



INDIVIDUAL APPRAISAL REPORT

PERSONAL DETAILS			
Staff Number:	NLC20140070	Staff Name:	Elijah Leiro Letangule
ID Number:	9709809	Employee E-mail:	elijah.letangule@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:	NLC3
Dept/Directorate	CC&A	Appraisal Status	Immediate Supervisor
Immediate Supervisor:	Walter Hesbon Ooko Menya	Immediate Supervisor Designation:	Head Corporate Communication and Advocacy
Second Supervisor:	Tache Kabale Arero	Supervisor Designation:	Acting Chief Executive Officer

DEPARTMENTAL OBJECTIVES

To enhance Corporate Image of the Commission

To promote good corporate governance

To Improve Commission's Visibility

To Conduct public education and advocacy

Cordination of partnerships and linkages

Customer care management

To provide Hansard Services to the Commission

AGREED PERFORMANCE TARGETS

Agreed Performance Target	Performance Indicator	Results Achieved	Agreed Actual Results Achieved	Appraisee's Rating	Agreed Rating
Coordinate Resource Mobilization for the Department	No of donors brought onboard and no of activities funded			0	0
Coordinate the Implementation of Advocacy programmes, initiatives and projects	No of programmes, initiatives and projects developed and implemented			0	0
Oversee the development and implementation of Communication and advocacy policy documents	No of policy documents developed and in use			0	0
Spearhead the development, production and dissemination of CEPA mmaterials	No of CEPA materials developed and disseminated			0	0
Conduct Staff Performance appraisals	No of staff appraised			0	0
Coordinate the formulation of advocacy division annual work plan, budget and procurement plan	No of reports generated			0	0
Oversee event organizational-Organizing stakeholder forums, workshops, meetings, exhibitions, launches etc	No of events organized and executed			0	0



INDIVIDUAL APPRAISAL REPORT

Oversee the daily operations of the advocacy unit	A coordinated and motivated staff			0	0
Total Appraisee Score on Performance Targets				0.00	0.00
Mean Appraisal Scores				0%	0%

APPRAISEE'S COMMENTS ON TARGET SETTING	IMMEDIATE SUPERVISOR'S ON TARGET SETTING
The target set are realistic and achievable if adequate resources are availed	

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

MID YEAR APPRAISEES'S COMMENTS	MID YEAR IMMEDIATE SUPERVISORS COMMENTS
Performance ongoing and on course to achieving all the set targets	

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
I factor in proper planning and consultation in executing my duties	

STAFF TRAINING AND DEVELOPMENT NEEDS		
Training & Development Needs	Duration	Type of Training
Resource Mobilization	2 weeks	Technical
Lobbying and Advocacy	2 weeks	Technical

APPRAISEE'S COMMENTS ON TRAINING & DEVELOPMENT NEEDS	IMMEDIATE SUPERVISOR COMMENTS ON TRAINING & DEVELOPMENT NEEDS
The short courses will help improve my capacity in execution of duties	

SECOND SUPERVISOR COMMENTS AND RECOMMENDATIONS	
Second Supervisor Comments	Second Supervisor Recommendations