



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150146	Staff Name:	Kipkiror Kaliamoi Mariko
ID Number:	13070196	Employee E-mail:	kipkiror.kaliamoi@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:	NLC5
Dept/Directorate	LV&T	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Dorichah Ongaga Buyaki	Immediate Supervisor Designation:	Principal Valuation and Taxation
Second Supervisor:	Dorichah Ongaga Buyaki	Supervisor Designation:	Principal 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. Supervise the preparation of schedules for gazettment for intention to acquire.	2 Gazetted schedules	2 Gazetted schedules	2 projects gazetted	100	100
2. Supervise the preparation of work plans	2 Completed work plans	2 Completed work plans	2 work plans prepared	100	100
3. Receive and address public enquiries and complaints on land valuation and taxation matters, and provides redress mechanisms and to ensure the needs of all stakeholders are fully attended to.	2 Received and addressed/resolved public enquiries and complaints on land valuation and taxation matters.	2 Received and addressed/resolved public enquiries and complaints on land valuation and taxation matters	Held inquiries for 2 projects	100	100
4. Compile and collate project reports to ensure the projects are monitored along timelines and quality standards.	2 Compiled and collated project reports	2 Compiled and collated project reports	Handled 2 project reports	100	100
5. Participate in project reconnaissance, site visits and public sensitization by Commission.	2 Signed attendance lists	2 Signed attendance lists	2 attendance registers provided	100	100



INDIVIDUAL APPRAISAL REPORT

6. Supervise distribution of gazette notices.	2 Signed attendance lists	2 Signed attendance lists	2 attendance lists provided	100	100
7. Undertake inspection, data collection and due diligence for assigned work.	2 Field notes	2 Field notes	Field notes provided for 2no projects	100	100
8. Attend/Hold inquiry exercise	2 Signed attendance lists	2 Signed attendance lists	Inquiries held for 2no projects	100	100
9. Serve awards to Project Affected Persons	100 Received copies by PAPs	200 Received copies by PAPs	Awards served to 200 PAPs	200	200
10. Prepare valuation schedules for approval by Land Valuation & Taxation Committee.	2 Prepared valuation schedules for approval by Land Valuation & Taxation Committee	2 Prepared valuation schedules for approval by Land Valuation & Taxation Committee	2 valuation schedules prepared for approval	100	100
11. Forward valuation schedules to finance directorate	2 Forwarded valuation schedules to finance directorate	2 Forwarded valuation schedules to finance directorate	valuation schedules forwarded for 2 projects	100	100
12. Supervise service of notices of taking possession to PAPs	2 No. projects served with notices of taking possession	2 No. projects served with notices of taking possession	served notices of taking possession for 2 projects	100	100
Total Appraisee Score on Performance Targets				1300.00	1300.00
Mean Appraisal Scores				108.33%	108.33%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The targets are attainable.	Targets are achievable subject to provision of resources for implementing the same.
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
All the targets were achieved	



INDIVIDUAL APPRAISAL REPORT

MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
1. Supervise the preparation of schedules for gazettment for intention to acquire.	2 Gazetted schedules	Target did not change	1 Gazetted schedule
2. Supervise the preparation of work plans	2 Completed work plans	Target did not change	1 Completed work plans
3. Receive and address public enquiries and complaints on land valuation and taxation matters, and provides redress mechanisms and to ensure the needs of all stakeholders are fully attended to.	2 Received and addressed/resolved public enquiries and complaints on land valuation and taxation matters.	Target did not change	1 Received and addressed/resolved public enquiries and complaints on land valuation and taxation matters.
4. Compile and collate project reports to ensure the projects are monitored along timelines and quality standards.	2 Compiled and collated project reports	Target did not change	1 Compiled and collated project report
5. Participate in project reconnaissance, site visits and public sensitization by Commission.	2 Signed attendance lists	Target did not change	1 Signed attendance list
6. Supervise distribution of gazette notices.	2 Signed attendance lists	Target did not change	1 Signed attendance list
7. Undertake inspection, data collection and due diligence for assigned work.	2 Field notes	Target did not change	2 Field notes
8. Attend/Hold inquiry exercise	2 Signed attendance lists	Target did not change	2 Signed attendance lists
9. Serve awards to Project Affected Persons	100 Received copies by PAPs	Target did not change	50 Received copies by PAPs
10. Prepare valuation schedules for approval by Land Valuation & Taxation Committee.	2 Prepared valuation schedules for approval by Land Valuation & Taxation Committee	Target did not change	1 Prepared valuation schedule for approval by Land Valuation & Taxation Committee
11. Forward valuation schedules to finance directorate	2 Forwarded valuation schedules to finance directorate	Target did not change	1 Forwarded valuation schedule to finance directorate
12. Supervise service of notices of taking possession to PAPs	2 No. projects served with notices of taking possession	Target did not change	1No. projects served with notices of taking possession
MID YEAR APPRAISEES'S COMMENTS		MID YEAR IMMEDIATE SUPERVISORS COMMENTS	
50% of the set targets were achieved.		Targets are achievable.	



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VALUES AND STAFF COMPETENCIES APPRAISAL		
Criteria Cluster	Appraisee's Values and Competencies	Immediate Supervisor Comments
Core Competencies	Professionalism	Excellent - Higher Than 100%
APPRAISEE'S COMMENTS ON VALUES AND COMPETENCIES		IMMEDIATE SUPERVISOR COMMENTS ON APPRAISEE'S ATTRIBUTES/ATTITUDE
I am prudent and objective in undertaking my duties as a professional and mid level manager.		Targets are achievable subject to provision of resources for implementing the same.
STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Senior management skills	4 weeks	Senior management course at Kenya School of Government
Communication skills	4 weeks	Professional communication course
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
This training will help me in my professional progression and achieve my targets with ease.		The Training is key for the officer to handle management tasks.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Targets achieved despite delay in facilitation by acquiring bodies.Excellent performance	Recommended for consideration of the selected training to enhance efficient service delivery.	