



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20210552	Staff Name:	Moses Mutugi Mureithi
ID Number:	25145212	Employee E-mail:	moses.mureithi@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:	NLC7
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Jacob Kipaa Lemasika	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 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. Undertake valuation for advisory purposes	3 signed valuation reports	3 signed valuation reports	3	100	100
2. Bill professional fees for advisory valuation done	3 signed valuation fee notes	3 signed valuation fee notes	3	100	100
3. Undertake valuation for determination of stand premium and annual ground rent upon alienation of land and renewal of leases	10 signed stand premium and annual ground rent files from Land Administration Directorate	20 signed stand premium and annual ground rent files from Land Administration Directorate	20	200	100
4. Undertake inspections, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports	3 signed valuation reports	3	100	100
5. Attend/Hold inquiry exercise	3 signed inquiry reports	3 signed inquiry reports	3	100	100
6. Prepare valuation schedules	3 signed valuation schedules	3 signed valuation schedules	3	100	100



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7. Prepare and serve letters of awards to project affected persons	100 received letters of awards from PAPS	920 received letters of awards from PAPS	920	200	115
8. Issue notices of taking possession/early entry	20 received copies by project affected persons	480 received copies by project affected persons	480	200	107
Total Appraisee Score on Performance Targets				1100.00	822.00
Mean Appraisal Scores				137.5%	102.75%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
I was able to achieve all my targets.	The officer has met the set targets

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
Much as I was able to achieve the set targets. I hope that I will be sponsored for the trainings I asked for in the near future.	The officer has met the set targets

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Undertake valuation for advisory purposes	3 signed valuation reports	Target did not change	3 signed valuation reports
2. Bill professional fees for advisory valuation done	3 signed valuation fee notes	Target did not change	3 signed valuation fee notes
3. Undertake valuation for determination of stand premium and annual ground rent upon alienation of land and renewal of leases	10 signed stand premium and annual ground rent files from Land Administration Directorate	Target did not change	20 signed stand premium and annual ground rent files from Land Administration Directorate
4. Undertake inspections, data collection and due diligence for assigned compulsory acquisition projects	3 signed valuation reports	Target did not change	3 signed valuation reports
5. Attend/Hold inquiry exercise	3 signed inquiry reports	Target did not change	3 signed inquiry reports
6. Prepare valuation schedules	3 signed valuation schedules	Target did not change	3 signed valuation schedules
7. Prepare and serve letters of awards to project affected persons	100 received letters of awards from PAPS	Target did not change	800 received letters of awards from PAPS



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8. Issue notices of taking possession/early entry	20 received copies by project affected persons	Target did not change	450 received copies by project affected persons
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MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
I achieved all my targets	Set targets are achievable

VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Very Good - Upto 100%

APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES	IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
Targets achievable if assigned work	These targets were achieved satisfactorily

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
professional training skills	4 weeks	Strategic Management Development Program
Customer Care Skills	4 weeks	Public Relations
Supervisory Skills	4 weeks	Supervisory Management Course

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The above trainings will enhance my performance as a real estate practitioner.	These trainings are necessary since they will impact knowledge for better deliver of services

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations
The Appraisee is diligent in his work assignments.	The Appraisee would benefit from training in management courses.