports	Target not changed	Achieved satisfactorily



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4. Undertake inspections for compulsory land acquisition projects and prepare valuation Reports and Schedules	valuation reports and schedule	Target not changed	Achieved satisfactorily
5. Facilitate publication of gazette notices of Intention and Inquiry	Gazette notices and inquiry notices	Target not changed	Target achieved successfully
6. Prepare and served letters of awards after an approval is granted by the Commission	Register or records of PAPs served	Target not changed	Target achieved successfully
7. Conduct inquiry and prepare inquiry reports	Records of PAPs served and inquiry report	Target not changed	Target achieved
8. Assessment of stand premium and annual rent for lease renewal and extension of lease	Number of files provided from Land Administration Directorate	Target not changed	Target achieved satisfactorily
9. Participate in preparation of Workshop Report	Attend seminars and prepare Report	Target not changed	Target achieved
10. Recommend training programmes needs to HR&A	Attend training	Target not changed	Not achieved

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Targets achieved successfully	Targets are achievable.

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
Targets achieved satisfactorily	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Strategic management	4 weeks	Management
Supervisory skills	4 weeks	Leadership
Supervisory skills	4 weeks	Management

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
These trainings will impact knowledge on leadership and management	



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SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee undertakes his work efficiently.	The Appraisee would benefit from training in complementary senior management courses.