



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20150168	Staff Name:	Jacinta Katee Ruth
ID Number:	24708287	Employee E-mail:	jacinta.katee@landcommission.go.ke
Appraisal Type:	ANNUAL FINANCIAL YEAR	Appraisal Period:	2023-2024
Terms of Service:	Permanent and Pensionable	Gender:	Female
Work Station	47-Nairobi City County	Job Grade:	NLC6
Dept/Directorate	CC&A	Appraisal Status	Approved/Closed/HR
Immediate Supervisor:	Stephen Chebii Kipchumba	Immediate Supervisor Designation:	Principal Advocacy Officer
Second Supervisor:	Walter Hesbon Ooko Menya	Supervisor Designation:	Head Corporate Communication and Advocacy

DEPARTMENTAL OBJECTIVES

To strengthen communication with all stakeholders

To improve Commission's visibility and hence image

To enhance resource mobilization for Commission projects and activities

To conduct targeted public education and campaigns on relevantt Commission programmes and activities.

To manage the Commission's postive media presence

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
To generate and submit to the HOD draft quarterly reports by the 5th of the month preceding quarters of the year.	Draft Communication, corporate affairs an advocacy performance quarterly reports.	Reports for the 4 quarters, bi-annual and annual report in place	Generated and submitted quarterly reports and the bi-anual reports	95	97
To prepare draft CCAD Work plan and Procurement plan for the FY 2024-2025 by June 30, 2024	A draft Work plan and procurement plan	Developed and submitted a draft 2024/2025 annual workplan and procurement plan.	Prepared the draft CCAD workplan and procured and submitted to the HOD	90	95



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Prepare 4 draft funding Proposals for resource Mobilization	No of funding proposals developed	Developed and submitted a Concept note to Groots -Kenya Kenya on the development of a Land Handbook.	Developed and submitted 3 Concept notes to :Groots - Kenya on the development of a Land Handbook, Judiciary and AJS secretariat-AJS conference and implementation of AJS in Laikipia and Kitui County	90	95
Conduct 4 no. Public campaigns/education sessions by June 2024	No of public campaigns/education sessions conducted.	1. Held public education and sensitization forums (public barazas) in Baringo, Wajir Isiolo and Mombasa Counties. 2. Conducted sensitization and public awareness campaigns in Mombasa county. 3. Held a land clinic in Kiambu county. 4. Exhibited an	1. Held public education and sensitization forums (public barazas) in Baringo, Wajir Isiolo and Mombasa Counties. 2. Conducted sensitization and public awareness campaigns in Mombasa county. 3. Held a land clinic in Kiambu county	94	91



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Production and Dissemination of civic education Information Education Communication materials using various platforms including print, electronic and social media	No of CEPA Materials developed and distributed	Designed and printed education and publicity materials that included; fliers, posters, brochures, factsheets, roll up banners, tear drops, wall banner, notebooks, t-shirts.	Designed and printed education and publicity materials which were distributed during conferences, land clinics and to walk in clients.	95	97
Conduct/participate forums with relevant Government agencies/County Government	No. of Consultative forums held/participated in	1.Participated in working sessions for the technical working group on the development of Community Land Management Committee Manual.	.Participated in working sessions for the technical working group on the development of Community Land Management Committee Manual organized by Namati	85	90
Total Appraiser Score on Performance Targets				549.00	565.00
Mean Appraisal Scores				91.5%	94.17%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are realistic and within the workplan	The target set are realistic and within the workplan.
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
Most of the targets were met though with adequate financial resources and training a lot can be achieved.	The appraiser has met majority of the target set.



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MID YEAR REVIEW			
Agreed Performance Target	Performance Indicator	Target changed or Added	Remarks
To generate and submit to the HOD draft quarterly reports by the 5th of the month preceding quarters of the year.	Draft Communication, corporate affairs an advocacy performance quarterly reports.	Target not changed	Performance at 50 %- the 1st and 2nd quarter reports compiled and presented to the HOD
To prepare draft CCAD Work plan and Procurement plan for the FY 2024-2025 by June 30, 2024	A draft Work plan and procurement plan	Target not changed	Performance ongoing
Prepare 4 draft funding Proposals for resource Mobilization	No of funding proposals developed	Target not changed	Performance ongoing- Developed two concept notes which culminated to two stakeholder/ partnership meetings
Conduct 4 no. Public campaigns/education sessions by June 2024	No of public campaigns/education sessions conducted.	Target not changed	Performance ongoing- Conducted 8 public education campaigns and stakeholder engagement forums in Baringo, Wajir south subcounty, Mombasa and Makueni County.
Production and Dissemination of civic education Information Education Communication materials using various platforms including print, electronic and social media	No of CEPA Materials developed and distributed	Target not changed	Performance ongoing-Developed content for Know your land rights booklet, Frequently asked questions and thematic IEC Materials
Conduct/participate forums with relevant Government agencies/County Government	No. of Consultative forums held/participated in	Target not changed	Performance ongoing- participated in three stakeholder engagement forums organized by our partners

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Target have not changed or added and performance is ongoing well.	The targets remained constant

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
All the targets and duties assigned will be executed to the best of my knowledge and on time.	The appraisee executes her duties with professionalism and on time.



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STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Resource Mobilization	2 week	Technical
Senior management Course	4	management
Policy Influencing and Advocacy	4 weeks	Technical
APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS		IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The training requested for is neccessary		Training the appraisee will greatly motivate her as well as improve productivity.
SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS		
Second Supervisor Comments	Second Supervisor Recommendations	
Appraisee met expectations	Consider appraisee for training	